

MINUTES OF THE MEETING OF THE MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)

464 Abbott Avenue, Leominster, MA

THURSDAY, November 1, 2018

7:00 PM

1. Open Meeting, Introductions and Announcements

J. Telepciak called the meeting to order at 7:00 p.m. All present were introduced.

2. Approval of September 6, 2018 MRPC Minutes

M. Pineo moved that the Montachusett Regional Planning Commission approve the September 6, 2018 MRPC minutes with the correction that Stacia Donahue of Harvard should be listed as present. The motion was seconded and passed unanimously.

3. Presentation by MRPC's Geographic Information System (GIS) Department "How MRPC Can Assist Your Community with its Mapping Needs"

Kayla Kress, MRPC's GIS Analyst presented a PowerPoint on the mapping services offered by MRPC including: MRMapper, Assessor Parcel Maintenance, Official Street and Zoning mapping, Master and Open Space Plan mapping, Optimized plow and sanding route mapping, Trail mapping, Cemetery mapping and Crime mapping. Question and answer session took place.

4. Administrative Matters

4.1 Financial Personnel Update and Audit Preparation

G. Eaton reported that workloads of the Linda Parmenter, Administrative and Human Resources Director (AHRD) and Holly Ford, Executive Assistant (EA) remain high since the departures of the Fiscal Director and Community Development Manager (spring 2018). A new Fiscal Manager, Linda Quinlivan was hired on September 17, 2018. The Community Development Manager position remains vacant. The Executive Assistant continues to perform above expectations in her expanded role in ensuring that the Federal Fiscal Year 2017 (FFY17) Shirley CDBG program is properly implemented, alongside of the Executive Director. Both the EA and the AHRD have become more intimately involved in financial operations. Their need to continue on a permanent basis and, correspondingly their respective, temporary salary increases provided to them by this Commission on May 7, 2018 should be made permanent (see prior vote taken authorizing temporary salary increases for the AHRD and EA, below). Their continued inclusion in financial matters will provide an assurance that all fiscal policies are strictly adhered-to and that there will be a heightened level of security of all public funds managed by the MRPC.

Commission Action Previously Taken on May 3, 2018

Workloads of Linda Parmenter, Administrative and Human Resources Director and Holly Ford, Executive Assistant are considerably higher than in the past. Therefore, during the period of time that both of these positions will remain vacant, the Executive Director is recommending that both of these employees be compensated at a higher level; specifically, as follows.

Administrative and Human Resources Director is currently compensated at grade 7, step 6, \$82,059 while the new, recommended, interim level of compensation would be grade 7, step 9, \$89,252 effective May 7, 2018, for a time frame not exceed six months; this is being recommended due to the additional workload taken-on by the Administrative and Human Resources Director in order to assist the Executive Director and Executive Assistant to address and complete fiscal duties. Based on the successful hiring and training of a new Fiscal Manager the Executive Director will determine when to conclude this additional salary.

Executive Assistant is currently compensated at Grade 2, step 1, \$42,235 while the new, recommended, interim level of compensation would be grade 2, step 7, \$48,980 effective May 7, 2018 for a time frame not to exceed eight months; this is being recommended due to the additional workload taken-on by the Executive Assistant in order to assist the Executive Director to complete the current CDBG administrative tasks. Based on the possible, successful hiring and training of a new Community Development Manager the Executive Director will determine when to conclude this additional salary.

The Executive Director is also pleased to report that several department heads have also been assigned and are satisfactorily completing additional financial tasks, previously completed by the former Fiscal Directors (i.e. invoicing). In addition, a Principal Planner has also exceeded expectations and has successfully obtained at least \$160,000 in new revenue for this organization. She has also contributed to four, recent grant proposals worth approximately \$235,000. Due to the decline in revenue to this agency (late FY18) the Executive Director issued layoff notices to three, former full-time employees (June 1, 2018). The Executive Director recommended no salary increases for staff at the beginning of FY19 (July 1, 2018). He also indicated that no salary increases could be recommended until the MRPC improved its cash flow. Both an increase in cash flow and increases in salaries at some level may be recommended by July 1, 2019 (beginning of FY20), or sooner.

G. Corbosiero moved that the Montachusett Regional Planning Commission agree and approve that previous temporary salary increase to Linda Parmenter, Administrative and Human Resources Director remains permanent at Grade 7, step 9, \$89,252 made effective by the Commissioners on May 7, 2018, until such time that the Executive Director may recommend and the Commissioners acquiesce to any further increases for all employees at some date in the future. This is being recommended due to the additional workload taken-on by the Administrative and Human Resources Director in order to assist the Executive Director, new Fiscal Manager and Executive Assistant to address and complete fiscal duties as detailed in the above report; and that the previous temporary salary increase to Holly Ford, Executive Assistant remains permanent compensated at grade 2, step 7, \$48,980 made effective by the Commissioners on May 7, 2018, until such time that the Executive Director may recommend and the Commissioners agree to any further increases for all employees at some date in the future. This is being recommended due to the additional workload taken-on by the Executive Assistant in order to assist the Executive Director, Fiscal Manager and Fiscal Manager to complete the ongoing CDBG and fiscal tasks. The motion was seconded and passed unanimously.

4.2 Call for Volunteer and Election of Member at Large to the Executive Committee

J. Telepciak stated that MRPC's Executive Committee has a vacancy of a Member at Large. The Executive Committee meets as needed to consider policy matters. Also, when the regular meeting of the Planning Commission fails to achieve a quorum, the Executive Committee acts on behalf of the Commission for the following purposes: approving the cash schedule as well as addressing other functions deemed critically important to the operation of the planning district, as needed. When a vacancy occurs, the Commission shall elect at its next meeting member to fill the position. Call for volunteer to serve.

Maribel Cruz volunteered.

G. Corbosiero moved that the Montachusett Regional Planning Commission elect Maribel Cruz to fill the vacancy of a Member at Large on the Executive Committee. The appointment will become effective immediately and run through June 30, 2019. The motion was seconded and passed unanimously.

4.3 50th Anniversary Celebration – November 2, 2018 8:30 a.m. – 11:00 a.m.

G. Eaton informed all present of MRPC's 50th Anniversary Celebration.

4.4 Community Development Block Grant Programming

G. Eaton explained the he met with The Executive Committee on September 17th concerning management of the Community Development Block Grant programs in Winchendon and Shirley.

The Shirley FFY17 CDBG program has seen eight applicants be approved; the units goal is 15. At least five of the eight approved units have seen the commencement of construction activities. Two public hearings were held on October 2nd in order to review the progress of the FFY17 program and discuss the planning steps that needs to be addresses prior to the completion of a FFY19 CDBG proposal for this community (due March 1, 2019).

5. Status Reports

5.1 Geographic Information Systems (GIS)

MRMapper & MOBILE APPS (GENERAL)

The public MRMapper WebApps have all been added to the most current version (2.7) of the software. One additional application has been added to the MRMapper homepage: Roadway Safety Improvement Project Targets.

COMMUNITY-RELATED

Fitchburg Parcel Enhancements – The internal and public MRMapper sites for the City are now 'live'. We have established an automated process where the City's parcel and assessor data is updated nightly so that the data is as current as it possibly can be.

Shirley Cemetery Mapping – We have completed mapping of the Center and Village cemeteries. We are currently waiting for the Town to complete database entry regarding plots and interments. The end results will be internal and public MRMapper applications for the two cemeteries.

Harvard Zoning Mapping – We are currently working on updating Zoning data and maps for the community. This project is expected to be completed soon.

Westminster Assessor Mapping – We are currently in the process of updating the parcel data and maps for the Town of Westminster. Once complete the Town's MRMapper sites will be updated accordingly.

Templeton Snow Plow Route Mapping – We are currently working on mapping individual and system wide snow plow routes for the Town. This project is expected to be completed soon.

Lancaster Housing Production Plan Mapping – We are currently working on updating mapping and data related to the Town's Housing Production Plan. These maps and data concern development constraints and state-owned land in the community.

Ashby Housing Production Plan Mapping – We are currently working on mapping and data related to the Town's Housing Production Plan. These maps and data concern development constraints and state-owned land in the community.

Lunenburg Business Brochure – We will be creating a brochure of businesses and other attractions for the town of Lunenburg. We are currently waiting for the data that they wish to show. This project is expected to be completed by the end of Winter 2018.

Ayer Conservation Lands – We will be creating series of maps pertaining to the current and potential conservation lands in the town of Ayer and its surrounding communities. We are currently waiting for data from planning staff. This project is expected to be completed by the end of Winter 2018.

COMPREHENSIVE PLANNING

DLTA Brownfields – We have finished creating a map of the locations that are a part of the MRPC's and TRC's Brownfields Program History. We have also finished a map of the locations of chemical release sites in the Montachusett region. The maps are currently being reviewed by MRPC planning staff. This project is expected to be completed by the end of November 2018.

DLTA Industrial Development Analysis – We are currently working on the identification of parcels in the region suitable for the development of an industrial park. A potential industrial park would ideally be at least 50 acres in size. We are utilizing assessor parcel, zoning, absolute and partial development constraints data to identify potential areas for additional site review. This project will be ongoing throughout the remainder of the calendar year.

TRANSPORTATION-RELATED

Trail Guide Update – We've distributed the trail maps to the communities and they are currently reviewing them. We have received changes from nine communities: Ashburnham, Athol, Fitchburg, Gardner, Groton, Leominster, Lunenburg, Royalston, and Shirley. We have updated the community maps to reflect these changes and are currently redistributing them for a second review. If communities respond with more changes, we will make them accordingly. We are currently waiting for updated trail data from Shirley. This phase of the project is expected to be completed at the end of Fall 2018.

TRANSIT-RELATED

Littleton-Westford Regional Commuter Rail Shuttle – We updated the map of the route to include stops at Littleton Town Offices and Library, Littleton Common, the IBM Park and Ride lot, and Hampton Inn & Suites. The map is currently being reviewed by Transit staff. We will make any edits as requested. This project is expected to be completed by the end of November 2018.

Athol-Orange Shuttle – We've updated the map of the route so that the route is now shown as not traveling on School Street in Athol. The map is currently being reviewed by Transit staff. We will make any edits as requested. This project is expected to be completed by the end of November 2018.

MART Non-Rider Opinion Report – We've distributed and collected paper and electronic surveys to gauge the opinions of people who do not currently use MART services in an attempt to understand why these people do not use MART services. We will be writing a report describing the results of the survey. This project is expected to be completed by the end of 2018.

MISCELLANEOUS

Light Detection and Ranging (LiDAR) Data processing – We have finalized the LiDAR data processing. We are generating 2ft contours for Community MRMapper applications. In the future we will extract building footprints and their heights sometime in 2019.

5.2 Planning and Development

FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)

Registration for Citizen Planner Training Collaborative's fall 2018 Workshop Registration is now Open – please see handout. MRPC will be hosting two (2) workshops at MRPC offices (Doyle Conservation Center). The topic for the first workshop hosted by MRPC on Wednesday, October 24th at 6 p.m. is Introduction to Subdivision Control and the topic for the second workshop also hosted by MRPC on Wednesday, November 7th at 6 p.m. is Special Permits and Variance. Workshops are about 2 hours long and include handouts covering the subject. The fee is \$35 per workshop. Local municipal officials are highly encouraged to attend.

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

All funds for Phase I and Phase II Environmental Site Assessments have been expended. Program funds allocated for MRPC staff remain to map all sites that have been assessed through MRPC's Brownfields Program as well as existing brownfield sites throughout the region. MRPC will apply to EPA for additional Brownfields Environmental Site Assessment funding late fall/early winter. It is anticipated that an EPA grant application will be available in November.

DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA)

Projects that MRPC staff are working on include:

- Town of Winchendon: Assistance to complete previous work on individual chapters of Winchendon's Master Plan and compile each chapter into a complete Master Plan document.
- Town of Athol: Transportation Master Plan Chapter Update.
- Town of Ayer: Assistance with identifying and prioritizing existing and potential conservation lands in Ayer.
- Ashby: Housing Production Plan.
- Lunenburg: Community Business Brochure and Implementation Plan for the "Formation of a Business/Town Partnership" drafted in the 2017 DLTA round.
- Lunenburg: Permitting Guidebook.
- Fitchburg: Investigating/researching parking adjustments that can be made to support Smart Growth in the City's denser neighborhoods.
- Fitchburg: Best practices review with recommendations for off-site student housing policy/procedures in University neighborhoods.
- Industrial Lands Inventory for the Montachusett Region.

COMMUNITY HEALTH ASSESSMENT OF NORTH CENTRAL MASSACHUSETTS

This project has been completed.

CHEMICAL SAFETY AND CLIMATE CHANGE PREPAREDNESS TRAINING

This project has been completed.

MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES (DOER)

MRPC is utilizing grant funds from the Massachusetts Department of Energy Resources (DOER) to assist the Towns of Hubbardston, and Templeton to become Green Communities and to assist with administration of existing Green Communities for Ashby, Athol, Harvard, Fitchburg, Lunenburg, Shirley, Townsend and Westminster.

5.3 Transit

AYER PARKING FACILITY

During the past month MRPC staff continued to assist MART and the Town of Ayer; and working with the Engineer (Weston & Sampson) to move forward the construction of the Ayer Commuter Rail parking facility at the Rail Trail parking lot location. MRPC staff assisted MART in reviewing reports and documents for final construction of the proposed project. The parking facility will include 200 parking spaces, bus stop and pedestrian plaza. Also, reviewed the project Final Design Plans submitted by the consultant and provided MART with comments. On September 5th Staff attended a meeting with the Consultant (Weston & Sampson) to discuss the next step moving forward and the re-bid process. On September 11th staff attended the Ayer Board of Selectmen meeting regarding the Ayer Parking Facility project.

COORDINATED TRANSIT PLAN UPDATE

During the past month staff completed the Coordinated Public Transit - Human Services Transportation Plan (CPT-HSTP) Update. The Montachusett MPO at their meeting on September 19, 2018 voted to endorse the 2018 (CPT-HSTP) Update. The Coordinated Plan focuses on three target populations within the Montachusett region, individuals with disabilities, low-income individuals (or persons below the poverty level) and the elderly and identifies gaps in existing transportation services and needs to meet those gaps. The updated Coordinated Plan includes new information on existing transportation resources and newly identified gaps. The plan also includes new demographic data. A copy of the final report is available on the MRPC website www.mrpc.org.

LITTLETON REGIONAL SHUTTLE SERVICE

During the past month staff continued working on updating the bus route to connect Littleton industries (IBM, Red Hat and Juniper) with the MBTA Littleton commuter rail station for the reverse commute (Last Mile/ First Mile) and with the Park & Ride Facilities in Littleton and Westford.

AYER/SHIRLEY/DEVENS/ FIXED BUS ROUTE

On October 1, 2018 staff attended a meeting with Devens businesses, Mass Development and Devens Enterprise Commission representatives and presented a bus route update. The Devens connects Devens industries with the MBTA commuter rail station for the reverse commute (Last Mile) and with the Fitchburg/Leominster labor force. It also connects the residents of Ayer, Shirley and Devens to shopping centers in Leominster.

ATHOL / ORANGE FIXED BUS ROUTE

On September 5th staff attended a meeting with Town Officials to discuss the changes proposed to the Athol bus route service. On October 2nd staff attended the Athol Board of Selectmen Meeting and presented proposed changes to the bus route in the Town of Athol. On October 24th, 2018 MART will hold a public meeting at Athol Senior Center from 6:00 PM to 8:00 PM regarding the Athol Bus Route and schedule changes.

FITCHBURG/LEOMINSTER AND GARDNER BUS ROUTES

On October 30, 2018 MART will hold a public meeting at MART Maintenance Facility at 1427R Water Street, Fitchburg from 6:00 PM to 8:00 PM regarding the Fitchburg/Leominster and Gardner Bus Routes and schedule changes.

MART RFP FOR MANAGEMENT SERVICES

Staff assisted MART in the review and evaluation of Request for Proposals from Management Services for both fixed route and demand response services in the Fitchburg/Leominster and the Greater Gardner and Athol Areas.

5.4 Transportation

COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN 2018 UPDATE (CPT-HSTP)

At the MPO meeting on September 19, 2018, the Montachusett Metropolitan Planning Organization (MPO) voted to the Coordinated Public Transit – Human Services Transportation Plan 2018 Update (CPT-HSTP). The Montachusett CPT-HSTP focuses on three target populations within the Montachusett region, individuals with disabilities, low-income individuals and the elderly, and seeks to identify gaps in existing transportation services and needs to meet those gaps. The Coordinated Plan has been developed as a tool to help local transportation providers and communities improve transportation services, increase efficiency of service delivery, and expand outreach to meet growing needs. It provides a framework to guide the investment of existing transportation resources and the acquisition of future funds. The endorsed CPT-HSTP is available for download on the MRPC website, www.mrpc.org.

TRANSPORTATION ENHANCEMENT CRITERIA (TEC) REVISIONS

The MJTC has begun the process of revising the Transportation Evaluation Criteria (TEC) currently used to evaluate and score highway projects for the Transportation Improvement Program (TIP). Each year staff reviews those projects expected to compete for federal regional target funds and either updates existing TEC scores or conducts a TEC scoring for new projects. These scores help the MJTC and the MPO to prioritize projects so that the limited funds can address the highest scored projects. Although this is the goal of the TEC, sometimes high scoring projects have to be bypassed due to other issues, such as design status, etc., that would prevent it from being ready for inclusion in the TIP. The current version of the TEC has been used for a number of years and this is a good time to review and re-evaluate the TEC to see where changes can be made that would result in a better scoring mechanism. The MJTC began the revision process in October and the goal is to have a new TEC by the first of the year for use on the upcoming TIP process.

MONTACHUSETT REGIONAL TRANSPORTATION PLAN UPDATE

The MJTC also began the process of reviewing and updating the Vision Statement and Goals and Objectives for the Montachusett Regional Transportation Plan (RTP) as part of the development of the planned update of the RTP for 2019. A draft revision compiled by MRPC staff was discussed to obtain feedback from MJTC members. Three of the seven RTP Goals were reviewed and attempts were made to better clarify the point of the Goal and to determine if the Objectives were applicable. Several suggestions were provided by members. The MJTC will review the remaining Goals at the November 14th meeting with a complete revision of the Vision Statement and the Goals and Objectives by early next year. Continued comments will be sought throughout the RTP process.

MASSDOT ADOPTED PERFORMANCE MEASURES 2 (PAVEMENT/BRIDGE) AND 3 (CMAQ/FREIGHT)

MassDOT personnel provided the MPO in September and October presentations regarding the development of state adopted Performance Measures related to Pavement and Bridges (PM2) and Congestion, Emissions and Reliability (PM3). The Federal Highway Administration (FHWA) established three performance measures that state Departments of Transportation and MPOs needed to adopt and track. MPOs have the choice of agreeing to the state PMs or to develop and track their own PMs. A deadline of November 2018 was set for the states and MPOs to determine what they wished to do. Earlier this year, the MPO also discussed Performance Measure 1 (PM1) related to safety and at that time the MPO concurred with the adoption of the state measures. With PM2 and PM3, MassDOT again established performance measures and provided the MPO with the option of adoption or development of their own. Because these PMs are confined to National Highway System (NHS) roads which are overwhelmingly the responsibility of MassDOT, and therefore will need to be monitored, tracked and reported to FHWA by the state, the development of separate regional PMs for these same facilities was not practical. After the presentations on PM2 and PM3, the MPO voted to adopt the state performance measures as presented.

BOSTON URBANIZED AREA MEMORANDUM OF UNDERSTANDING (MOU)

At the October MPO meeting, MassDOT discussed a draft Boston Urbanized Area (UZA) Memorandum of Understanding (MOU) coordination and cooperation between MPOs, state agencies, and RTAs located within the Boston UZA. With the last census, the designation of the Boston UZA expanded west, north and south to include parts of the Montachusett Region and parts of New Hampshire and Rhode Island. Additionally, as part of FHWA's certification reviews of other Massachusetts MPOs, a new UZA MOU was required as a result of the population growth of the Boston UZA. Again, the UZA MOU sets forward procedures for coordination between all MPOs for a variety of different plans that involve performance measures and targets that are by UZA and not by State. After several months of review and discussion with the agencies and states involved, a new MOU has been developed. MassDOT will be seeking adopting of the MOU at a future MPO meeting. David Mohler as the Executive Director of the Office of Transportation Planning at MassDOT will be signing the MOU on behalf of all the Massachusetts MPOs.

SAFE ROUTES TO SCHOOL INFRASTRUCTURE APPLICATION PROCESS

At the October meetings of the MJTC and MPO, MassDOT provided a presentation regarding the new Safe Routes to School (SRTS) Application process for infrastructure projects. The process makes use of the MassDOT Online Project Intake Tool (MaPIT). SRTS projects will be awarded to participating municipalities and schools for projects ranging from sidewalk improvements, traffic calming and speed reduction improvements to on and off-street bicycle and pedestrian facilities. The federally funded projects will be administered by MassDOT and those selected will have a consultant working with them on design and implementation. One hundred percent (100%) of the project from design to installation will be paid through this program. The total amount of funding to be available through SRTS will be determined in the near future but as of now MassDOT is anticipating that funded projects will cost up to \$1,000,000. Further information can be found at: www.mass.gov/safe-routes-to-school

SAFE ROUTES TO SCHOOL PARTNER LIST - MONTACHUSETT REGION			
Community	SRTS Part.	No. of Schools	Schools
Ashburnham	Y	2	Briggs Elementary; Overlook Middle
Ashby	Y	1	Ashby Elementary
Athol	Y	3	Athol Community Elementary; Athol-Royalston Middle; Royalston Community
Ayer	Y	1	Page Hilltop Elementary
Clinton			
Fitchburg	Y	6	Crocker Elementary; McKay Arts Academy; Memorial Middle; North Central Charter Essential; Reingold Elementary; South Street Elementary
Gardner	Y	3	Elm Street; Gardner Middle; Waterford Street
Groton			
Harvard	Y	1	Hildreth Elementary
Hubbardston	Y	1	Hubbardston Center
Lancaster			
Leominster	Y	5	Fall Brook; Frances Drake; Johnny Appleseed; Northwest; Samoset
Lunenburg	Y	1	Lunenburg Primary
Petersham	Y	1	Petersham Center
Phillipston			
Royalston			
Shirley	Y	2	Ayer Shirley Regional Middle; Lura A. White Elementary
Sterling			
Templeton			
Townsend			
Westminster	Y	2	Meetinghouse; Westminster Elementary
Winchendon	Y	1	Toy Town Elementary
		30	

6. New Business

There was no new business for discussion.

7. Adjournment

There being no further business the meeting adjourned at 8:00 p.m.

Meeting Attendance					
Name	M/A	Representing	Appointment Date	PRESENT	ABSENT
Johnson, Kyle	A	Ashburnham	7.2015		X
Hoyt, Roger	M	Ashburnham	7.2011	X	
Pease, Alan	M	Ashby	7.2001		X
Stacy, Wayne	A	Ashby	7.2005		X
Truehart, Duane	M	Athol	7.2016	X	
Rebecca Bialecki	A	Athol	7.2017		X
Vacant	M	Ayer			X
Vacant	A	Ayer			X
Duffy, Phil	M	Clinton	12.2011		X
Vacant	A	Clinton			X
Lowitt, Peter	N/V	DREZ	7.2001		X
Caron, Paula	M	Fitchburg	7.2002		X
Vacant	A	Fitchburg			X
Gross, Allen	M	Gardner	2.2005		X
Cruz, Maribel	A	Gardner	8.2017	X	
Burke, Russ	M	Groton	7.2016		X
Vacant	A	Groton			X
Donahue, Stacia	M	Harvard	7.2018	X	
Vacant	A	Harvard			X
Vacant	M	Hubbardston	7.2016		X
Stauder, Michael	A	Hubbardston			X
Christopher, Thomas	M	Lancaster	7.2016		X
Vacant	A	Lancaster			X
Vacant	M	Leominster			X
Vacant	A	Leominster			X
Cole, Tanner	M	Lunenburg	7.2018	X	

Adams, Kathryn	A	Lunenburg	7.2018	X	
Vacant	M	Petersham			X
Allen, Nancy	A	Petersham	7.2015		X
Vacant	M	Phillipston			X
Telepciak, John	A	Phillipston	10.201	X	
Natrowicz, Kyle	M	Royalston	7.2015		X
Barclay, James	A	Royalston	7.2017		X
Widing, Sarah	A	Shirley	7.2015		X
Yocum, Barbara	M	Shirley	8.2017	X	
Pineo, Michael	M	Sterling	7.2014	X	
Kilcoyne, John	A	Sterling	7.2014		X
Rich, Dennis	M	Templeton	7.2017		X
Terenzini, Carter	A	Templeton	9.2016		X
Shifrin, Laura	M	Townsend			X
King, Cindy	A	Townsend	7.2016		X
Weist, Linda	M	Westminster	7.2017	X	
Vacant	A	Westminster			X
Corbosiero, Guy	M	Winchendon	7.2011	X	
Cyganiewicz, Austin	A	Winchendon	7.2015		X

STAFF PRESENT: Jason Stanton, John Hume, Linda Quinlivan, Brad Harris, George Kahale, Glenn Eaton, Linda Parmenter, Kayla Kress

GUESTS PRESENT: Laura Harbottle, Ashby

EXHIBITS/DOCUMENTS PRESENTED AT MEETING

Power Point Presentation GIS
November 1, 2018 MRPC Handout
September 5, 2018 MRPC Minutes
2020 Regional Transportation Plan Vision, Goals, Strategies
Safe Routes to School Presentation
Memorandum of Understanding UZA MA, NH, RI
Regional Transportation Plan Goals and Objectives