

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

Doyle Center
464 Abbott Avenue
Leominster, MA 01453



**THURSDAY, FEBRUARY 7, 2019
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 January 3, 2019 MRPC Minutes

G. Corbosiero moved that the Montachusett Regional Planning Commission approve the January 3, 2019 as distributed. The motion was seconded and passed unanimously.

3. Treasurer's Report

3.1 Cash Schedule

R. Hoyt read the January 1 through January 31, 2019 Cash Schedule. Opening Balance 297,263.50; Total receipts \$317,228.35; Total Cash on hand before this warrant \$614,491.85; Less: Amount of this warrant \$174,154.63; Balance after this warrant \$440,337.22. G Corbosiero moved that the Montachusett Regional Planning Commission approve the January 3019 Cash schedule as read subject audit and to be place on file. The motion was seconded and passed unanimously.

4. Administrative Matters

4.1 Revenue Forecast for FY20 and Discussion of FY19 Budget

L. Parmenter distributed the budget for FY20. She indicated that Glenn Eaton was unable to attend the meeting tonight. The estimated revenue for FY20 is \$1,619,152.32 and the estimated expenditures are \$1,365,476.89. In accordance with the MGL General Law – Regional Planning, the budget for the upcoming fiscal year must be presented in February. L. Parmenter indicated that members should review the budget and if they had any questions to ask them at the March Meeting.

The two items below were postponed for discussion until a future date.

4.2 Minimum and Maximum Salary Levels for MRPC Staff

**4.3 Proposed New Policy for Lending Existing Revolving Loan Funds (RLF)
Earned from 2001 Environmental Protection Agency (EPA) Grant**

5.

Status Reports

5.1 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

MRMapper & Mobile Apps (General)

We have recently added a number of transportation-related layers to MRMapper and will be working on creating/updating WebApps related to these layers. It is anticipated that this project will be completed in February.

Community-Related

Shirley Cemetery Mapping – We have received the database regarding plots and interments and are working with the Town to tweak the database for GIS conversion. The end results will be internal and public MRMapper applications for the two cemeteries. The MRMapper applications will allow users to search for interments and print maps showing plots. Additionally, the internal version will allow for editing/updates, as well as increased search functions, by the Town.

Royalston Assessor Mapping – We are working on updating the parcel data and maps for the Town of Royalston and are waiting for some final information from the Town before we can complete the project. Once complete the Town's MRMapper sites will be updated accordingly.

Westminster Zoning Updates – This project has been completed.

Lancaster Earth Products Overlay District – We received the additional information from the town that we needed and the project is now completed.

Lunenburg & Townsend Truck Exclusion Mapping – We have completed a draft map identifying proposed truck exclusions and alternative routes for these two communities. The map will be reviewed by the communities and additional mapping may be necessary based on feedback. We expect this project to be complete in February or March.

Comprehensive Planning

DLTA Lunenburg Business Brochure – We have finalized the text and a first draft of the brochure and have sent it out for review. We will be meeting with the Town Manager, the Land-Use Director, the Conservation Administrator, members from the Agricultural Commission, and members of the Lunenburg Business Association at the end of January to go over their comments and recommendations. We will make any desired edits and convene again if necessary. This project is expected to be completed by the end of February.

Transportation-Related

Trail Guide Update – We redistributed the trail maps to the communities that have responded back with comments/edits and twelve of the thirteen communities have approved their maps. We are currently waiting for updated trail data from Shirley. This phase of the project is expected to be completed by the end of February.

Working Towards the Future 2020 Comment Apps – We have created two different apps for use in obtaining public input regarding the Regional Transportation Plan Update. One app allows users to view and provide comment on the current Transportation Improvement Plan (TIP) projects. The other allows users to view a variety of transportation-related data sets and provide feedback regarding these data sets.

Transit-Related

MART Non-Rider Opinion Report – We are categorizing the reasons why non-riders choose not to use public transportation. Once we categorize all of the responses, we will begin writing a report that describes the results of the survey. This project is expected to be completed in February.

MART Fitchburg/Leominster System Update – We updated the map of the Fitchburg/Leominster bus system so that Route 9 now extends down to the new Leominster RMV on the border of Sterling. We also updated the three-quarter mile buffer map to include this new extension. This project is complete.

5.2 PLANNING AND DEVELOPMENT

Comprehensive Planning Division

MRPC provides assistance to communities seeking grant funds to improve economic vitality. MRPC staff is working to put an application together for the Town of Shirley for Housing Rehabilitation and Home Heating Fuel Assistance. Applications are due on or before March 8, 2019.

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 be applying to EPA for additional Brownfields Environmental Site Assessment funding this winter. MRPC will be submitting the grant application on or before the January 31, 2019 deadline.

District Local Technical Assistance (DLTA)

MRPC now has an executed contract with the Massachusetts Department of Housing and Community Development (DHCD). This is the 12th year of this State-funded initiative. MRPC issued a Request for Service Delivery (RSD) in January that was forwarded to Mayors/Boards of Selectmen, Town Administrators/Managers and Planning Boards/Departments with a proposal due date of March 4, 2019 for the first round and April 2nd for the second round.

Massachusetts Department Of Energy Resources (DOER)

MRPC continues to use 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. MRPC staff is assisting Ashby, Fitchburg, and Harvard to put together Green Community Competitive Grants due in March for up to \$250,000.

Community Development Division

5.3 TRANSIT

Ayer Parking Facility

During the past month MRPC staff continues 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. On January 23, 2019, MART received 6 Bids from General Contractors are as follows:

- | | |
|-------------------------------------|-------------|
| 1. Hutter Construction, Ipswich, NH | \$4,945,000 |
| 2. LD Russo Inc., Harvard, MA | \$5,044,000 |

3.	DAS Sullivan & Sons Inc., Northampton, MA	\$5,145,000
4.	J & J Contractors Inc., North Billerica, MA	\$5,187,000
5.	Monafort Brothers, Plainville, CT	\$5,538,620
6.	WES Construction Corp., Halifax, MA	\$7,332,285

The bids received are higher than the funding available for the project. MART is considering a Line of Credit to construct and complete this Project.

Athol / Orange Fixed Bus Route

During the past month MRPC Staff continues working on updating and monitoring the performance of the bus route and schedule for the new proposed service of the Athol-Orange Shuttle and providing MART with recommendations.

5.4 TRANSPORTATION

Montachusett Regional Transportation Plan Update

The draft update to the Goals, Objectives and Strategies for the Montachusett Regional Transportation Plan (RTP) update was completed by the MJTC and is now available for comments on our RTP website: www.mrpc.org/montachusett_2020_rtp.

In addition, the RTP comment applications are now available online at the above link. Individuals can review current data and information related to the RTP and provide comments directly on the site. With the assistance of GIS staff, the online comment application was developed. The comment apps include, Bridge Conditions, Pavement Conditions, Trails, Safety, Title VI and Environmental Justice Populations and others. In addition, the app labeled as Short-Range Projects contains information from the FFY 2019-2023 TIP.

A series of public workshops/meetings have been scheduled around the region as a means to present information on the RTP as it progresses and solicit public feedback. Each workshop will have a particular topic for discussion as well as a review of the Goals, Objectives and Strategies. Meetings have been scheduled as follows:

Date	Time	Community	Location	Topic
February 21, 2019	6:30 pm	Fitchburg/Leominster	MART Garage & Maintenance Facility 1427R Water Street Fitchburg	Transit
February 27, 2019	6:30 pm	Winchendon	Town Hall 2nd Floor Auditorium 109 Front Street	Safety
February 28, 2019	6:30 pm	Harvard	Town Hall 13 Ayer Road	Bike/Ped (Multi-Modal)
March 4, 2019	6:30 pm	Ayer	Town Hall 1 Main Street	Infrastructure
March 5, 2019	6:30 pm	Phillipston	Public Safety Building 90 State Road	Economic
TBD	6:30 pm	Leominster	MRPC Offices 464 Abbott Avenue	Environmental

MONTACHUSETT MPO FFY 2019-2023 TIP AMENDMENT #2

5.4.1 Endorsement of FFY 2019-2023 TIP Amendment #2– Approval Required

G. Kahale reported that the Montachusett Metropolitan Planning Organization (MPO) met on January 16th at which time they reviewed draft Amendment #2 to the FFY 2019-2023 Montachusett Transportation Improvement Program (TIP). The MPO then voted to release for a 21-day public review and comment period, Draft TIP Amendment #2. Amendment #2 includes a change to a bridge project in FFY 2019 in the Highway Element as well as changes to several projects in the FFY 2019 Transit Element.

The Highway Element project is under Section 2A – Bridge Program/Off-System in Athol. The project cost has been adjusted from \$2,485,241 to \$2,158,529. A reduction of \$326,890. The project is also outside of our Federal Aid Target funds and therefore does not impact our fiscal constraint for the TIP.

The changes in the FFY 2019 Transit Element include cost changes for two Section 5307 van and bus purchases; the removal of three Section 5307 projects involving support equipment purchases; and the addition of four projects involving the purchase of buses for MART and vans for GAAMHA, Inc. and the Arc of Opportunity in North Central Mass under Section 5310 and Other Non-Federal section.

The public comment period began on January 25, 2019 and will run until the close of business on Thursday February 14, 2019.

G. Corbosiero moved that the MRPC has reviewed the FFY 2019-2023 Transportation Improvement Program (TIP) Amendment #2 and based upon this review as well as the review of any comments received, authorizes its Chairman to endorse the FFY 2019-2023 TIP Amendment #2 at a MPO meeting scheduled for Wednesday February 20, 2019 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

FFY 2020-2023 Transportation Improvement Program (TIP)

The Montachusett Metropolitan Planning Organization (MPO) will meet on February 16th at which time they will receive presentations on three or four TIP Target eligible projects:

Project ID	Community	Project Description	Est Total Cost
604499	Leominster	LEOMINSTER- Reconstruction/ Rehabilitation on Route 12 (Central Street), Including Rehabilitation of L-08-022	\$ 8,350,150
608888	Gardner	GARDNER- Reclamation and Related Work on Pearson Boulevard	\$864,519
608793	Hubbardston	HUBBARDSTON- Highway Reconstruction of Route 68 (Main Street), from 1,000 Ft North of Williamsville Road to Elm Street	\$2,230,070
608424	Templeton	TEMPLETON- Reconstruction of Route 68, From King Phillip Trail (Route 202) North to The Phillipston Town Line (2.65 Miles)	\$5,575,826

Staff will also meet with MassDOT on February 12th at the District 3 Offices as part of TIP Readiness Day.

- **Next MJTC Meeting – February 13, 2019 at 6:30 PM at MRPC Offices**
- **Next MPO Meeting – February 20, 2019 at 1:00 PM at MRPC Offices**

7.New Business

There was no new business for discussion.

8. 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	A	Lancaster	7.2016		X
Williston, Russell	M	Lancaster	11.2018		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	7.2018	X	
King, Cindy	A	Townsend	7.2016		X
Weist, Linda	M	Westminster	7.2017		X

Vacant	A	Westminster			X
Corbosiero, Guy	M	Winchendon	<i>7.2011</i>	X	
Cyganiewicz, Austin	A	Winchendon	<i>7.2015</i>		X

STAFF PRESENT: Linda Parmenter, Linda Quinlivan, George Kahale

EXHIBITS/DOCUMENTS PRESENTED AT MEETING

February 2019 MRPC Handout
January 3, 2019 MRPC Minutes
January 2019 Cash Schedule
Fy20 Budget
Draft Transit Amendment TIP #2
Highway Amendment TIP #2
RTP Goals and Objectives
SRTS Webinar Flyer
RTP Workshop flyer