

**MONTACHUSETT REGIONAL PLANNING COMMISSION MEETING MINUTES  
MAY 28, 2013**

**1. INTRODUCTIONS**

V. Koivumaki called the meeting to order at 7:00 p.m.

*A list of those members present and absent can be found on the last page of this document.*

**2. APPROVAL OF THE APRIL 30, 2013 MEETING MINUTES**

R. Grubb made a motion to approve the minutes of April 30, 2013 as distributed. The motion was seconded and passed unanimously.

**3. TREASURER'S REPORT**

R. Grubb read the May 2013 cash schedule. Balance after last warrant \$116,103.34; Total Receipts this month \$209,458.46; Total cash on hand before this warrant \$86,247.14; Less: amount of this warrant \$123,211.32; balance after this warrant \$131,508.80.

R. Grubb moved to accept the May cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

**4. NOMINATION AND ELECTION OF NOMINATING COMMITTEE**

V. Koivumaki asked for an election of individuals to the Nominating Committee. He indicated that the Nominating Committee would meet fifteen minutes prior to the next MRPC meeting and then presents a Slate of Officers to the Commission.

Joanne Bilotta, Paula Caron and John Telepciak all volunteered to be members of the Nominating Committee

**5. STATUS REPORTS**

**5.1 COMMUNITY DEVELOPMENT AND HOUSING**

**5.1.1 FY11 CDBG Program**

Phillipston (lead community) with Royalston Housing Rehabilitation Program. Six projects are substantially complete. Four projects are under construction. We procured septic design services for three projects; designs are underway. Two applicants are approved. We continue to market this program through advertising, personal appearances, cable television bulletin boards, etc.

Phillipston and Royalston Town Hall Accessibility Design.

*Phillipston and Royalston*. HL+S completed full design plans, specifications and a cost estimate for the approved design option. This project is complete.

Phillipston and Royalston Affordable Housing Plans.

*Phillipston and Royalston*. At the end of April, we learned through a professional contact that Judi Barrett, the project manager, had left COG and was replaced by Roberta Cameron. On behalf of the Towns, MRPC strongly reminded COG of outstanding work items, including local focus group meetings, and public presentations. Subsequently, COG agreed to conduct the field work and public presentations as required by contract. On May 1, Community Opportunity Group (COG) submitted the draft needs assessment for review.

Townsend

One project is complete. A second project started. Work was suspended because the homeowner has asked for additional changes in the approved scope of work.

Clinton

Two cases (four units) are substantially complete. We conducted walkthroughs for three more projects (five units) and received bids on May 21. Another property (two units) is approved and has been inspected. When complete, these cases will exceed the program goal of seven units. We advised the Town to use available program income funds for the out-of-target cases. Additional applications are placed on the waiting list.

#### **5.1.2 FY12 CDBG Program**

Phillipston (lead community) with Royalston

Housing Rehabilitation Program. We will use FY11 funds until they are fully committed before using the FY12 funds.

Brooks Village Road, Phillipston and Blossom and Park Streets, Royalston.

Blossom and Park Streets are out to bid with bids due May 23, 2013. A site walkthrough was conducted on May 15. We anticipate construction will begin in early June. Phillipston has yet to complete local permitting.

Attorney General Abandoned Housing Initiative. (AHI)

Athol has received \$150,000 from the Attorney General's AHI Program to address the significant number of vacant distressed properties. We met with Athol's Town Manager and Building Commissioner to discuss how the Montachusett Enterprise Center (MEC), our non-profit affiliate, can assist the Town in this effort. Acting under MGL 127I, MEC will act as court-appointed receiver and will use the grant funds to undertake necessary repairs to resolve outstanding health and safety violations. Funds invested in each property are recovered through court action and/or expedited foreclosure proceedings.

Subsequently, the Attorney General announced an additional funding round open more generally to communities in the Commonwealth. We are pursuing a partnership application for funds.

## **5.2 COMPREHENSIVE PLANNING**

### **5.2.1 Federal Economic Development Administration (EDA)**

MRPC staff is in the final stages of updating the Comprehensive Economic Development Strategy (CEDS) document. The CEDS is required to be updated every five years and the last time that it was updated was October 2009. A draft CEDS document will be forwarded to the CEDS Committee and MRPC Commission Members for comment in early-mid June. A resolution for the CEDS document will be drafted for the June 25 Commission Meeting for the adoption of the document.

Concerning the on-going EDA funded Siting of Renewable Energy Facilities project, MRPC staff is working on the wind element – as part of this element, MRPC staff has been working with the Townsend Planning Board to draft a wind energy conversion system bylaw for the town.

### **5.2.2 Department of Environmental Protection (DEP), promoting Low Impact Development (LID) in the Millers River Watershed**

MRPC and the Miller's River Watershed Council are working with the Town of Athol to put together a Section 319 grant application as a continuation of the work that has been done from this current program of Section 319 funding (program to close in February of 2014) consisting of education/outreach and regulation implementation for Low Impact Development.

The proposed project includes two implementation/demonstration projects in the Town of Athol at the Public Library and Rich Park. The Library site will have a rain garden, permeable pavement, and detention area utilizing Low-Impact Development features. Rich Park will also have a rain garden and permeable pavement. The program will also provide a series of free educational Low-Impact

Development (LID) workshops/tours showcasing the demonstration projects. Grant applications are due at DEP in Worcester by noon on May 31<sup>st</sup>.

#### **5.2.3 Hazard Mitigation Plan Update Project**

MRPC Staff continues our work towards updating the Local Hazard Mitigation Plans for our 22 communities. Most of the initial work has been focusing on updating each community's existing identified hazards and hazards assessment from the initial Hazard Mitigation Plans. At this time only such work needs to be completed with the towns of Clinton, Hubbardston and Shirley. Therefore at this time, MRPC Staff is working towards the development of updated Mitigation Actions with all of our communities. Over the past month such meetings have been held with the towns of Ayer (May 2<sup>nd</sup>) and Ashby (May 15<sup>th</sup>). Additional meetings are anticipated over the next month, including with the Town of Sterling.

#### **5.2.4 Federal Housing and Urban Development (HUD) Community Challenge Grant**

Wachusett Corridor Smart Growth Analysis project (Fitchburg, Leominster, and Westminster). MRPC staff continues to work on the Transportation Element, the Open Space and Recreation Element, and the Facilities/Institutions Element. The next Steering Committee meeting is scheduled to be held on June 20<sup>th</sup> where additional transportation data and concepts will be presented and discussed. Between now and December 2013, the primary focus of this project is on elements of the plan that include housing, land use, open space and recreation, economic development, and transportation.

#### **5.2.5 Fitchburg – Health Equity-related Planning and Zoning Study**

For this project MRPC assisted the City of Fitchburg with the preparation of a Health Equity-related Initiatives Zoning and Regulatory Analysis Report. As previously reported MRPC has completed the Draft Report and a general public presentation was held on April 24, 2013. To fulfill our contract for this Project requires MRPC Staff to present the Report's Findings and Recommendations to the Fitchburg City Council, Planning Board and Board of Appeals. The presentation to the Zoning Board of Appeals was held on May 14<sup>th</sup> and the Planning Board presentation was held on May 21<sup>st</sup>. The presentation before the City Council is anticipated over the next month.

#### **5.2.6 Templeton Master Plan**

MRPC staff is presenting the draft Natural and Cultural Resources element in its entirety to the Templeton Planning Board on May 28<sup>th</sup>.

#### **5.2.7 Lunenburg Master Plan**

MRPC has signed a contract with the Town of Lunenburg to work with the Planning Board to complete the Economic Development Element of the Master Plan. Work has been initiated by MRPC on the inventory and analysis of this element.

#### **5.2.8 Fitchburg – ArtistLink**

MRPC is assisting the City of Fitchburg on a portion of its ArtistLink Grant Project. The overall Project seeks to foster additional artist live/work space within Downtown Fitchburg, including the B.F. Brown School. MRPC's role is to provide assistance related to development of zoning reform to encourage artist space development and help determining the feasibility of artist space for vacant properties. There are no new actions to report on over the past month.

MRPC staff is working to prepare a grant application to be submitted to the Massachusetts Cultural Council for funding of a grant under the Adams Arts Program. MRPC is one of the proposed grant project partners, which include the City of Fitchburg, Fitchburg Cultural Alliance, Fitchburg State University, and the Fitchburg Art Museum. The scope of work, while not finalized, would include: installation of public art and development of an art signage system throughout Fitchburg's Main Street Cultural District area. MRPC's role on the Project would be to assist in the required reporting and monitoring aspects of the Project. The total grant request to Massachusetts Cultural Council will be for

\$100,000 over a two year period. MRPC's share of grant funding would be \$10,000 over these two years (\$5,000 in FY '14 and \$5,000 in FY '15). The required grant match is 1:1.

C. Jones moved that the Montachusett Regional Planning Commission will authorize up to \$10,000 in LTA, EDA and/or other, eligible funding resources to match the \$10,000 share MRPC would receive for the Grant Application for installation of public art and development of an art signage system throughout the Main Street Cultural District area. This would enable MRPC to perform the required reporting and monitoring aspects of the Project. The motion was seconded and passed unanimously.

#### **5.2.9 Fitchburg – Capacity Building for Local Policy**

MRPC has received \$25,000 in funding from the Massachusetts Department of Public Health (MDPH) to assist the City of Fitchburg and the Montachusett Opportunity Council, Inc. (MOC) on development of policy initiatives related to improvement of vacant lots within the City of Fitchburg. Health considerations associated with vacant lots was an issue identified in the Draft Health Equity-related Planning and Zoning Study. MRPC is finalizing a Scope of Services and Workplan for the remainder of this Project, based on input from the City and MOC, which runs through the end of August. Over the next month MRPC will complete the Assessment and Literature Review phase of this Project and plans to facilitate one or more focus groups within the neighborhoods of Lower Cleghorn, Elm Street, and Water Street/Patch/Green Acres.

### **5.3 GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

#### **5.3.1 MRMapper**

MRMapper is currently in BETA version 2.3. Significant upgrades to the server software and user interface were completed in early November and also in early February. We are currently running ArcGIS Server 10.1 and Adobe Flex 3.1. In addition, several tools have been upgraded or added in the last month and all internet communications/connections with MRMapper are secured and encrypted by GeoTrust Inc.

Currently the MRPC is working with several of our communities to create several internal, secure and public-facing websites. We have recently added a Historic Orthophoto, Census 2010 Tract & Block Groups, Census 2010 Environmental Justice, High Crash Locations and Top Lane Departure Crash Locations applications to the site.

We are currently working on adding additional applications and functionality to the site.

#### **5.3.2 Central Mass Evacuation Plan – Phase IB**

Phase IB is primarily working with the region's communities to develop the evacuation zones and routes and will also address and fill in the gaps as identified in the Phase I project. This project is mainly divided into three major steps: (1) Identify/convene key stakeholders and complete three Stakeholder Group meetings, (2) Development of Evacuation Zones, Routes and Traffic Control Points data and (3) Creation of the Central Massachusetts Evacuation Toolkit Database.

In conjunction with the Hazard Mitigation Plan Five-Year Update Project we have begun conducting Community Critical Facility data review and Evacuation Route data collection sessions. Several sessions have been completed and will continue in the next few months. This project will be ongoing for the remainder of this fiscal year.

#### **5.3.3 Hazard Mitigation Plan Five-Year Update Project**

The MRPC has begun working on Hazard Mitigation Plan Five-Year updates for all of the MRPC Communities, including Devens. The GIS Department will be working directly with the planners and local officials to update all relevant data for the project. 20 of 23 Local Hazards meetings have been completed to date. In conjunction with the Worcester County Evacuation Plan, we are also currently

working on updating Critical Facility data for the region. Several Community Critical Facility sessions have been completed and will continue in the next few months. This project will be ongoing for the next several months.

#### **5.3.4 Westminster Master Plan Update Mapping**

The MRPC has begun working on assisting the Town of Westminster with a series of maps that will be included in their Master Plan update. The mapping will be completed over the course of the next two fiscal years and will include a total of 10 maps as well as GIS Technical Assistance & Set-Up for the Town Planners' office to be able to utilize the maps and data. Currently the Cell Tower Overlay, Infrastructure and Economic Development and Protected Lands maps have been completed. We are awaiting final approval on the Road Status map. This project will be ongoing into the next fiscal year.

#### **5.3.5 MART System Comprehensive Update**

MART and the MRPC are in the process of performing a comprehensive review of the entire Bus Route System and all associated data. It is anticipated that this project will be ongoing for the next several months.

#### **5.3.6 Regional Evacuation Routes**

The MRPC is working on a Regional Evacuation Route project in conjunction with the Central Mass Evacuation Plan – Phase IB and as part of the MassDOT UPWP. The goal of the project is to prepare community-based maps identifying evacuation routes and highlighting potential restraints, chokepoints, issues or concerns. Data derived from this project will be used to assist in the Central Mass Evacuation Plan – Phase IB project. This project will be ongoing for the next several months.

#### **5.3.7 Alternative Energy Manufacturing Sites**

The GIS Department is currently working on a draft map for the Transportation Department that will show Industrial Zoned Lands that lie  $\frac{1}{4}$  and  $\frac{1}{2}$  mile from all major routes and active rails in the Montachusett Region. In addition the map will include crash data, pavement conditions, bridge data, truck exclusions, survey data, and level of service intersections. This project is complete.

#### **5.3.8 Wachusett Corridor Planning Study**

The HUD Challenge Grant project has been completed.

In addition to the HUD Challenge Grant project the MRPC is working on the Open Space/Recreation element of the Wachusett Smart Growth Corridor Analysis project. The GIS department has updated the existing Open Space in the corridor based on the existing Open Space and Trails map included in the HUD Challenge Grant. Currently a draft map has been created showing updated Open Space and recreational points of interest. This project will be on going over the next few months.

#### **5.3.9 Ayer DPW Infrastructure Data Collection**

The MRPC is working with the Town of Ayer to collect infrastructure data using GPS. Data collected will be Water Hydrants and Gate Valves, Wastewater Manholes and Cleanouts and Stormwater Catch Basins, Manholes, Culverts and Outfalls. Upon completion of the data collection we will create a MRMapper application including all data for quality assurance and editing by the town. This project is expected to be completed by the end of the fiscal year.

#### **5.3.10 MassGIS Multi-Building Site Identification**

The MRPC is currently working on a project for MassGIS to identify multi-building sites in our region. A site is an area usually with a common ownership or location name where multiple entities such as owners or residents occupy one or more buildings, and where first responders may find difficulty in

locating the source of an emergency call. The goal is to identify sites where correct mapping of addresses requires a field visit. This project is expected to be completed by the end of the fiscal year.

#### **5.3.11 Route 117 Corridor Profile**

The GIS Department is assisting the Transportation Department with a series of maps and data products for the Route 117 Corridor Profile. This project will be ongoing for the next several weeks.

#### **5.3.12 New GIS Rate Schedule**

As previously distributed and discussed at the March Planning Commission meeting, the GIS printing rate schedule has been adjusted to reflect appropriate rates are charged to MRPC clients and member communities. The GIS department will charge printing rates that are reasonable in comparison to its competitor's rates. Please see handout provided for pricing details.

J. Meehan moved that the Montachusett Regional Planning Commission accept the new rate schedule, to be effective as of June 1, 2013. The motion was seconded and passed with J. Hardie abstaining.

### **5.4 TRANSIT**

#### **5.4.1 Wachusett Commuter Rail Station and Layover Facility**

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 is underway. The preconstruction phase is expected to be completed by end of May, 2013 with construction planned to begin in June, 2013 and completed by December, 2014. Staff continues to work with attorney Erb & Erb to acquire two additional properties in Fitchburg for the construction of the Wachusett Station and working with attorney Mark Goldstein to prepare a temporary construction easement documents for the adjacent neighbors; Also working with Pan Am Railways to transfer 5<sup>th</sup> Mass Turnpike property to MART.

#### **5.4.2 Parking Expansion at N. Leominster Station**

Erection of steel at N. Leominster parking garage has been completed; the work on Decking is now underway. Mr. Kahale continues to assist MART and provide technical assistance on this construction project of N. Leominster parking garage structure facility for Three-hundred Fifty (350) parking spaces; MART leased a temporary parking at (The Mall at Whitney Field) parking area in front of Sears Auto Center to be used by the commuters during construction of the proposed Parking Garage Facility; and a Shuttle service was put in service to shuttle commuters during AM and PM pick hours. Staff continues to attend the weekly construction progress and coordination meetings with Consultant, Engineers and Contractor. MART anticipates completion of the project by August of 2013.

#### **5.4.3 Ayer Parking Facility**

MART has received an approval from FTA on its TEAM application to start the land acquisition process with property owners. 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.

#### **5.4.4 Littleton Commuter Rail Station**

MRPC staff continues to assist MART and the Town of Littleton to move forward the construction of Littleton Commuter Rail Station. The construction project of the station and the platform is underway; MBTA and MART are anticipated completion of the project by October 2013.

## **5.5 TRANSPORTATION**

### **5.5.1 Montachusett FFY 2013-2016 Transportation Improvement Program (TIP) Amendments**

The Montachusett MPO held a meeting on Wednesday April 10<sup>th</sup> at which they discussed a draft Amendment to the FFY 2013-2016 Montachusett Transportation Improvement Program (TIP) and the development of the FFY 2014-2017 Montachusett TIP.

The Montachusett MPO at its regularly scheduled meeting on April 10, 2013 voted to release for a 30 day public comment period an Amendment to the FFY 2013-2016 Montachusett Transportation Improvement Program (TIP). This comment period ran from Tuesday April 16<sup>th</sup> until the close of business on Wednesday May 15<sup>th</sup>. The Montachusett Joint Transportation Committee (MJTC) reviewed all comments received at their regularly scheduled meeting on May 15, 2013. After a brief discussion, the MJTC recommended that the MRPC and the MPO endorse the Amendments to the FFY 2013-2016 TIP as presented.

It is therefore requested that the MRPC authorize its Chairman and the MPO to endorse the Draft Amendment to FFY 2013-2016 TIP at the June 12, 2013 MPO meeting.

R. Grubb moved that the MRPC has reviewed the Amendment to the FFY 2013-2016 Transportation Improvement Program (TIP) and based upon this review of comments received and the recommendation of the MJTC, authorizes its Chairman to endorse the Amendment to the FFY 2013-2016 TIP at a MPO meeting scheduled for Wednesday June 12, 2013 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

### **5.5.2 Montachusett FFY 2014-2017 Transportation Improvement Program (TIP)**

The TIP is a prioritized listing of transportation and transit projects proposed for implementation during the next four federal fiscal years and is the product of a comprehensive, continuing and cooperative effort to improve the regional transportation system by local officials, the Montachusett Joint Transportation Committee (MJTC), the Montachusett Regional Transit Authority (MART), the Montachusett Regional Planning Commission (MRPC) and the Massachusetts Department of Transportation (MassDOT). It is required to be updated annually by Federal Regulations issued jointly by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The Montachusett Metropolitan Planning Organization (MPO) at its meeting on May 8, 2013 voted to release for a 30 day public review and comment period the draft FFY 2014-2017 TIP. The comment period runs from Monday May 13, 2013 until the close of business on Tuesday June 11, 2013. The MJTC has reviewed the draft document as well as any comments received to date at its May 15, 2013 meeting. The MJTC also recommended that based upon comments received, the MRPC and the MPO endorse the FFY 2014-2017 TIP. Therefore, it is requested that the MRPC authorize its Chairman and the MPO to endorse the Draft FFY 2014-2017 TIP at a meeting of the MPO scheduled for Wednesday June 12, 2013 at 1:00 P.M. at the MRPC offices.

R. Grubb moved that the MRPC has reviewed the FFY 2014-2017 Transportation Improvement Program (TIP) and based upon this review of comments received to date and the recommendation of the MJTC authorizes its Chairman to endorse the FFY 2014-2017 TIP at a MPO meeting scheduled for Wednesday June 12, 2013 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

### **5.5.3 Unified Planning Work Program (UPWP)**

The UPWP is a budget and task tool that outlines work responsibilities for the upcoming program year. The UPWP for the Montachusett Metropolitan Planning Organization (MPO) is a financial programming tool developed annually as part of the federally certified transportation planning process. The document contains task descriptions of the transportation planning program of the MPO, with associated budget information and funding sources. For the 2013-2014 program year, the MRPC has received notice from MassDOT that its "PL" allocation is \$570,098. At the June 12, 2013 MPO meeting, a draft UPWP will be reviewed and discussed and the MPO will likely vote to release the Draft 2013-

2014 UPWP for a 30 day public review and comment period. Upon completion of the comment period, the MPO will then consider endorsement at a follow up meeting.

**5.5.4 Next MPO Meeting – June 12, 2013 at 1:00 PM**  
**Next MJTC Meeting – June 19, 2013 at 7:00 PM**

**6. ADMINISTRATIVE MATTERS – 7:45PM**

**6.1 DRAFT BUDGET PRESENTATION**

G. Eaton presented the draft budget of the MRPC for FY2014. Mr. Eaton explained that the budgets made available this evening included a best and worst case scenario for the MRPC financially in the coming year. Mr. Eaton also indicated that this budget is currently in its draft state and a final budget will be presented for approval at the June 25<sup>th</sup> MRPC meeting.

The planning commissioners discussed both the positive and negative budget forecast, reviewing potential funding sources for the upcoming fiscal year and also where cuts would need to be made if there was a lack of funding.

**6.2 AUTHORIZATION TO ADD BOBBI JO JOHNSON, FISCAL DIRECTOR TO MMDT ACCOUNT**

The Montachusett Regional Planning Commission is a public unit of the Commonwealth of Massachusetts and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds;

This resolution is to certify that:

- A. The individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in MMDT and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. An Authorized Representative of the Participant may be deleted by a written instrument signed by a remaining Authorized Signer provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's MMDT account, or (2) is no longer employed by the Participant.
- C. The Participant may, by executing a Designating Authorized Representatives Resolution Form signed by the Participant, add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant.

J. Meehan moved that the Montachusett Regional Planning Commission authorizes Bobbi Jo Johnson, Fiscal Director to have the primary responsibility for performing transactions and receiving written confirmations and monthly statements under the Client Agreement. The motion was seconded and passed unanimously.

**6.2 ADMINISTRATIVE MATTERS AND UPDATES**

**6.2.1 GMS CONFERENCE REPORTS BY ATTENDEES**

G. Eaton, B. Johnson and S. Brow all gave a brief synopsis of the educational training sessions they attended at the GMS conference in Austin, TX. Each attendee explained how the sessions were beneficial to their position as well as the effective use of the GMS software by MRPC.

**6.3 ADJOURNMENT**

There being no further business, V. Koivumaki adjourned the meeting at 8:15 p.m.



**EXHIBITS AND DOCUMENTS DISTRIBUTED AT MEETING**

- April 30, 2013 MRPC Minutes
- May 28, 2013 MRPC Handout
- April MRPC Cash Schedule
- Executive Director Resolutions
- Executive Director Administrative Matters Handout
- Bike Week Handout
- TIP Target Figures
- MassDOT TIP Project Master List

## May 28, 2013 – MRPC MEETING ATTENDANCE

NAME	MUNICIPALITY	DELEGATION	APPOINTMENT DATE	PRESENT	ABSENT
R. Hoyt	Ashburnham	Member	7.2011		X
G. Fagan	Ashburnham	Alternate	7.2012		X
A. Pease	Ashby	Member	7.2001	X	
W. Stacy	Ashby	Alternate	7.2005		X
J. Meehan	Athol	Member	7.2005	X	
	Athol	Alternate			
P. Johnston	Ayer	Member	12.2011		X
	Ayer	Alternate			
P. Duffy	Clinton	Member	12.2011		X
	Clinton	Alternate			
P. Lowitt	Devens	Non-Voting	7.2001		X
P. Caron	Fitchburg	Member	7.2002		X
	Fitchburg	Alternate			
A. Gross	Gardner	Member	2.2005		X
R. Grubb	Gardner	Alternate	7.1980	X	
D. Manugian	Groton	Member	7.2009		X
A. Eliot	Groton	Alternate	7.2008		X
J. Hutchinson	Harvard	Member	7.2012	X	
T. Clark	Harvard	Alternate	7.2011		X
P. Carmosino	Hubbardston	Member	7.2011		X
	Hubbardston	Alternate			
V. Koivumaki	Lancaster	Member	7.2000	X	
E. Christoph	Lancaster	Alternate	7.1992		X
	Leominster	Member			
	Leominster	Alternate			
J. Bilotta	Lunenburg	Member	2.2010	X	
R. Bowen	Lunenburg	Alternate	7.2003		X
R. Rocheleau	Petersham	Member	7.2011		X
E. Anderson	Petersham	Alternate	7.2004		X
J. Telepciak	Phillipston	Member	10.2010	X	
	Phillipston	Alternate			
V. Andreliunas	Royalston	Member	2.1991		X
J. Hardie	Royalston	Alternate	7.2007	X	
J. Greeno	Shirley	Member	7.2011		X
	Shirley	Alternate			
M. Radzicki	Sterling	Member	7.2011	X	
B. Pattachiola	Sterling	Alternate	9.2012		
C. Carroll	Templeton	Member	7.2011		X
	Templeton	Alternate			
C. Jones	Townsend	Member	2.2011	X	
L. Shifrin	Townsend	Alternate	12.2010		X
M. Fortin	Westminster	Member	7.2011		X
	Westminster	Alternate			
G. Corbosiero	Winchendon	Member	7.2011		X
J. Kreidler	Winchendon	Alternate	7.2010		X

**STAFF PRESENT:** George Snow, Glenn Eaton, George Kahale, Jason Stanton, Sheri Bean, Brad Harris, Bobbi Jo Johnson, Stephanie Brow

**GUESTS:** Mark Goldstein, MRPC Legal Counsel