

<p style="text-align: center;">MONTACHUSETT REGIONAL PLANNING COMMISSION MEETING MINUTES JUNE 25, 2013</p>
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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 MAY 28, 2013 MEETING MINUTES

R. Grubb made a motion to approve the minutes of May 28, 2013 as distributed. The motion was seconded and passed with J. Meehan abstaining.

3. TREASURER'S REPORT

J. Meehan read the June 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 June cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

4. SLATE AND ELECTION OF OFFICERS

The Nominating Committee presented the Slate of Officers.

Victor Koivumaki – Chairman
Paula Caron – Vice Chair
James Meehan – Treasurer
Alan Pease – Assistant Treasurer
Chris Jones – Secretary

Joanna Bilotta Simeone – At Large Member
John Telepciak – At Large Member

V. Koivumaki asked for nominations from the floor, hearing none he asked for the Commission to cast one ballot in favor of the Nominating Committee selections.

The motion was seconded and passed unanimously.

5. STATUS REPORTS

5.1 COMMUNITY DEVELOPMENT AND HOUSING

5.1.1 FY11 CDBG Program

Phillipston (lead community) with Royalston Housing Rehabilitation Program. Eight rehab projects are complete. One rehab project is underway. Three rehab projects are approved for bidding. Three well projects are complete. One well project is approved for bidding. Three septic projects are in design. Four applicants are in process. Another six applications were distributed. An unusually prolonged and wet late winter and spring season has delayed some septic site testing and roof repairs; however, they are now progressing. Currently, there are ten owners on the waiting list, which, together with cases completed or underway, will more than use the balance of funds. We have

received additional calls from owners not on the waitlist who will be submitting applications. We requested that DHCD extend the grant six months until December 31, 2013 to allow additional time for the consultants to complete a revision to the affordable housing plan and to accommodate pending additional housing rehab cases already in progress, in design, and on the waitlist.

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. Consultant staff attended a local senior lunch and a community event in each town. The consultants also attended a joint meeting of each town's respective Boards of Selectmen and Planning Boards to review the community needs assessment and preliminary goals and objectives, and gather public comment. The final plans should be available in 30 days.

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 complete. Three projects, consisting of two two-family properties and one single-family property, are under construction. With these projects, the program will exceed the activity goal of seven units and use the balance of available funds. Additional applicants will be placed on the town's waiting list for a potential future grant application, or the town may choose to use available program income funds to assist these homeowners.

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.

Infrastructure projects.

Blossom and Park Streets, Royalston. On behalf of the Town of Royalston, we opened bids for the Blossom and Park Street project on May 23. At its meeting on June 4, 2013, the Board of Selectmen awarded the project to the low bidder, P.J. Keating. Contract documents are being executed.

Brooks Village Road, Phillipston. We conducted a project walkthrough for the Brooks Village Road project on June 12. Bids are due on June 20, 2013.

Distressed Property Identification and Revitalization (DPIR) Grant Program

On June 13, 2013, on behalf of the towns of Ashburnham (lead), Athol and Winchendon, and the cities of Fitchburg and Leominster, we submitted an application to the Attorney General's Distressed Property Identification and Revitalization (DPIR) grant program. The grant program is designed to help communities with high rates of distressed properties "turn the corner" on the foreclosure crisis by effectively identifying distressed and vacant bank or creditor

foreclosed properties so that communities can advocate for prompt disposition of the properties, improve local enforcement, or take other steps to address the properties. The Attorney General's Office (AGO) expects towns will use some of the money to enhance their enforcement efforts. The grant will not fund direct rehabilitation, receivership or demolition efforts, per se, although the AGO says receivership funds can be used in conjunction with this project. Foreclosure studies indicate that these communities have experienced a persistent high foreclosure rate during this prolonged housing crisis.

5.1.3 Staffing

We are pleased to welcome Tammy Haney, our new Programs Assistant. Tammy has extensive experience with local non-profit and public agencies that provide services to low and moderate-income households, including North Central Human Services, Montachusett Opportunity Council, and the Fitchburg Housing Authority. We selected Tammy after two rounds of interviews from over 30 candidates. She will assist me in the administration of CDBG projects and other agency activities. Tammy started this past week and I am delighted to have her help. I am sure you will be meeting or speaking with her in the near future.

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 and it is anticipated that a draft CEDS document will be forwarded to the CEDS Committee and MRPC Commission Members sometime mid-August.

MRPC staff continues to work on the various elements of the EDA funded Siting of Renewable Energy Facilities project and with both the Townsend Planning Board to draft a wind energy conversion system bylaw and the Town of Royalston to draft a solar bylaw. MRPC staff also met with WPI faculty and Boreal Renewable Energy Development (a consultant hired by MRPC to work with WPI Faculty and students) on June 18th to coordinate student activities for this project.

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

MRPC and the Millers River Watershed Council worked with the Town of Athol to put together a Section 319 grant application that was hand delivered to DEP in Worcester on May 31st. The grant application consists of an implementation/demonstration project in the Town of Athol at the Public Library that includes a rain garden, permeable pavement, and detention area utilizing Low-Impact Development features. DEP anticipates that grant awards will be made in October.

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 Sterling (June 3rd) and Lunenburg (June 25th). Additional meetings are anticipated over the next month.

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 20th where additional transportation data and concepts will be presented and discussed.

5.2.5 Templeton Master Plan

MRPC staff presented the draft Natural and Cultural Resources element in its entirety to the Templeton Planning Board on May 28th and is now working on the Services and Facilities Element.

5.2.6 Lunenburg Master Plan

Work has been initiated by MRPC on the inventory and analysis of the Economic Development Element.

5.2.7 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.

5.2.8 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 14th and the Planning Board presentation was held on May 21st. The presentation before the City Council has been rescheduled to Tuesday, July 2nd.

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 has now finalized 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 focus group each within the neighborhoods of Lower Cleghorn, Elm Street, and Water Street/Patch/Green Acres. MRPC has hired a Yale Masters of Public Health Intern to assist in the Project.

5.2.10 District Local Technical Assistance

1. **Hubbardston:** Work with Central Massachusetts Regional Planning Commission (CMRPC) to assist the Town of Hubbardston and Rutland to analyze costs and benefits of a possible sharing of a Director of Public Works between the two Towns. MRPC and CMRPC staff merged research and a rough draft report was discussed with local officials from both communities. It is anticipated a more finalized draft report will be presented to the Boards of Selectmen of both communities in mid-July.
2. **Shirley:** Develop a Gateway Plan for the Lancaster Road Priority Development Area. A Small Planning Charrette will be held on Thursday, June 20th, in order to seek public and Town Officials input on the development of the Lancaster Road PDA Gateway Plan. MRPC met with the Shirley Economic Development Committee (EDC) on June 11th to develop a Charrette Agenda and hold a more formal kick-off meeting for this Project
3. **Shirley:** Zoning Bylaw Assistance (Lancaster Road) that would encourage and support economic development opportunities. MRPC and the Town of Shirley have agreed to a scope of services for this DLTA Project, based on a meeting held on May 17, 2013. A more formal project kick-off meeting on this Project was held on June 11th with the Shirley Economic Development Committee. Most of the Zoning Bylaw development work will be starting over the summer months, after the Lancaster Road PDA Gateway Plan Charrette noted in the 1st Shirley project identified above.
4. **Lunenburg:** Investigating/researching and working to adopt a mixed use Village District Bylaw in the Downtown area that could promote economic development while retaining small town community character. MRPC staff drafted and forwarded a detailed draft scope of work to the community. Two meetings with the Lunenburg Planning Director have taken place and a contract has been executed and work has been initiated.
5. **Ashby:** Ashby Infrastructure for Economic Development Program: Public Sewer Implementation Strategy, Public Water Feasibility Study and Infrastructure Priority Assessment. MRPC staff reviewed a draft scope of work with representatives of the community and forwarded a contract to be signed by a representative of the community (Chair, Board of Selectmen).
6. **Athol:** Creation of a joint fire district between the towns of Athol and Orange. MRPC staff forwarded a draft scope of work to the towns, a meeting was held with fire chiefs from the two communities, a contract has been executed and work has been initiated. MRPC staff also contacted Franklin Regional Council of Governments (FRCOG) to make them aware of the study and that Orange is participating since the Town of Orange is a FRCOG community. Any participation of FRCOG in this study is welcome.
7. **Ashby:** Build-Out and Development Impact Study. MRPC staff forwarded a draft scope of work to the community, a meeting was held with representatives of the community to review scope details, and a contract has been executed and work has been initiated.
8. **Royalston:** Zoning Bylaw wherein it is desired to adopt certain provisions involving as-of-right siting of solar energy facilities. MRPC staff forwarded a draft scope of work to the community, a meeting was held with representatives of the community to review scope details and obtain data/information, and a contract has been executed and work has been initiated.
9. **Shirley:** Town-Wide Analysis of Environmental and Development Characteristics of Land by Zoning District. MRPC staff reviewed a draft scope of work with a representative of the community and a contract has been forwarded to the Town that needs to be signed by the Chair of the Board of Selectmen.

10. **Lancaster:** Housing Production Plan. MRPC staff forwarded a draft scope of work to the community, a meeting was held with the Lancaster Planning Director to review scope details, a contract has been signed and work has been initiated.
11. **Lancaster:** Examine the creation of village zoning districts in Central and South Lancaster. MRPC staff forwarded a draft scope of work to the community, a meeting was held with the Lancaster Planning Director to review scope details, a contract has been signed and work has been initiated.

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. It is anticipated that an extension will be given by the Central Region Homeland Security council in order to complete this project. This project will be ongoing for the next few months.

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. 17 of the 23 Critical Facility Data meetings have been completed to date and the remainder 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 MRPC Regional Trail Inventory Update

The MRPC is currently updating all communities' trail data in a comprehensive update. Currently draft maps have been sent to the respective communities for review and split into two comment periods. The first comment period is open to the public and will be completed by June 19th. The second period will be completed by July 5th; and any changes proposed will need approval by the confirmed CEO (Chief Elected Official). It is anticipated that this project will be complete by September 30th.

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 5th 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 acquire process with properties owner. 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 2013-2014 Montachusett 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. This 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 upcoming program year will be budgeted at \$570,098 in transportation FY 2014 "PL" funds, \$59,593 in FTA funds and \$14,899 in local transit funds for a total budget of \$644,590. At the June 12, 2013 MPO meeting, the MPO voted to release a Draft 2013-2014 UPWP for a 30 day public review and comment period. The comment period began on Monday June 17th and will run until the close of business on Tuesday July 16th. Tasks listed in the Draft UPWP include an expanded Management Systems program for both Pavement and Safety, the final development of a Regional Trail Map, a Community Traffic Analysis Studies program to address issues in Fitchburg and Sterling, and a MAP-21 Performance Measures task to begin to address requirements of the new Federal authorization legislation. To allow for the completion of the full comment period, the Montachusett MPO has moved the date of its next meeting to July 17, 2013. The MJTC has reviewed comments received to date at its June 19, 2013 meeting. The MJTC also recommended that based upon comments received, the MRPC and the MPO endorse the Draft 2013-2014 UPWP. Therefore, it is requested that the MRPC authorize its Chairman and the MPO to endorse the Draft 2013-2014 UPWP at a meeting of the MPO scheduled for Wednesday July 17, 2013 at 1:00 P.M. at the MRPC offices.

R. Grubb moved that the MRPC has reviewed the 2013-2014 Unified Planning Work Program (UPWP) and based upon this review of comments received to date and the recommendation of the MJTC authorizes it Chairman to endorse the 2013-2014 UPWP at a MPO meeting scheduled for Wednesday July 17, 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 Montachusett MPO voted to endorse the FFY 2014-2017 TIP at its meeting on June 12, 2013. 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). The draft TIP completed its 30 day public comment period on June 11th. Comments were received

from MassDOT, the Federal Highway Administration (FHWA) and local communities. After a complete review of the comments and appropriate responses, the TIP was voted to be endorsed. A final endorsed version of the FFY 2014-2017 Montachusett TIP is available for download on our website.

5.5.3 Montachusett MPO Endorsement of Transit Funding Designation

The Montachusett MPO voted to endorse Governor Deval Patrick's letter of April 17, 2013 that designates recipients of federal transit grant funds in Urbanized Areas (UZA) that include communities in both Massachusetts and adjoining states. Under the new federal transportation authorization legislation Moving Ahead for Progress in the 21st Century (MAP-21) that required coordination with New Hampshire, Rhode Island and Connecticut, the Governor designated MassDOT, the MBTA, the Montachusett Regional Transit Authority (MART) and other state Regional Transit Authorities as recipients of 5310, 5339 and 5307 funds. A copy of this letter is included as a handout.

5.5.4 Next MPO Meeting – July 17, 2013 at 1:00 PM Next MJTC Meeting – July 17, 2013 at 7:00 PM

6. ADMINISTRATIVE MATTERS

6.1 FY2013 Budget Adjustment

G. Eaton indicated that the numbers for FY2013 compared to the budget and the actual monies expended is almost exactly the same. Mr. Eaton also stated that the budget for FY2014 is going to look almost exactly the same.

Mr. Eaton also explained to the planning commissioners that the budget will begin being printed directly from the GMS Accounting Software therefore the budget handouts will look different from previous years but it will contain the same information.

6.2 FY2014 Budget Proposal

G. Eaton presented the FY2014 Budget Proposal. Mr. Eaton indicated that he has developed two different budgets; one for the best case scenario and one for worst. Mr. Eaton explained to the Commissioners the difference between the two and also spoke about how the possible sequestration would affect the annual budget as well, and what a 10% decrease in funding would look like.

6.3 Other Administrative Matters

6.3.1 Hiring Resolution

Eric Smith has notified the Executive Director that he will resign from his position effective July 12, 2013. His position provides support to MRPC's Comprehensive Planning Department. Mr. Smith has accepted a position with the Town of Maynard. The Executive Director has initiated the advertising process for Mr. Smith's replacement.

The following is recommended:

- The Montachusett Regional Planning Commission authorizes its Executive Director to hire a Principal Planner. Starting salary is \$45,429. Final salary depending on qualifications of individual and availability of funding for this position.

- The hiring is subject to a six month probationary period. At the end of the six month period the candidate will be reviewed.

J. Meehan moved that the Montachusett Regional Planning Commission authorizes its Executive Director to hire a Principal Planner in accordance with the details above. The motion was seconded and passed unanimously.

7. ADJOURNMENT

V. Koivumaki, on behalf of himself and the MRPC thanked Mr. Robert Grubb for his many years of dedicated service to the Planning Commission. Mr. Koivumaki indicated that Mr. Grubb's attendance and valuable input could always be counted on in his years as a member and officer of the MRPC. The MRPC wishes him the best of luck in all his future endeavors.

EXHIBITS AND DOCUMENTS DISTRIBUTED AT MEETING

- **May 28, 2013 MRPC Minutes**
- **June 25, 2013 MRPC Handout**
- **June MRPC Cash Schedule**
- **Executive Director Resolutions**
- **Executive Director Administrative Matters Handout**
- **Bike Week Handout**
- **TIP Target Figures**
- **MassDOT TIP Project Master List**

June 25, 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