

**MONTACHUSETT REGIONAL PLANNING COMMISSION MEETING MINUTES  
MAY 27, 2014**

**1. INTRODUCTIONS**

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

V. Koivumaki called for a moment of silence in remembrance of former MRPC member, Mr. Robert Grubb.

Mr. Koivumaki stated that Mr. Grubb had served as a member of the MRPC for 34 years, representing the communities of Ashburnham, Winchendon and Gardner. Mr. Grubb's dedication to the Planning Commission was unmatched, rarely ever missing a meeting through his tenure. Additionally, he served as the Chairman, Secretary and finally the Assistant Treasurer until he retired from our board in July 2013 when he retired to Holiday, Florida with his wife to spend his days fishing in the warm weather and succumbed to a series of ailments that plagued him the last few years. He will be greatly missed by all of us who knew him.

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

**2. APPROVAL OF THE APRIL 29, 2014 MEETING MINUTES**

G. Corbosiero made a motion to approve the minutes of April 29, 2014 as distributed. The motion was seconded and passed unanimously.

**3. TREASURER'S REPORT**

A. Pease read the May 2014 cash schedule. Balance after last warrant \$294,184.69; Total Receipts this month \$80,982.25; Total cash on hand before this warrant \$375,166.94; Less: amount of this warrant \$102,872.99; balance after this warrant \$258,428.74.

G. Corbosiero 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. REPORT OF THE NOMINATING COMMITTEE**

The members of the Nominating Committee reported the following nominations to the MRPC:

Chairman – Victor Koivumaki  
Vice Chair – Paula Caron  
Treasurer – Alan Pease  
Assistant Treasurer – John Telepciak  
Secretary – Joanna Bilotta-Simeone  
Member At-Large – Roger Hoyt  
Member At-Large – Guy Corbosiero

There will be an election of officers at the next MRPC meeting.

## 5. ADMINISTRATIVE MATTERS

### 5.1 FY14 Proposed Budget Revisions (Action sought June 24, 2014)

G. Eaton indicated that there will be a request for a vote in June to approve adjustments made to the FY2014 budget since its approval last year, based on suggestions made by our auditor, Roland Lambalot.

### 5.2 FY15 Draft Budget (Action to be sought on June 24, 2014)

G. Eaton presented the two draft budgets for FY2015, there were two scenarios presented; one with pay increases and one without. Mr. Eaton indicated that he will be working with the Fiscal Director on firming up funding sources for the coming fiscal year in order to present the most accurate budget projection as possible.

G. Eaton indicated that staff has been working on putting together Generally Accepted Accounting Principles (GAAP) approved definitions for all of the line items included on the FY2015 budget.

Mr. Eaton indicated that there will be an official budget for approval presented at the June 24, 2014 meeting.

### 5.3 Office Relocation and Revised Budget

MRPC engaged an architect to provide design plans and specifications and procurement of general contractor services for the relocation of the MRPC's office from 1427R Water Street, Fitchburg to 840 North Main Street, Leominster. On March 19, 2014 the MRPC received ten bids. The lowest, responsible bid was \$229,500. In April, MRPC received a "bill" from the Massachusetts Board of Retirement for approximately \$147,000. At the April 2014 meeting of the Commissioners, the Executive Director recommended that the Commissioners reject all bids for the cost of the improvements of 840 North Main Street due to the possible, new liability received from the Board of Retirement; the Commissioners rejected all bids at the meeting held in April 2014. The Commissioners directed the Executive Director to revisit the plans, specifications and costs associated with renovating 840 North Main Street with the architect, and return to the Commissioners with revised cost estimates for the renovations.

The Executive Director met with Paul Lieneck, Haynes, Lieneck and Smith on Tuesday, May 20<sup>th</sup>. The discussion included the MRPC's need to significantly reduce the cost of renovations in order to enable the agency to afford to relocate its office to 840 North Main Street, Leominster. Mr. Lieneck provided revised (downward) cost estimates for the renovations on Friday, May 23<sup>rd</sup>. Cost estimates are as follows (see attached handouts). Essentially, the Executive Director recommends the eliminating costly line items such as significant construction for new walls (creation of new offices), minimizing HVAC and electric heating system repairs and installations, maintain selective demolition in the middle office area in order to provide natural lighting to staff, doubling-up of some staff, doubling-up some staff, and utilizing smaller offices than planned due to high initial estimated costs (received on March 19, 2014).

- Total construction and design cost of \$78,540 (construction cost of \$71,400 plus designer cost of \$7,140)

- Construction cost of \$71,400 (31% of the original lowest bid of \$229,500)
  - Front area only cost is \$19,050
  - Existing office area only cost is \$10,725
  - Rear area only cost is \$41,625
- The estimated total cost reduction from the original lowest bid of \$229,500 is \$150,960 (69% reduction)

The Executive Director respectfully requests approval to proceed with engaging Paul Lieneck of Haynes, Lieneck and Smith for procurement of general contractor services for the revised cost estimate of \$71,400. Bids from general contractors would be anticipated to be sought in June and submitted to the MRPC in June/July. At the following meeting of the Commissioners, bids will be presented for acceptance or rejection. Should the Commission decide at that time to proceed, then lender financing will be sought for construction and design costs related to improving the office space located at 840 North Main Street in the summer 2014. Should all go according to plan the MRPC would then be able to relocate its staff in the late summer or early fall 2014.

In addition to the cost for physical renovations will be the cost to relocate the phone system, hook-up fee with the Internet Service Provider (ISP), some office furniture and conference room furniture costs, and moving company cost. (A letter to banks, credit unions, Mount Wachusett Community College and Fitchburg State University has been issued to seek needed furniture at low or no-cost from local institutions.)

G. Corbosiero moved that the MRPC authorizes its Executive Director to engage Paul Lieneck of Haynes, Lieneck and Smith of Ashby, Massachusetts to deliver procurement services to the MRPC related to obtaining bids from general contractors for a revised design plan for 840 North Main Street. Total procurement, design, and on-site inspection services will not exceed 10% of the current estimated cost of construction of \$71,400 (thus, \$7,140). The Commissioners further understand that within 30 calendar days from the receipt of bids the Commissioners will then decide to accept or reject the bids. Lastly, the Commissioners authorize the Executive Director to continue to negotiate for financing favorable to the Commission with the appropriate lender(s) to obtain the financing necessary to finance the relocation of the office. Approval of financing from the appropriate lender is subject to future approval of the Commissioners. The motion was seconded and passed unanimously.

#### **5.4 Announcements**

In April and May, an inordinate amount of time has been expended by administrative staff on addressing and responding to two letters received from the State Office of the Inspector General and the Massachusetts Board of Retirement.

- a. Board of Retirement Correspondence of April 2014 billing the MRPC for \$147,000+ for existing retirees pensions (At its April meeting the Planning Commissioners amended the Legal/Accounting budget by adding another \$1,000 to this line item of \$20,000, originally set in June 2013 for FY14. These additional dollars are intended to be pooled with the other planning agencies in Massachusetts for legal counsel on this matter.)
  - i. Conference call held with Bob Kenney, Fiscal Director, Massachusetts Board of Retirement, subsequent to the April 2014 meeting of the Commissioners, concerning \$147,000+ “bill” for MRPC existing retirees
    1. Mr. Kenney indicated that the letter was intended to be “an initial point of discussion” and that the Board of Retirement would be



*that is more current, accessible, relevant, and available in formats that best meet the needs of that agency.*

*iv. Data will be collected and available through the site to develop pre-existing data visualizations and to allow users to create their own specialized visualizations to meet their needs. Once the data portal and visualization tool (Phase I) has been completed, CMRPC will work with stakeholders to begin Phase II development of a very powerful indicators tool to track complex data trends over time. This will allow users to determine if programs and policies are effective or may need adjustment or replacement. See the Boston Indicators Project at <http://www.bostonindicators.org/> to view a model for this initiative.”*

- b. Additional information can be found at <http://www.cmrpc.org/worcester-county-data-common>
- vi. The Executive Director had a phone conversation with the Director of the Hampshire Council of Governments (HCOG) concerning aggregation of electricity through a municipal consortium. This program is already in place at HCOG. HCOG may seek additional clients in the Montachusett Region with assistance from MRPC.
- vii. Montachusett Region Economic Development Plan
  - a. The Executive Director has directed the Comprehensive Planning Director to work in cooperation with the Transportation Projects Director, Transit Projects Director, Grants Writer, and other staff as may be needed to prepare a grant proposal to the Federal Economic Development Administration (EDA) to fund for regional economic development plan for the Montachusett Region. Such a plan will emphasize assets and hindrances to economic development along State Route 2 and Interstates 190 and 495. An outline of the plan is under development. Likely chapters within the planning document include:
    - i. Build outs for all interchanges along Route 2; number of acres of land suitable for commercial and industrial development and number of jobs that could be created, interchange by interchange and community by community
    - ii. Analysis of locations of future interchange(s) and possible alteration, improvement and/or closure of interchange(s)
    - iii. Growth analysis of communities with no direct access to 2, 190 or 495, but where growth in those communities effects traffic on local, regional, state and federal road system
    - iv. Building upon the Regional Strategic Framework Plan of 2012, identify additional Priority Development Areas (PDAs) and Priority Preservation Areas (PPAs) to better position communities within the region for MassWorks grants for infrastructure leading to economic development projects
  - b. MRPC’s existing funding supporting future projects in the Unified Planning Work Program (Transportation Planning funds), Transit Planning projects, future District Local Technical Assistance (DLTA) funds, and other sources are intended to leverage the new, Federal EDA grant.
  - c. MRPC has reached out to the Southwest Regional Planning Commission (SRPC) concerning this project. The Executive Director of the SRPC responded with interest to MRPC’s inquiry as to whether or not the Keene, NH-based regional planning commission might be interested in a cross-border, multi-regional economic development planning project. Other partners are possible.
- viii. Millers River Greenway

- a. This project has gone from concept in 1994 to preliminary design and possible funding in FY15. MRPC has been asked to work with the Franklin Regional Council of Governments (FRCOG) and Representative Denise Andrews, local officials, and residents in the project. The project consists of using a route allowing walking and biking between Downtown Athol and Downtown Orange; the proposed trail is intended to span the Millers River via a to-be-constructed bridge.
- ix. MassDevelopment will host an Economic Development Academy at Mount Wachusett Community College (South Cafeteria) on June 4, 2014 from 8:30 AM to 1:00 PM. The event will be held in the morning. MRPC's Executive Director has been asked to speak on the link between transportation and economic development.
- x. In accordance with the revised Open Meeting Law, MRPC staff will recommend that the Commissioners adopt an alternative method of posting our agendas on website in lieu of filing with every city and town clerk.
- xi. MRPC issued "request for the re-appointment of local officials" to the MRPC
- xii. Nancy Maynard of Great Wolf Lodge coordinated a site visit of the new Fitchburg facility through Sheri Bean of our Transportation Department. The tour was held on the morning of May 27<sup>th</sup>. Eight staff attended the tour. Photos from today's tour follow.

## 6. STATUS REPORTS

### 6.1 COMMUNITY DEVELOPMENT AND HOUSING

#### 6.1.1 FY11 CDBG Programs

Phillipston (lead community) with Royalston  
All grant activities are completed. This grant is in closeout.

#### 6.1.2 FY12 CDBG Program

Phillipston (lead community) with Royalston  
Affordable Housing – 30 Powers Mill Road. MEC and the Town have executed loan documents for the acquisition portion of this project and loan funds have been drawn down. Closing is scheduled for June 3.

Housing Rehabilitation Program. Three rehab projects are complete. We are placing new applicants on the waiting list.

Infrastructure projects.

*Blossom and Park Streets, Royalston.* All work is complete.

*Brooks Village Road, Phillipston.* All work is complete.

#### 6.1.3 FY14 CDBG Program

We submitted two applications for five communities: Phillipston with Royalston (road reclamation and repaving, regional housing rehab); and Ashby, Ashburnham and Lancaster (regional housing rehab, road reclamation and repaving, ADA compliance). DHCD usually announces awards in late summer.

#### 6.1.4 Distressed Property Identification and Revitalization (DPIR) Grant Program

The Attorney General's Office revised the purpose of the grant. Grantees will now focus on bank REO residential properties only with the goal of getting REO properties re-occupied quickly. Department staff and interns identified one hundred sixty-six REO properties through the Warren Group and the local registries of deeds. These properties are being tracked through the program.

### **6.1.5 Receivership Projects**

MEC completed preliminary safety repairs and secured the property at 107 Stevens Street. The Housing Court has granted MEC preliminary receivership status for 112 Everett Avenue and 207 Adams Drive so that MEC staff and consultant inspectors can inspect the property, determine the repair work necessary to rehabilitate the property, develop a project budget, and report back to the Court for permission to proceed with repairs. Our next court date is May 28 in Worcester.

### **6.1.6 Hubbardston Community Development Needs Assessment.**

This is a joint project with the Comprehensive Planning division. Our portion of the project is to survey Hubbardston residents to identify local community demographics and needs in employment, housing, social service and health; compose and present a summary report of our survey findings; and prepare a resource guide for community and social services available to Hubbardston residents. We have prepared a draft social services guide and will present our survey analysis June 9.

## **6.2 COMPREHENSIVE PLANNING**

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

MRPC has been applying for and receiving an EDA Planning Assistance Grant annually since about 1996. In May, MRPC received a \$70,000 Economic Development Administration Planning Assistance grant for the period beginning April 1, 2014 and ending March 31, 2015. The purpose of this grant is to enable the MRPC to implement regional economic development strategies, provide economic development technical assistance to municipalities and implement the Montachusett Region Economic Development Strategy document.

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

MRPC's contract with DEP concludes in June 2014. MRPC staff is currently putting together a final report on the project.

### **6.2.3 Hazard Mitigation Plan Update Project**

MRPC Staff continues to work on draft plans to be presented to communities for input/adoption in the late spring/summer. This contract with the Massachusetts Emergency Management Agency (MEMA) concludes in September 2014.

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

Wachusett Corridor Smart Growth Analysis project (Fitchburg, Leominster, and Westminster). A draft of all elements of this plan is complete – MRPC staff is working to complete the final draft in its entirety with an anticipated completion date of June 2014. MRPC will then work on implementation of the plan up until the conclusion of the project (December 2014).

### **6.2.5 District Local Technical Assistance (DLTA)**

MRP Commissioners approved a total of 14 projects at the January/March Commission Meetings. Projects that MRPC staff is or will be working on include:

- Fitchburg: Investigating/researching appropriate changes in zoning changes around Wachusett Station and the new Great Wolf Lodge resort.
- Lancaster: Economic Development Plan.
- Winchendon: Master Plan Housing Element.

- Harvard: Design Standards for the Town Center.
- Shirley: Housing Production Plan.
- Clinton: Utilization of the Economic Development Self- Assessment Tool (EDSAT), an instrument made available to communities by the Dukakis Center at Northeastern University.
- Clinton: Downtown Housing Study.
- Lunenburg: Review and Analysis of the Feasibility of Providing Regional Animal Control Services.
- Lunenburg: Continuation of work on a Village District Bylaw.
- Lancaster: Continuation of work on a Village District Bylaw.
- Shirley: Continuation of work on an Overlay Bylaw for the Lancaster Road Priority Development Area.
- Royalston: Village District Bylaw.
- Winchendon: Economic Development Plan.
- Athol: Housing Production Plan.

#### **6.2.6 Hubbardston Needs Assessment**

MRPC has a contract to assist the Town of Hubbardston to evaluate its community needs. The project will consist of a town-wide survey, research on a number of demographic indicators (population trends, household income, educational attainment, etc.), focus group meetings, and an action plan as well as a resource manual. The project must be completed by June 30, 2014. To date, the town-wide survey has been drafted and distributed and is now being analyzed and the demographic indicators have been researched and drafted up in report form.

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

#### **6.3.1 MRMapper & Mobile Apps**

We have recently added Mobile Apps designed for two main purposes- (1) informing the public and (2) improving efficiency in data collection and field work. Public apps are created to allow the public to view data online in any browser and on any device. Data collection apps require the ArcGIS app and are custom designed by the MRPC to the users' field of work or area of interest.

We are in the process of moving web-based GIS services to the Amazon Cloud in order to significantly to improve speed and efficiency.

We have recently added BioMap2 and NHESP applications and continuously work on updates to these systems and adding additional applications and functionality to the site.

#### **6.3.2 Central Mass Evacuation Plan – Phase 2**

Phase 2 of the project will begin soon and aid jurisdictions in practical use of the 'Tool Kit' developed in Phase 1B. This will be accomplished through the development and delivery of training workshops and exercises to assure that jurisdictions have the knowledge and capabilities to utilize this data during an actual event.

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

The MRPC has been 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. All 23 Local Hazards meetings have been completed to date. In conjunction with the Central Mass Evacuation Plan, we are also currently working on updating Critical Facility data for the region. 19 of the 23 Critical Facility Data meetings have been completed (all Worcester County Communities) to date and we expect the remainder (Middlesex County Communities) to be completed in May. This project will be ongoing for the next several months.

#### **6.3.4 Westminster Master Plan Update Mapping**

The MRPC has been working on assisting the Town of Westminster with a series of maps that will be included in their Master Plan update. All maps have been completed and are awaiting final approval from the town. This project is expected to be completed by June 30<sup>th</sup>.

#### **6.3.5 MART System Comprehensive Update**

This project is approximately 90% complete.

#### **6.3.6 Wachusett Corridor Planning Study**

The HUD Challenge Grant project has been completed.

The Open Space/Recreation, build-out study and Services & Facilities elements of the Wachusett Smart Growth Corridor Analysis has been completed in draft format and will be finalized by the end of the month. This project is anticipated to be complete by June 30, 2014.

#### **6.3.7 MRPC Regional Trail Inventory Update**

The MRPC has finalized the formal trail inventory along with all community maps. We are currently assisting in the creation of a region-wide brochure with the finalized trail data for 2014. This phase project will continue through September 2014.

#### **6.3.8 Clinton Open Space Update**

The MRPC is currently working on mapping updates to the Clinton Open Space Plan. Currently the Environmental Justice Populations, Zoning, Open Space, Unique Features and Plant & Wildlife Habitat maps have been completed. The Action Plan map will be completed upon receipt of data from the town. It is anticipated that this project will be completed this Spring.

#### **6.3.9 Leominster Open Space Update**

The MRPC is currently working on mapping updates to the Leominster Open Space Plan. Currently the Regional Context, Justice Populations, Soils & Geologic Features, Unique Features Map, Water Resources and Action Plan maps have been completed. The Open Space map is in draft format and is being reviewed by the City of Leominster. It is anticipated that this project will be completed in the Spring.

#### **6.3.10 Montachusett Region Emergency Planning Committee (MREPC) Mapping**

The MRPC is currently working on HazMat mapping for the MREPC. Maps include Tier II & Places of Concern Locations, Tier II Facility Buffers and Evacuation Routes. This project is expected to be completed by the end of the month.

#### **6.3.11 Clinton Assessor's Mapping**

The MRPC is currently working on a comprehensive mapping project for the Assessors' Department. Tasks include (1) the implementation of an advanced MRMapper site for internal purposes, including the integration of Property Record Cards, creation of an advanced MRMapper site for the public for testing purposes prior to implementation in early FY15, update parcels to current FY in the MassGIS Level 3 standards, the creation of a map book to automate the process of updating and printing assessor sheets and the delivery of one paper set of all assessor sheets. This project is expected to be completed by June 30th.

#### **6.3.12 MassGIS Parcel Enhancements**

The MRPC has been awarded a contract to complete Parcel Mapping Enhancements for a number of communities in the region. The communities of Ashburnham, Harvard, Hubbardston, Lancaster, Lunenburg, Sterling, Townsend and Winchendon will be completed in FY14. The communities of Athol, Ayer, Fitchburg, and Leominster will be completed in FY15.

## **6.4 TRANSIT**

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

The construction work on the Wachusett Commuter Rail Station in Fitchburg and on the MBTA's Commuter Rail Layover Facility at the Westminster Business Park is well underway. Substantial project completion is expected by early 2015, with full completion in spring of 2015. Staff continues to work with Pan Am Railways and the City of Fitchburg to transfer 5<sup>th</sup> Mass Turnpike property to MART; also assisting MART and the Consultant in obtaining a temporary construction easement from the adjacent properties owners.

The Montachusett Metropolitan Planning Organization (MPO) has amended it's Transportation Improvement Program (TIP) for FFY 2014; and added the construction project of the sidewalk on Authority Drive for a total cost of \$370,000 to link Princeton Road (Route 31) to Wachusett Station. MassDOT has flexed the fund to MBTA to construct the Sidewalk.

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

This project is complete; the parking facility has been open for public use since Tuesday May 20<sup>th</sup>.

### **6.4.3 Ayer Parking Facility**

On May 6, 2014 Staff attended the Ayer Board of Selectmen meeting and provided an update of the project. At the present time MART has to procure an access between Main Street and the current Train Station in Ayer through private property. FTA officials indicated that MART has to resolve this access issues as soon as possible before the rest of the project can move forward. MART is discussing this matter with Ayer officials for a procurement of an access path, without any easement or any other condition. MART, MBTA and Town Officials had a visit to the proposed project site at the Station on April 29, 2014; and MBTA indicated their concerns for the lack of ADA accessibility and Safety issues on the proposed pathway. 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.

### **6.4.4 Fitchburg Commuter Rail Line Improvements**

The project is currently funded at \$169 million with in State and Federal Funds for the Small Starts Project and replacement of the Route 62 Bridge. In addition, MBTA allocated another \$42 million in ARRA Stimulus and EOHED Funding to accomplish the double tracking and the improvements to Littleton Station, as well as another \$10 million for FTA Project CPF 43 in Lunenburg. Work on the project is continuing with the double tracking along the corridor getting underway this construction season and scheduled for completion in the fall of 2014. Major construction of Littleton Station was completed ahead of schedule; and the MBTA's commuter parking of 200 parking spaces is full to capacity daily.

### **6.4.5 MART Advisory Board**

A meeting of the MART Advisory Board was held at 9:30 AM on Thursday, May 29, 2014 at MART Water Street offices.

## **6.5 TRANSPORTATION**

### **6.5.1 Montachusett Metropolitan Planning Organization (MMPO) Meeting FFY 2014-2017 Transportation Improvement Program (TIP) Amendments #3 and #4**

The MPO met on Wednesday May 14, 2014. At that meeting, the MPO reviewed comments received to date on the FFY 2014 TIP Transit Element Amendment #3. This amendment corrected various project listings and costs in order to more accurately reflect funding amounts. The comment period for this amendment began on April 28<sup>th</sup> and ran until May 27<sup>th</sup>. The MPO is expected to endorse Amendment #3 at their meeting scheduled for June 18, 2014.

Additionally, the MPO reviewed proposed Amendment #4 to the FFY 2014 Highway Element of the FFY 2014-2017 Montachusett TIP. After discussion, the MPO voted to release for a 30 day public review and comment period Amendment #4. This amendment adds to FFY 2014 project #607960 Ashburnham Route 101 at Williams and Corey Hill Road, Intersection Improvement Design, for \$278,000. The project will be listed under target funds for the Highway Safety Improvement Program (HSIP) for the Montachusett Region. Before the addition of this project, the Montachusett Region did not have an identified HSIP project for FFY 2014. This was due to the removal of the Route 13 project (MassDOT #605651) that was originally scheduled for advertisement in FFY 2014 but will not be ready by September 30, 2014 due to right-of-way issues. The MPO voted to release Amendment #4 for a 30 day comment period that runs from May 19<sup>th</sup> until Tuesday June 17<sup>th</sup>. It is expected that, pending any substantial comments, Amendment #4 to the FFY 2014 Highway Element will be endorsed at the June 18<sup>th</sup> MPO meeting.

The Montachusett Joint Transportation Committee (MJTC) reviewed all comments received to date at their regularly scheduled meeting on May 21, 2014 for both Amendments #3 and #4. After a brief discussion, the MJTC recommended that the MRPC and the MPO endorse Amendment#3 and Amendment #4 to the FFY 2014 Transit and Highway Elements as presented.

It is therefore requested that the MRPC authorize its Chairman and the MPO to endorse Draft Amendment #3 to the FFY 2014 Transit Element and Amendment #4 to the FFY 2014 Highway Element at the June 18, 2014 MPO meeting.

G. Corbosiero moved that the MRPC has reviewed Amendments #3 and #4 to the FFY 2014-2017 Transportation Improvement Program (TIP) and based upon this review of comments received and the recommendation of the MJTC, authorizes it Chairman to endorse Amendment #3 to the FFY 2014 Transit Element and Amendment #4 to the FFY 2014 Highway Element to the FFY 2014-2017 TIP at a MPO meeting scheduled for Wednesday June 18, 2014 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

### **6.5.2 FFY 2015-2018 Montachusett Transportation Improvement Program (TIP) Development**

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 14, 2014 voted to release for a 30 day public review and comment period the draft FFY 2015-2018 TIP. The comment period runs from Monday May 19, 2013 until the close of business on Tuesday June 17, 2013. The MJTC has reviewed the draft document as well as any comments received to date at its May 21, 2014 meeting. The MJTC also recommended that based upon comments received, the MRPC and the MPO endorse the FFY 2015-2018 TIP. Therefore, it is requested that the MRPC authorize its Chairman and the MPO to endorse the Draft FFY 2015-2018 TIP at a meeting of the MPO scheduled for Wednesday June 18, 2014 at 1:00 P.M. at the MRPC offices.

G. Corbosiero moved that the MRPC has reviewed the FFY 2015-2018 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 2015-2018 TIP at a MPO meeting scheduled for Wednesday June 18, 2014 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

### **6.5.3 2014-2015 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 2014-2015 program year. The upcoming program year will be budgeted at \$544,557 in transportation FY 2015 "PL" funds, \$74,967 in FTA funds and \$18,742 in local transit funds for a total budget of \$638,266.

At the May 14, 2014 MPO meeting, the MPO voted to release a Draft 2014-2015 UPWP for a 30 day public review and comment period. The comment period began on Monday May 19th and will run until the close of business on Tuesday June 17th.

Tasks listed in the Draft UPWP include developing MAP-21 Performance Measures, Climate Change analysis and Local Technical Assistance. In response to local requests and state/federal guidance, additional tasks were developed that include an update to the 2012 Regional Transportation Plan and a Regional Freight Plan. The communities of Harvard and Lancaster expressed interest in addressing issues regarding bike and pedestrian access, traffic flow and parking. Finally, through the Regional Trail Coalition, a task to develop a map to address the idea of healthy transportation was established. The final map will seek to identify trails that the medical community can recommend to individuals for exercise. The MJTC has reviewed comments received to date at its May 21, 2014 meeting.

The MJTC also recommended that based upon comments received, the MRPC and the MPO endorse the Draft 2014-2015 UPWP. Therefore, it is requested that the MRPC authorize its Chairman and the MPO to endorse the Draft 2014-2015 UPWP at a meeting of the MPO scheduled for Wednesday June 18, 2014 at 1:00 P.M. at the MRPC offices.

G. Corbosiero that the MRPC has reviewed the 2014-2015 Unified Planning Work Program (UPWP) and based upon this review of comments received to date and the recommendation

of the MJTC authorizes its Chairman to endorse the 2014-2015 UPWP at a MPO meeting scheduled for Wednesday June 18, 2014 at 1:00 PM at the MRPC offices.

#### **6.5.4 Planned Weekend Service Stoppage on the Fitchburg Commuter Rail Line**

The Montachusett Joint Transportation Committee (MJTC) continued discussions related to the planned stoppage of service of the Fitchburg Commuter Rail Line on weekends from May to November by the MBTA. The MBTA is planning to halt weekend trains between Fitchburg and North Station for several months as repairs and upgrades are made to the rail line. The MJTC prepared a letter that was sent to the chief elected officials for the communities along the line in order to solicit support for discussion with the MBTA at their upcoming meetings.

#### **6.5.5 Federal and State Title VI/Nondiscrimination Protections**

The MassDOT Office of Diversity and Civil Rights has indicated that the MRPC should consider adding to the bylaws a statement of the organization's commitment to its nondiscrimination obligations. This can be accomplished with the addition of the following wording:

The Montachusett Regional Planning Commission (MRPC) operates its programs, services, and activities in compliance with federal nondiscrimination laws including Title VI of the Civil Rights Act of 1964 (Title VI), the Civil Rights Restoration Act of 1987, and related statutes and regulations. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color, or national origin (including limited English proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance. Related federal nondiscrimination laws administered by the Federal Highway Administration, the Federal Transit Administration, or both prohibit discrimination on the basis of age, sex, and disability. These protected categories are contemplated within MRPC's Title VI Programs consistent with federal interpretation and administration. Additionally, the MRPC provides meaningful access to its programs, services, and activities to individuals with limited English proficiency, in compliance with US Department of Transportation policy and guidance on federal Executive Order 13166.

The MRPC also complies with the Massachusetts Public Accommodation Law, M.G.L. c 272 §§ 92a, 98, 98a, prohibiting making any distinction, discrimination, or restriction in admission to or treatment in a place of public accommodation based on race, color, religious creed, national origin, sex, sexual orientation, disability, or ancestry. Likewise, the MRPC complies with the Governor's Executive Order 526, section 4 requiring all programs, activities, and services provided, performed, licensed, chartered, funded, regulated, or contracted for by the state shall be conducted without unlawful discrimination based on race, color, age, gender, ethnicity, sexual orientation, gender identity or expression, religion, creed, ancestry, national origin, disability, veteran's status (including Vietnam-era veterans), or background.

This is provided at this time for informational purposes.

**6.5.6 Next MPO Meeting – June 18, 2014 at 1:00 PM**  
**Next MJTC Meeting – June 18, 2014 at 7:00 PM**

**7. ADJOURNMENT**

There being no further business before the Commission, V. Koivumaki adjourned the meeting at 8:10 pm

**LIST OF EXHIBITS DISTRIBUTED AT THIS MEETING:**

April 29, 2014 Meetings Minutes  
May 27, 2014 Handout  
Executive Director Announcements  
May 2014 Warrant  
Letter to MRPC from OIG  
Letter to MRPC from Massachusetts State Retirement  
Public Input Memo FFY2015-2018 TIP  
Draft TIP Project Elements

**May 27, 2014 – MRPC MEETING ATTENDANCE**

NAME	MUNICIPALITY	DELEGATION	APPOINTMENT DATE	PRESENT	ABSENT
R. Hoyt	Ashburnham	Member	7.2011	X	
D. Phyfe	Ashburnham	Alternate	7.2013		X
A. Pease	Ashby	Member	7.2001	X	
W. Stacy	Ashby	Alternate	7.2005		X
S. Lee	Athol	Member	4.2014	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
	Gardner	Alternate			
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
A. Sheipers	Hubbardston	Member	7.2013		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		X
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, George Kahale, Brad Harris, Bobbi Jo Johnson, Kevin Flynn, Stephanie Brow, Brian Doherty, Sheri Bean, Glenn Eaton, John Hume, Linda Parmenter

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