



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

**WEDNESDAY, NOVEMBER 15, 2017
6:00 PM**

1. OPEN MEETING AND INTRODUCTIONS

J. Telepciak called the meeting to order at 6:00 p.m. All present introduced themselves.

2. AUTHORIZATION TO HIRE ADDITIONAL ENTRY LEVEL PLANNER

G. Eaton presented an updated FY18 budget. He explained the budget picture for the remainder of FY18 is as follows:

- Approximately \$1,944,658 is projected to be earned this fiscal year. At least 92.3% (\$1,794,994) of the funds needed for this fiscal year are tied-up under the 20 contracts executed between the MRPC and local, state and federal entities
- We feel very certain that an additional three contracts, totaling \$149,664, will be executed in the near future, this fiscal year:
 - District Local Technical Assistance (DLTA) Program Year 11 for \$103,761
 - Complete Streets (CS) planning project for Shirley for \$19,087
 - Annual Economic Development Administration (EDA) entitlement planning grant in the amount of \$21,875
- MRPC will keep pursuing additional funding to increase the number and types of services to its clients:
 - Two weeks ago, the MRPC submitted an Affordable Access Regional Coordination (AARC) grant in the amount of \$150,000 to the Massachusetts Department of Energy Resources (DOER); \$82,346 would be used for all staff costs related to this program over a two-fiscal year period (FY18 and FY19)
 - Additional Complete Streets funds are being sought by the Town of Templeton to engage the MRPC to complete a Complete Streets Plan for the community; the municipality is eligible for up to \$50,000
 - John Hume is preparing a \$200,000 Brownfields Site Assessment grant application to be submitted to the US EPA this Thursday; if awarded, the grant would commence in October 2018 (FY19) and the MRPC would receive \$20,000 in administrative dollars
 - MRPC is pursuing a Community Compact Program grant this Friday for \$50,000 to \$100,000

The revised budget sheet has been updated to include expenses for an additional Regional Planner (Molly Belanger). The revised budget, which reflects the inclusion of the twenty existing contracts plus three, anticipated contracts identified above (DLTA, CS and EDA) covers the vast majority of our direct costs (salaries) and indirect costs.

Request to Hire and Additional Regional Planner – Molly Belanger

On October 5, 2017 the Commissioners authorized the Executive Director to hire a Principal Planner at a salary up to \$55,159. MRPC received a few applications but none of the candidates met the minimum qualifications as advertised. Due to the lack of qualified applicants for the Principal Planner position, MRPC re-advertised for an entry level regional planner with a salary range from \$42,235 to \$44,373 depending on qualifications. Approximately 15 job applications were received and the staff interviewed three candidates; two of the applicants are superior. The Executive Director hired one of these two applicants. Matthew (“Matt”) Leger was hired at the higher salary of \$44,373 as he possesses a Master’s Degree in Public Administration; he started working for the agency on Monday, November 13th. Mr. Leger reports to John Hume, Planning and Development Director.

The Executive Director recommends that the Commission hire a second Regional Planner at \$42,235. The applicant possesses a Bachelors in Science Degree in Community and Environmental Planning. If offered the position this applicant indicated that she is able to begin her employment with the MRPC on Monday, November 20th. This second Regional Planner will work on projects in the Comprehensive Planning Division under Mr. Hume and implement the annual Traffic Counting Program (TCP), under the direction of Sheri Bean, Principal Planner and TCP Team Leader, each spring, summer and fall.

With the hiring of the second Regional Planner, the hiring of two, TCP Interns will not take place in 2018. This second Regional Planner, who has experience with the TCP with the Strafford Regional Planning Commission of Rochester, NH will be assisted with the outdoor activities related to the TCP by another Transportation Department employee as directed by Brad Harris, Transportation Projects Director. Sharing funding for this second position, between Comprehensive, Transit, Transportation and other contracts should enable the MRPC to maintain this additional position over the long haul.

This agency has a limited number of grant writers; three of the current staff level of 17 permanent, full-time employees. Of these three, grant writing is not their primary responsibility. The two, new Regional Planners will be trained how to prepare a variety of grant proposals; the second to-be-hired Regional Planner has some grant writing experience for a non-profit organization while both of these persons have superior researching, writing and technical skills. Adding both of these employees to the MRPC’s payroll will add some much-needed horsepower to the organization.

R. Hoyt asked about the hiring of a graphic Intern and 3d printing intern that were approved last month and where those costs were addressed in the budget.

G. Eaton explained we will have enough funds pending two contracts. However, we may not need to hire a Graphic Intern as the two new regional planners may have graphic skills.

N. Piazza asked if N. Goldstein’s recent raise was included in the budget.

G. Eaton responded no, we will have to increase that amount.

G. Eaton explained the budget.

A. Pease asked questions about the differences in direct salary numbers on Exhibit 1 and Exhibit 3, direct costs and indirect costs, overhead rate and retiree health insurance.

G. Eaton responded that he will have to check with the Fiscal Director to obtain answers to these questions and to make corrections to other numbers in the handout.

M. Pineo moved that the Montachusett Regional Planning Commission adopts the presented, revised budget showing a projection of \$1,944,658 in revenue for FY18; and authorizes the Executive Director to hire Molly Belanger as a Regional Planner at an annual salary of \$42,235 (Grade 2 Step 1). The motion was seconded and passed unanimously.

3. ADJOURNMENT

There being no further business the meeting adjourned at 6:45 p.m.

Meeting Attendance					
Name	M/A	Representing	Appointment Date	PRESENT	ABSENT
Johnson, Kyle	A	Ashburnham	7.2015		X
Hoyt, Roger	M	Ashburnham	7.2011	X	
Pease, Alan	M	Ashby	7.2001	X	
Stacy, Wayne	A	Ashby	7.2005		X
Truehart, Duane	M	Athol	7.2016		X
Rebecca Bialecki	A	Athol	7.2017		X
Duffy, Phil	M	Clinton	12.2011		X
Lowitt, Peter	N/V	DREZ	7.2001		X
Caron, Paula	M	Fitchburg	7.2002		X
Gross, Allen	M	Gardner	2.2005		X
Cruz, Maribel	A	Gardner	8.2017		X
Burke, Russ	M	Groton	7.2016	X	
Maiore, Rich	M	Harvard	7.2017		X
Bratko, Thomas	M	Hubbardston	7.2016	X	
Stauder, Michael	A	Hubbardston	7.2016		X
Christopher, Thomas	M	Lancaster	7.2016		X
Piazza, Noreen	A	Lancaster	7.2016	X	
Prokoweit, David	M	Lunenburg	7.2015		X
Jeffreys, Michael Ray	A	Lunenburg	8.2017		X

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

Staff present: Glenn Eaton

Guests present: Jeff Hoyt, Ashburnham

DOCUMENTS DISTRIBUTED AT MEETING:

Fy2018 Updated Budget