



**MINUTES OF THE MEETING OF
THE MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)
464 ABBOTT AVENUE, LEOMINSTER, MA
THURSDAY, FEBRUARY 1, 2018
7:00 PM**

1. OPEN MEETING, INTRODUCTIONS AND ANNOUNCEMENTS

J. Telepciak called the meeting to order at 7:00 p.m. All present introduced themselves.

2. APPROVAL OF JANUARY 11, 2018 MRPC MEETING MINUTES

M. Pineo moved that the Montachusett Regional Planning Commission approve the January 11, 2018 minutes with the following correction: **3.1 Approval of Cash Schedule** "A. Pease read ~~the Pease read the~~ November 1, 2017 – December 31, 2017 cash schedule." The motion was seconded and passed unanimously.

3. TREASURER'S REPORT

3.1 Approval of Cash Schedule

A. Pease read the January 1, 2018 to January 31, 2018 cash schedule. Balance after last warrant \$40,580.02; Total receipts this month \$260,927.43; Total cash on hand before this warrant \$301,507.45; Less: amount of this warrant \$160,854.89: Balance after this warrant \$140,652.56.

M. Pineo moved to accept the January 1, 2018 to January 31, 2018 cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

3.2 Draft Budget for Fiscal Year 2019

G. Eaton presented the draft Budget for FY19, indirect expenses and local costs. Highlights of the presentation included:

- At this time anticipated sources of revenue total \$1,183,523.
- Estimated expenditures total \$1,724,471.
- Needed for direct salaries is \$726,301. At this point of time \$377,872 is the amount MRPC has for direct salaries.
- MRPC is in the process of writing four CDBG grants. This potential revenue is not included in the FY19 budget.
- Typically, if MRPC has 80% of revenue needed by the month of June, MRPC should be all set for the next fiscal year. If you have enough revenue you keep all staff, if you don't you may have to layoff.

An updated draft budget will be presented at the May MRPC meeting which will be solidified in June.

T. Bratko asked if this was typical for this time of year.

G. Eaton replied we are at 69%. Usually at this time of year we are at 75% for the next fiscal year. MRPC is "revenue light" at this time. He indicated he will instruct all employees to seek out and apply for more grants.

Discussion followed about the Conference/Meetings, major events, accounting/legal, cleaning, rent, and electric line items on the Indirect Expenses spreadsheet.

4. ADMINISTRATIVE MATTERS

4.1 Canine Pet Policy

G. Eaton stated that allowing pets in the workplace has long been seen as key employee benefit, as well as an amusement (depending on whether you're an animal lover). But for some employers, an open-door policy toward pets--particularly, man's best friend--has a raft of other business-enhancing benefits, which includes improved morale, reduced employee absenteeism, bringing workers and teams together, boost the productivity of your workforce encourages healthy living, and a reduction in stress and stress-related ailments such as heart disease and diabetes.

In a 2012 study, employees who were around dogs in the workplace reported feeling less stressed than employees who have dogs but left them at home, according to researchers from Virginia Commonwealth University (VCU). The study also found that pets triggered workplace interactions that would not normally take place. The Centers for Disease Control and Prevention also cited similar stress-reducing benefits. That suspicion was confirmed after the company participated in the VCU study.

Sources for the above information are: <https://www.inc.com/jordan-smith/companies-find-stress-reducing-benefits-of-office-dogs.html> and <https://theundercoverrecruiter.com/benefits-of-office-pets/>.

The MRPC's Executive Director recommends to the Commissioners that a Canine-Pet Policy be adopted and implemented for a period of time in order to allow the employees to achieve some or all of the above-cited benefits. Should the Commissioners adopt this policy, all parties are hereby notified that if the policy provides any difficulties in implementation and/or benefits are not achieved, that the policy can be revoked by the Commissioners and that the Executive Director can at any time suspend the policy in the interest of safety to employees and visitors to this agency.

Discussion followed.

D. Truehart recommended that MRPC check with its insurance agency to determine if they have a breed specific policy or if all breeds are covered.

After much discussion, the following revisions were made to the policy. Page 2, Paragraph 5 shall read: "Animals that have not been spayed or neutered will not be permitted to come to the office. ~~in-season.~~"

The following sentence shall also be added: "Only one dog per day will be allowed in the office."

T. Bratko moved that the Montachusett Regional Planning Commission adopts the Canine-Pet Policy as presented by the Executive Director with the above-mentioned revisions and that if there are any difficulties in implementation and/or benefits are not achieved, that the policy can be revoked by the Commissioners and that the Executive Director can at any time suspend the policy in the interest of safety to employees and visitors to this agency. The motion was seconded and passed unanimously.

4.2 Hiring of Transportation Intern

G. Eaton stated that the MRPC is in need of part time assistance to augment the existing capacity of the current team. The position is intended to be temporary (employed for no longer than six months), part-time (up to 15 hours weekly) and to be paid at the Intern rate of \$13.00 per hour. The selected Intern is needed to assist in the distribution, collection and analyzation of a regional survey as part of the Regional Transportation Needs Assessment to be conducted in concert with Fitchburg State University. The Transportation Project Director will provide direct oversight to the Intern and will be assigned to Team Leaders, as needed.

M. Pineo moved that the Montachusett Regional Planning Commission endorses the Executive Director's request for one intern to fulfill the above roles for a rate of \$13.00 per hour per intern for 15 hours per week for a period not to exceed six months. The motion was seconded and passed unanimously.

4.3 Increase in Consultant Fees Line Item to Hire Compensation Consultant

L. Parmenter explained that at the November MRPC Meeting, the Montachusett Regional Planning Commission at the request of the Executive Director rejected three proposals submitted by consultants for the completion of a Compensation and Classification report and directed the Executive Director to re-bid the job seeking more proposals at more competitive prices. Proposals from three firms were received; prices submitted were \$6,400, \$10,000 and \$20,000. The consultant will:

- Review MRPC's current Grade and Step Compensation system
- Examine all job descriptions for all positions, filled and unfilled
- Review current salaries for all filled positions and research similar entities to obtain salary data
- Provide minimum and maximum salaries for all unfilled positions

As all proposals were over the budgeted amount of \$5,000, The Executive Director is requesting that Consultant Fees line item of the budget be increased from \$5,000 to \$10,000.

T. Bratko expressed concerns about the cost and the necessity of a hiring a compensation consultant.

G. Eaton explained that an analysis should be done every three years. MRPC's last analysis occurred seven years ago, 2011.

L. Parmenter explained that MRPC needs a consultant with expertise in compensation to review our grade and step system. As MRPC's current grade and step system does not have job titles, educational and experience associated with the grade system, it is difficult to use when advertising for new hires and promoting. Recent experience has also demonstrated that MRPC is unable to retain entry level planners because of the low pay rate.

Discussion continued regarding minimum and maximum pay rates and agency sustainability, updating salaries to market rate and the actual budget, and the product that the consultant would deliver.

After much discussion, M. Pineo moved that the Montachusett Regional Planning Commission approves of a transfer of \$2,500 from the Legal Services line item plus another \$2,500 from the major events line item to the Consultant Fees line so that the present funding level of the Consultant Fees will be

increased to \$10,000 to match the market rate of a classification and compensation consultant. The motion was seconded and passed with T. Bratko opposing.

5. STATUS REPORTS

5.1 Geographic Information Systems (GIS)

MRMAPPER & MOBILE APPS (GENERAL)

- We are still currently working on adding 2-foot contours as a MRMapper service.
- 2016 & 2017 Google Imagery, courtesy of MassGIS, has been added to all public applications.

COMPREHENSIVE PLANNING

- Distressed Property Identification and Revitalization (DPIR) App – This project is complete.
- (DLTA) Harvard Water Supply Resources – This project is complete.
- (DLTA) Royalston Zoning Update - This project is complete.
- (DLTA) Potential Industrial Development Site Location – This project is complete.
- Community Health Needs Assessment - We made a map denoting the health service areas in our region and their overlap so that our planners can quickly see the health service area that a certain community falls in. We've also made a map of the census tracts and block groups within the health service areas. This map will be useful to our planners when they discuss demographic data. We are currently creating the maps which will be used in the final report. The purpose of this project is to improve health services in our region. We will continue to work on this project as needed by the planners. This project will be ongoing into spring.

COMMUNITY-RELATED

- Fitchburg Parcel Enhancements – No new information.
- Shirley Cemetery Mapping – We are in the beginning stage of a long-term cemetery mapping project for the Town of Shirley. We will be mapping the Center and Village cemeteries and creating a MRMapper application that the Town can use to populate their cemetery records in. The end result will be internal and public applications for the two cemeteries.
- Lancaster Zoning Overlay Update – We are currently working on an update to the Town's Zoning Overlay map. It is currently being reviewed by the Town. Updates will be completed as necessary.
- Clinton Street Map – We are currently working with the Town to create a street map. We are waiting for a response from the Town Assessor. This project is expected to be completed in early 2018.
- Shirley Street Map – We are in the beginning stages of working with the Town to create a street map. This project is expected to be completed in early 2018.

TRANSIT-RELATED

- Coordinated Public Transit - Human Services Plan Update – This project is complete.

TRANSPORTATION-RELATED

- Shirley Village Railroad Crossing– Draft maps have been created for the Town of Shirley depicting the Shirley Village Railroad Crossing. The Town is reviewing the map and will advise regarding any edits. This project must be completed by September 2018.
- Roadway Safety Improvement Project Selection Report - We worked with the MRPC Transportation staff to update the high crash locations in our region. We developed 33 map figures showing high crash locations for the Roadway Safety Improvement Project Selection Report (2012 – 2014) (Report) which will be distributed to the communities upon its completion. The purpose of this report is to identify high crash locations and to seek safety improvement project development at those locations in the communities of the MRPC region. We are currently working on creating map figures of fatal crash corridors which will be included in the report. We will also be updating the High Crash Locations MRMapper WebApp. This project is expected to be completed in February.
- Traffic Count Data Updates – We have completed updating the traffic count data for this past year and have updated the MRMapper WebApp accordingly.
- Trail Guide Update – We are in the beginning phase of updating the trail guide, which includes existing formal trails throughout the region. We are in the process of attempting to collect relevant data from communities. There will be two meetings in January and February to aid in this process. Once the data is complete we will be working with the Graphic Design intern to update the trail guide. This project will be ongoing throughout the winter, and possibly into Spring.

MISCELLANEOUS

- Light Detection and Ranging (LiDAR) Data processing – We are still working on ‘Smoothing’ the 2-foot contour data creation and expect this to be complete early in the new year. These products will be key in future 3D modeling and printing activities.

5.2 Planning and Development

Comprehensive Planning Division

FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)

As part of this contract, MRPC provides assistance to communities seeking grant funds to improve economic vitality. MRPC staff are working to assist the communities of Lancaster, Shirley, Townsend, and Winchendon to put together Community Development Block Grant applications. Applications are due March 2, 2018.

FEDERAL ENVIRONMENTAL PROTECTION AGENCY (EPA), MONTACHUSETT REGION BROWNFIELDS ASSESSMENT PROGRAM

Funds for environmental site assessments (ESA) for Hazardous Substances have been allocated to projects. However, some funds for environmental site assessments (ESA) for petroleum remain. Please contact MRPC staff person John Hume (jhume@mrpc.org) for information on ESA funds available for petroleum.

DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA)

On January 16, 2018, MRPC Executive Director, Glenn Eaton, signed a contract with the Commonwealth of Massachusetts and forwarded two copies of the contract back to the Commonwealth for signature. It is anticipated that the Commonwealth will execute the contract with the MRPC late January or early February and forward an original copy back to MRPC.

MRPC issued a second Request for Service Delivery (RSD) January 19, 2018 that was emailed and snail mailed to Mayors, Boards of Selectmen and Planning Boards with a proposal due date of February 27, 2018 by 3 p.m. for the second round.

HEYWOOD HEALTHCARE ECONOMIC IMPACT REPORT

MRPC continues to work on an Economic Impact of Healthcare Report based upon Heywood Healthcare's contribution to its Service Area. Economic census information has been gathered and analyzed. The Service Area includes the following communities: Ashburnham, Athol, Erving, Gardner, Hubbardston, New Salem, Orange, Petersham, Phillipston, Royalston, Warwick, Wendell, Westminster, and Winchendon.

COMMUNITY HEALTH ASSESSMENT OF NORTH CENTRAL MASSACHUSETTS

MRPC continues to work on the update of a Community Health Assessment of North Central Massachusetts. The report will consist of a broad scope of data from multiple sources including but not limited to primary and secondary data sources, input from stakeholder interviews, community member focus groups, and survey(s) in order to provide a status of health in the service area. An example of one of the final map products is available as a handout at tonight's meeting.

CHEMICAL SAFETY AND CLIMATE CHANGE PREPAREDNESS TRAINING

MRPC is working on a grant from the Massachusetts [Office of Technical Assistance and Technology](#) (OTA) and the US Environmental Protection Agency (EPA) to sponsor workshops designed to educate city officials, community leaders, Fire Departments, Departments of Public Works, Local Emergency Planning Committees (LEPCs) and businesses about the toxic chemicals stored, used and transported through their communities. The goal is to make our region's communities more capable of addressing climate change-related disasters by providing critical information and thoughtful preparation needed for targeted planning and reducing the use of toxics in the communities.

MRPC has developed a survey that will be distributed to businesses who are chemical users at the end of January and is sponsoring a training workshop at North Central Career Center at 100 Erdman Way in Leominster on Tuesday, March 13th from 9:00am – 12:00pm for the training session for businesses. Fire Chiefs/Departments and Emergency Management Directors have been requested to contact any businesses needing assistance from OTA in toxic use reduction and to assist in distributing the survey to businesses in their communities.

MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES (DOER)

MRPC was awarded grant funds from the Massachusetts Department of Energy Resources (DOER) to assist the Town of Hubbardston, Royalston, and Templeton to become Green Communities and to assist with administration of existing Green Communities for Fitchburg, Lunenburg, and Westminster. To date, MRPC has assisted the Town of Royalston in becoming a Green Community successfully, scheduled a project kick-off meeting for the Town of Templeton for January 29th, assisted Fitchburg with procurement associated with bid specifications, assisted Westminster in submitting their Green Communities Annual Report, and are assisting Lunenburg and Westminster with Competitive Grant applications to be submitted in March.

Community Development Division

WINCHENDON ASHBY FY2016 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) HOUSING REHABILITATION PROGRAM

The extension request was approved by DHCD on November 16, 2017. As of the date of this report 6 projects in Winchendon have been completed. Four projects are ongoing. One septic project is in the design stage, and one final job is out to bid. The program will have come within one housing unit of its goal of 13 projects completed. The program was not able to attain its goal because six projects exceeded the single project budget cap.

WINCHENDON FY17 CDBG

This program has received full clearance from DHCD and applications are being processed for both Housing Rehab and Fuel Assistance. The housing rehab program has one application from the FY16 waiting list and two new applications. However, the program has enough funding for two projects only in this funding round. The Fuel Assistance program has received 18 applications and nine have been approved and are receiving fuel deliveries.

SHIRLEY FY17 CDBG

This program has received full clearance from DHCD and applications are being processed for both the Housing Rehab and Fuel Assistance programs. Seven housing rehab applications have been received and are being processed. Five Fuel Assistance applications have been received and two have been approved and are receiving fuel deliveries. The procurement process for the Housing Rehab Specialist, Lead Inspector, and Title Examiner will be completed by January 30.

CDBG APPLICATIONS

Applications for Winchendon, Shirley, Lancaster and Townsend have been initiated. All public hearing requirements have been completed. Budgets are complete and narratives are nearing completion.

ROYALSTON WHITNEY HALL REUSE STUDY

MRPC is in discussion with the Town and the Architect on next steps in presenting the engineering findings to the Town.

MONTACHUSETT ENTERPRISE CENTER (MEC)

The construction work at 207 Adams St has been completed and the home is now on the market for \$180,000.

ASHBURNHAM 40B PROJECTS

No change in status. MassHousing is still sorting through the developer's Comprehensive Permit. Plumbing repairs are underway to replace some split pipes that burst during the cold weather snap. At this point in time no significant damage has been discovered.

5.3 Transit

AYER PARKING FACILITY

On January 18th MRPC attended a meeting with Ayer town officials and the Consultant Weston & Sampson regarding the Ayer Parking Facility project and the Depot Square Concept Design Options. MRPC also attended the Ayer Planning Board meeting regarding the project design plan review and approval. Staff reviewed the project design plans submitted by the consultant and provided MART with comments. Staff continues working with town officials and Weston & Sampson consultant to move forward with the construction of the proposed project.

COORDINATED TRANSIT PLAN UPDATE

During the past month, MRPC continued to compile data to update the Coordinated Public Transit Human Services Transportation Plan (Coordinated Plan). The Coordinated Plan focuses on three target populations within the Montachusett region, individuals with disabilities, low-income individuals (or persons below the poverty level) and the elderly. The plan seeks to identify gaps in existing transportation services and needs to meet those gaps. The updated Coordinated Plan will include new information on existing transportation resources and newly identified gaps. The plan will also include new demographic data from the census bureau. Staff attended the North Central Regional Coordinating Council (NCRCC) Board meeting and presented an update on the (Montachusett Coordinated Public Transit Plan Update) in Fitchburg.

5.4 Transportation

5.4.1 Authorization for MRPC Chairman to endorse the FFY 2018-2022 Transportation Improvement (TIP) Amendment #3

G. Snow explained that the Montachusett Metropolitan Planning Organization (MPO) met on January 24th at which time they reviewed a Highway Amendment to the FFY 2018-2022 Montachusett Transportation Improvement Program (TIP). The MPO then voted to release for a 21-day public review and comment period, Draft TIP Amendment #3. Amendment #3 includes a funding amount and program change to a project in FFY 2018 in the Highway Element. The project involves target funds and is under Section 1A – Regionally Prioritized Projects as well as Section 2B – State Prioritized Modernization Projects. The project has seen a cost increase from \$1,200,000 to \$2,622,497.

The public comment period began on January 26, 2018 and will run until the close of business on February 15, 2018.

FFY 2018

Change Funding Amounts and Programs under Section 1A – Regionally Prioritized Projects to:

Project #	Community	Description	Dist.	Fund Source	Total Funds	Federal Funds	Non-Federal Funds
608188	Multiple	GARDNER-LEOMINSTER-STERLING – INTERSECTION IMPROVEMENTS AT 3 LOCATIONS	3	HSIP	\$1,560,844	\$1,404,760	\$156,084
				STP	\$524,375	\$419,500	\$104,875
				Total	\$2,085,219	\$1,824,260	\$260,959

Change Funding Amount under Section 2B – State Prioritized Modernization Projects to:

Project #	Community	Description	Dist.	Fund Source	Total Funds	Federal Funds	Non-Federal Funds
608188	Multiple	GARDNER-LEOMINSTER-STERLING – INTERSECTION IMPROVEMENTS AT 3 LOCATIONS	3	HSIP - SW	\$537,278	\$483,550	\$53,728

Total Project Cost and Funding:

Project #	Community	Description	Dis t.	Fund Sourc e	Total Funds	Federal Funds	Non- Federal Funds
608188	Multiple	GARDNER-LEOMINSTER-STERLING – INTERSECTION IMPROVEMENTS AT 3 LOCATIONS	3	HSIP	\$1,560,844	\$1,404,760	\$156,084
			3	STP	\$524,375	\$419,500	\$104,875
			3	HSIP - SW	\$537,278	\$483,550	\$53,728
					Total	\$2,622,497	\$2,307,810

T. Bratko moved that the MRPC has reviewed the FFY 2018-2022 Transportation Improvement Program (TIP) Amendment #3 and based upon this review as well as the review of any comments received, authorizes its Chairman to endorse the FFY 2018-2022 TIP Amendment #3 at a MPO meeting scheduled for Wednesday February 21, 2018 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

REGIONAL POPULATION PROJECTIONS

MRPC staff has prepared and distributed to member communities, population projections for 2020, 2030 and 2040. Staff has been working on the population projections as part of the development of the next Regional Transportation Plan (RTP). Regional totals were provided to the RPA's from MassDOT. Several options related to how to distribute the regional population totals to individual communities were reviewed by staff. A weight average method was determined to be the most reasonable. Once compiled, the community population projections were sent to the Planning Boards and Departments of the municipalities for their review and feedback. Communities were asked to respond by February 16th.

Community Population Projections

Community	2020 Projections	2030 Projections	2040 Projections
Ashburnham	6,142	6,250	6,195
Ashby	3,111	3,166	3,138
Athol	12,185	12,399	12,290
Ayer	7,578	7,712	7,644
Clinton	14,312	14,564	14,435
Fitchburg	42,640	43,391	43,007
Gardner	21,639	22,021	21,826
Groton	10,247	10,427	10,335
Harvard	6,332	6,444	6,387
Hubbardston	4,144	4,217	4,180
Lancaster	8,025	8,166	8,094
Leominster	42,881	43,637	43,251
Lunenburg	10,275	10,456	10,364
Petersham	1,270	1,293	1,281
Phillipston	1,723	1,753	1,737
Royalston	1,310	1,333	1,321
Shirley	6,989	7,112	7,049
Sterling	7,817	7,955	7,885
Templeton	7,766	7,903	7,833
Townsend	9,472	9,639	9,554
Westminster	7,366	7,496	7,429
Winchendon	10,382	10,565	10,472
Total	243,607	247,899	245,705

T. Bratko expressed concern about the accuracy of the projections as Hubbardston's population has exceeded the 2040 projection. He was also concerned that projections were being used to close schools in Hubbardston.

G. Eaton responded the projections are used for modeling purposes only.

G. Snow explained in detail the process used to determine the projections.

G. Snow indicated that B. Harris emailed the population projections to all 22 communities' planning boards for comment.

G. Eaton stated that if a community is concerned with the projection, please comment to MRPC and Mass DOT.

Other comments and questions included whether or not the Devens population was included in the projections, and whether Shirley's projection included the prison population.

MPO SUBREGION MEETINGS

As part of the effort to improve coordination and communication between towns in the four MPO Subregions, the first MPO Subregion meetings were held at the end of January. Meetings were held on January 31st for Subregion 1; January 29th for Subregion 2, and; January 30th for Subregions 3 and 4. Meetings were held in the Subregions and the topic of discussion focused on the TIP process and locally initiated project development. A second series of meetings will be held in two to four months.

MJTC OFFSITE MEETINGS

The January 10, 2018 MJTC meeting was held in Gardner at the City Hall Annex. This was the first MJTC meeting to be held outside of the MRPC offices in an attempt to boost attendance and improve outreach. The city of Gardner presented information on their Complete Streets efforts as well as other transportation issues. Seven different communities were in attendance. The February 14th MJTC meeting will be held in Sterling in the Town Hall.

TRAIL GUIDE UPDATE

The MRPC is working on updating trail data for a new regional trail guide. This guide was last produced in 2014 and 10,000 copies were distributed to local communities, residents and visitors. The MRPC held public input meetings on January 25th in Gardner and February 1st in Devens. Information was provided by communities on updates to MRPC's current trail data.

Next MJTC Meeting – February 14, 2018 at 6:30 PM in Sterling, Town Hall
Next MPO Meeting – February 21, 2018 at 1:00 PM

6. ADJOURNMENT

There being no further business the meeting adjourned at 9:15 p.m.

Meeting Attendance					
Name	M/A	Representing	Appointment Date	PRESENT	ABSENT
Johnson, Kyle	A	Ashburnham	7.2015		X
Hoyt, Roger	M	Ashburnham	7.2011	X	
Pease, Alan	M	Ashby	7.2001	X	
Stacy, Wayne	A	Ashby	7.2005		X

Truehart, Duane	M	Athol	7.2016	X	
Rebecca Bialecki	A	Athol	7.2017		X
Vacant	M	Ayer			X
Vacant	A	Ayer			X
Duffy, Phil	M	Clinton	12.2011		X
Vacant	A	Clinton			X
Lowitt, Peter	N/V	DREZ	7.2001		X
Caron, Paula	M	Fitchburg	7.2002		X
Vacant	A	Fitchburg			X
Gross, Allen	M	Gardner	2.2005		X
Cruz, Maribel	A	Gardner	8.2017		X
Burke, Russ	M	Groton	7.2016		X
Vacant	A	Groton			X
Maiore, Rich	M	Harvard	7.2017		X
Vacant	A	Harvard			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	
Vacant	M	Leominster			X
Vacant	A	Leominster			X
Prokowieiw, David	M	Lunenburg	7.2015		X
Jeffreys, Michael Ray	A	Lunenburg	8.2017		X
Vacant	M	Petersham			X
Allen, Nancy	A	Petersham	7.2015		X
Vacant	M	Phillipston			X
Telepciak, John	A	Phillipston	10.201	X	
Natrowicz, Kyle	M	Royalston	7.2015		X
Barclay, James	A	Royalston	7.2017		X

Widing, Sarah	A	Shirley	7.2015		X
Yocum, Barbara	M	Shirley	8.2017	X	
Pineo, Michael	M	Sterling	7.2014	X	
Kilcoyne, John	A	Sterling	7.2014		X
Rich, Dennis	M	Templeton	7.2017		X
Terenzini, Carter	A	Templeton	9.2016		X
Vacant	M	Townsend			X
King, Cindy	A	Townsend	7.2016		X
Weist, Linda	M	Westminster	7.2017		X
Vacant	A	Westminster			X
Corbosiero, Guy	M	Winchendon	7.2011		X
Cyganiewicz, Austin	A	Winchendon	7.2015		X

Staff Present: Glenn Eaton, Linda Parmenter, Bobbi Jo Johnson, George Kahale, George Snow

DOCUMENTS DISTRIBUTED AT MEETING:

February 1, 2018 MRPC Meeting Handout

January 11, 2018 MRPC Meeting Minutes

Canine-Pet Policy

Cash Schedule January 2018

Maps – *Heywood Asthma, Heywood Admittances, Heywood Diabetes, Heywood Hypertension, Heywood Mental Health, Heywood Obesity, Heywood Stroke, Heywood Substance Abuse*

Population Projection Memo 1 29 18

FY19 Budget Exhibits 1, 2, 3

FFY2018 Amendment #3 Summary 1 24 2018