

**MINUTES OF THE MEETING
OF THE
MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)**
464 Abbott Avenue, Leominster, MA
THURSDAY, MAY 3, 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 APRIL 5, 2018 MRPC MEETING MINUTES

G. Corbosiero moved that the Montachusett Regional Planning Commission approve the April 5, 2018 minutes as distributed. The motion was seconded and passed unanimously.

3. TREASURER'S REPORT

3.1 Approval of Cash Schedule – Cash Schedule was not presented.

3.2 Budget Line Items – Adjustment

G. Eaton stated that at the April MRPC Meeting, discussion took place regarding the transfer of \$10,000 from the Consultant Fee Line Item of the Budget to the Accounting/Legal and Training line items for legal services and training regarding the Fiscal Department.

G. Corbosiero moved that the Montachusett Regional Planning Commission approves the transfer of \$10,000 from the Consultant Fee Line Item of the Budget to the Accounting/Legal (\$5,000) and Training (\$5,000) line items. The motion was seconded and passed unanimously.

3. SLATE OF OFFICERS

The Nominating Committee presented its Slate of Officers for the upcoming fiscal year.

Chairman – J. Telepciak
Vice Chairman – G. Corbosiero
Treasurer – Alan Pease
Assistant Treasurer – Roger Hoyt
Secretary – Mike Pineo
At Large Members – Tom Bratko and Phil Duffy

The Election of officers will occur at the June MRPC Meeting.

5. MRPC TRAFFIC COUNTING PROGRAM – Presentation by Sheri Bean, MRPC Principal Planner

S. Bean presented a handout and explained to the Commissioners the MRPC Traffic Count Program. On average, the MRPC conducts 175 traffic counts in the region yearly. She explained how traffic data is collected, the types of counters that are used, what type of data is collected and why traffic data is collected. The MRPC count program is comprised of a rotating four-year schedule where each location is done every four years. This data is available on MRPC's MrMapper website (<https://mrmapper.mrpc.org/WebApps/v2.7/TrafficCountLocations/>) as well as the statewide MS2 site (<http://mhd.ms2soft.com/tcds/tsearch.asp?loc=Mhd&mod=>). This year the MRPC will not be hiring traffic interns and instead MRPC staff will be conducting the counts. This will limit the number of traffic counts that are done.

Discussion followed.

6. ADMINISTRATIVE MATTERS

6.1 Proposed Salary Adjustments FY18 and FY19

G. Eaton explained that Holly Ford, Executive Assistant and Linda Parmenter, Administrative and Human Resources Director have taken on extra duties since the departure of the former Fiscal Director; they are each doing the majority of the fiscal responsibilities (i.e. payroll, accounts receivables, accounts payables, compliance tasks related to relationships with insurance companies, grant reporting requirements, Massachusetts State Retirement Board [MSRB], Group Insurance Commission [GIC], ASIFlex, etc.). The Executive Director has assumed the duties of the Community Development Manager since his departure in mid-April; he, with the support of the Executive Assistant, is overseeing three Community Development Block Grant (CDBG) contracts in Shirley and Winchendon and managing all real estate projects under the Montachusett Enterprise Center, Inc. (MEC).

The workloads of the Executive Assistant and Administrative and Human Resources Director have increased substantially. These two employees have voluntarily taken-on these additional roles. The fiscal duties will be managed until a new Fiscal Manager has been hired; hopefully within the next three months.

Projects and related tasks formerly the responsibility of the Community Development Manager will be managed by the Executive Director and Executive Assistant through December 2018.

Workloads of the Administrative and Human Resources Director and Executive Assistant are considerably higher than in the past. Therefore, during the period of time that both of these positions will remain vacant, the Executive Director is recommending that both of these employees be compensated at a higher level; specifically, as follows.

Administrative and Human Resources Director is currently compensated at grade 7, step 6, \$82,059 while the new, recommended, interim level of compensation would be grade 7, step 9, \$89,252 effective May 7, 2018, for a time frame not exceed six months; this is being recommended due to the additional workload taken-on by the Administrative and Human Resources Director in order to assist the Executive Director and Executive Assistant to address and complete fiscal duties. Based on the successful hiring and

training of a new Fiscal Manager the Executive Director will determine when to conclude this additional salary.

Executive Assistant is currently compensated at Grade 2, step 1, \$42,235 while the new, recommended, interim level of compensation would be grade 2, step 7, \$48,980 effective May 7, 2018 for a time frame not to exceed eight months; this is being recommended due to the additional workload taken-on by the Executive Assistant in order to assist the Executive Director to complete the current CDBG administrative tasks. Based on the possible, successful hiring and training of a new Community Development Manager the Executive Director will determine when to conclude this additional salary.

L. Shifrin asked the Executive Director to check with MRPC's Attorney regarding the labor laws and the legality of increasing compensation and then lessening compensation.

L. Shifrin that the Montachusett Regional Planning Commission approve the temporary increases in compensation for the Administrative and Human Resource Director, Linda Parmenter, and Executive Assistant, Holly Ford as explained above and subject to the legality of the process of increasing and then lessening compensation. The motion was seconded and passed unanimously.

7. STATUS REPORTS

7.1 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

MRMapper & MOBILE APPS (GENERAL)

The public MRMapper WebApps have all been added to the most current version (2.7) of the software.

Two additional applications have been added to the MRMapper homepage:

- MassDEP Surface Water Supply Protection Areas
- Watershed Protection Areas

COMMUNITY-RELATED

Fitchburg Parcel Enhancements – The Fitchburg parcel data has been updated to MassGIS Level 3 compliance. Additional work remains to complete the MRMapper site. This project is ongoing.

Shirley Cemetery Mapping – We have completed mapping of the Center and Village cemeteries. Additionally, we have created a MRMapper application that the Town can use to populate their cemetery records in. The Town is currently entering data into this application. Data entry should be completed by the end of the FY. Once data entry is complete the end results will be internal and public applications for the two cemeteries.

Clinton Street Map – No new information.

Shirley Street Map – We've recently received data back from the Town. Once we update the street data layer, we will create grid and accompanying street list for the town dispatch. This project is expected to be completed in late April or early May.

Harvard Zoning – This project is complete.

Ashby Open Space - This project is complete. Additional work may be required on an as-needed basis.

Shirley Assessor Mapping – We are currently working on FY19 assessor data and parcel mapping updates. Once this phase is complete, we will update the Town’s current internal and public MRMapper sites. This project is expected to be completed in late April.

Westminster Surface Water Supply Protection Areas – We recently completed a project for the Town where we mapped the MassDEP Surface Water Supply Protection Areas.

Winchendon Proposed Zoning Overlay Districts – We worked with the Town to create seven maps showing proposed zoning overlay districts. After the town meeting regarding the proposed zoning overlay districts, we edited the maps so that the unapproved overlay district was no longer present on the map. This project is complete.

COMPREHENSIVE PLANNING

Community Health Needs Assessment - 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. The latest maps we created for this project showed mortality rates, cancer mortality rates, lung cancer mortality rates, and opioid-related hospitalizations by community. We will continue to work on this project as needed by the planners. This project will be ongoing into Summer 2018.

TRANSPORTATION-RELATED

Trail Guide Update – We have updated the trail data for the city of Fitchburg. We still have to complete updates for Groton, Lunenburg, Shirley, and Townsend. We are also still accepting new trail data so we may have more updates to do in the future if communities send us more data. This stage of the project is expected to be completed in Summer 2018.

Project Equity – We mapped out the TIP and UPWP projects in our region in relation to environmental justice populations and Title VI communities. These maps were utilized by our transportation staff in a report. The project is completed.

TRANSIT-RELATED

Proposed MART Littleton Regional Shuttle – We prepared a map of a proposed shuttle route developed by our transit staff. Only the preliminary route has been approved so once it’s finalized, we will make any necessary edits to the map.

MART Title VI Mapping – We updated a series of 15 maps to show the most recent demographic and MART shuttle data. These maps were used in a report by MART. This project is complete

MISCELLANEOUS

Light Detection and Ranging (LiDAR) Data processing – No new information.

Legislative Districts Updates – We updated two maps to accurately reflect the Representative and Senators in our region. These maps are available on the MRPC’s website. This project is complete.

Discussion occurred regarding the improvement of the MRPC website.

7.2 PLANNING AND DEVELOPMENT

Comprehensive Planning Division

FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)

On March 28, 2018 the Montachusett Region Comprehensive Economic Development Strategy Committee (MRCEDS) and the Montachusett Economic Development District (MED) held a meeting to hear and discuss a comprehensive overview of the Regulation of Marijuana Act, evolution of regulations, and municipal next steps. Over 50 attendees met at MRPC offices in Leominster to hear presentations from Cannabis Control Commissioners Jennifer Flanagan and Kay Doyle, as well as Joel Bard of KP Law.

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

A minimal amount of funds for environmental site assessments (ESA) may be available. Please contact MRPC staff person John Hume (jhume@mrpc.org) for information.

DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA)

Projects that MRPC staff are working on include:

- Town of Winchendon: Assistance to complete previous work on individual chapters of Winchendon's Master Plan and compile each chapter into a complete Master Plan document.
- Town of Athol: Transportation Master Plan Chapter Update.
- Town of Ayer: Assistance with identifying and prioritizing existing and potential conservation lands in Ayer.
- Ashby: Housing Production Plan.
- Lunenburg: Community Business Brochure and Implementation Plan for the "Formation of a Business/Town Partnership" drafted in the 2017 DLTA round.
- Lunenburg: Permitting Guidebook.
- Fitchburg: Investigating/researching parking adjustments that can be made to support Smart Growth in the City's denser neighborhoods.
- Fitchburg: Best practices review with recommendations for off-site student housing policy/procedures in University neighborhoods.
- Industrial Lands Inventory for the Montachusett Region.

HEYWOOD HEALTHCARE ECONOMIC IMPACT REPORT

MRPC continues to work on an Economic Impact of Healthcare Report based upon Heywood Healthcare's contribution the 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 staff continue 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. MRPC staff will present a draft version of the report at a meeting at Heywood Hospital on April 25th.

CHEMICAL SAFETY AND CLIMATE CHANGE PREPAREDNESS TRAINING

MRPC staff 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 is sponsoring a training workshop to help assess vulnerabilities to weather-related industrial chemical accidents. The training will be from 1:30pm – 4:30pm on Thursday, April 26th, at the North Central Career Center, 100 Erdman Way, Leominster, MA 01453.

MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES (DOER)

MRPC is utilizing grant funds from the Massachusetts Department of Energy Resources (DOER) to assist the Towns of Hubbardston, and Templeton to become Green Communities and to assist with administration of existing Green Communities for Ashby, Athol, Harvard, Fitchburg, Lunenburg, Shirley, and Westminster.

ROYALSTON WHITNEY HALL REUSE STUDY

No new information.

Community Development Division

All CDBG and MEC-related projects are now being administered by the Executive Director and Executive Assistant in the absence of a Community Development Manager.

MONTACHUSETT ENTERPRISE CENTER (MEC)

RECEIVERSHIP – 207 ADAMS DRIVE, ATHOL

Several showings have taken place at 207 Adams Drive. One offer has been received and accepted by MEC's Director.

10 MONROE DRIVE AND 32 WHITNEY DRIVE, ASHBURNHAM

These properties will be under an agreement with a qualified realtor this month.

30 POWERS MILL ROAD, PHILLIPSTON

Nothing to report this month.

7.3 TRANSIT

LITTLETON REGIONAL SHUTTLE SERVICE

On April 17, 2018 MRPC attended a meeting with the Littleton Regional Shuttle Committee in Littleton and decided to launch the Littleton Regional Shuttle Service operated by MART on June 4, 2018. The new bus route will connect Littleton industries (IBM, Red Hat and Juniper) with the MBTA Littleton commuter rail station for the reverse commute (Last Mile/ First Mile) and with the Park & Ride Facilities in Littleton and Westford.

AYER PARKING FACILITY

No new updates at this time.

COORDINATED TRANSIT PLAN UPDATE

No new updates at this time.

7.4 TRANSPORTATION

MONTACHUSETT FFY 2019-2023 TIP

At the MPO meeting on April 18, 2018, the Montachusett Metropolitan Planning Organization (MPO) voted to release a Draft of the 2019-2023 TIP for a 21-day public review and comment period. The comment period began on Tuesday April 24th and will close on Monday May 14th. The Montachusett Joint Transportation Committee (MJTC) will review the draft TIP as well as any comments received at its May 9th meeting. After the close of the comment period, the MPO will meet on Wednesday May 16th to review and address any and all comments received. The MPO will then likely vote to endorse the FFY 2019-2023 TIP at that meeting. Public comment opportunities have been scheduled for the MJTC on May 9th and this MRPC meeting. After a review of comments received to date, it is requested that the MRPC authorize its Chairman and the MPO to endorse the FFY 2019-2023 TIP at the MPO meeting scheduled for Wednesday May 16, 2018 at 1:00 P.M. at the MRPC offices.

M Pineo moved that the MRPC has reviewed the FFY 2019-2023 Transportation Improvement Program (TIP) and based upon this review as well as the review of any comments received, authorizes its Chairman to endorse the FFY 2019-2023 TIP at a MPO meeting scheduled for Wednesday May 16, 2018 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

UNIFIED PLANNING WORK PROGRAM (UPWP) 2016-2017

MRPC staff has completed the development of the Draft FFY 2019 UPWP. The UPWP is a budget and programming tool that outlines our work activities for the year that will cover October 1, 2018 to September 30, 2019. Our PL allocation for FY 2019 is set at \$661,146. Staff presented draft

work tasks and budgets to the MPO at their meeting on April 18th. At that meeting the MPO decided to release the draft document for a 21-day public review and comment period. That comment period began on Tuesday April 24th and will close on Monday May 14th. After the close of the comment period, the MPO will meet on Wednesday May 16th to review and address any and all comments received. The MPO will then likely vote to endorse the FFY 2019 UPWP at that May 16th meeting. Public comment opportunities have been scheduled for the MJTC on May 9th and this MRPC meeting.

G. Corbosiero moved that the MRPC has reviewed the FFY 2019 Unified Planning Work Program (UPWP) and based upon this review of comments received to date, authorizes its Chairman to endorse the FFY 2019 UPWP at a MPO meeting scheduled for Wednesday May 16, 2018 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

MONTACHUSETT FFY 2018-2022 TIP HIGHWAY ELEMENT AMENDMENT #5

At the MPO meeting on April 18,2018, the Montachusett Metropolitan Planning Organization (MPO) voted to release a Draft Amendment #5 to the FFY 2018-2022 TIP for a 21-day public review and comment period. This Amendment #5 reflects changes to bridge projects in FFY 2019 and 2020 as a result of project changes. The comment period began on Tuesday April 24th and will close on Monday May 14th. The Montachusett Joint Transportation Committee (MJTC) will review the draft Amendment #5 as well as any comments received at its May 9th meeting.

M. Pineo moved that the MRPC has reviewed the FFY 2018-2022 Transportation Improvement Program (TIP) Amendment #5 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 #5 at a MPO meeting scheduled for Wednesday May 16, 2018 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

MONTACHUSETT PAVEMENT MANAGEMENT SURVEY

As part of our Pavement Management Program we will be sending out questionnaires to DPW's throughout the region via SurveyMonkey. Along with the questionnaires will be information about the Montachusett Pavement Management Program and the pavement data collected on federal aid eligible roads in each community. Please keep your eye out for this survey in the coming month. For further information on the program please visit the website to view the 2017 Regional Pavement Profile report or contact Brian Doherty at x.316 with any questions.

- Next MJTC Meeting – May 9, 2018 at 6:30 PM Prescott Building, Lancaster
- Next MPO Meeting – May 16, 2018 at 1:00 PM

8. ADJOURNMENT

There being no further business the meeting adjourned at 8:28 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
Maiores, 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
Shifrin, Laura	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, Brad Harris, George Kahale, Jason Stanton, Sheri Bean

DOCUMENTS DISTRIBUTED AT MEETING:

May 3, 2018 MRPC Meeting Handout
April 5, 2018 MRPC Meeting Minutes
MRPC Traffic Counting Program Handout
Interested Parties Memo – TIP Amendment
Draft Summary UPWP
TIP Amendment Summary
CIP Public Meetings Flyer