

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

464 Abbott Avenue, Leominster, MA

**THURSDAY, JUNE 7, 2018
7:00 PM**

1. OPEN MEETING, INTRODUCTIONS AND ANNOUNCEMENTS

J. Telepciak called the meeting to order at 7:00 p.m.

2. APPROVAL OF MAY 3, 2018 MRPC MEETING MINUTES

G. Corbosiero moved that the Montachusett Regional Planning Commission approve the May 3, 2018 minutes with the following corrections: Guy Corbosiero and Alan Pease should be listed as present. The motion was seconded and passed unanimously.

3. TREASURER'S REPORT

3.1 Approval of Cash Schedule

The above item was postponed.

3.2 FY18 Budget Update and Staff Reduction

G. Eaton updated the Commission on a shortfall in the FY18 budget which lead to the layoff of three full-time staff members and three part-time interns.

3.3 FY 19 Budget

The Executive Director presented in detail the FY19 Budget.

L. Shifrin moved that the Montachusett Regional Planning Commission approve the FY19 budget as presented by the Executive Director. The motion was seconded and passed unanimously.

4. ELECTION OF MRPC OFFICERS

Each year, in the month of June, the Commission shall elect from its members a Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Treasurer and two at-large members to serve from July 1st through June 30th.

Slate of Officers presented by the Nominating Committee at the May 2018 MRPC Meeting include:

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

G. Corbosiero moved to elect the Slate of Officers for FY19 as presented. The motion was seconded and passed unanimously.

The Executive Director updated the Commission on a request for a loan subordination for Kevin Gervais. MRPC, through the Federal Environmental Protection Agency, loaned Mr. Gervais monies for a brownfield site cleanup in Clinton. He indicated that since it wasn't on the MRPC agenda we would have to act at the next meeting and requested the July meeting be cancelled and a meeting be held on June 28, 2018.

G. Corbosiero move that the July MRPC Meeting be cancelled and the next meeting of the MRPC be held on June 28, 2018 at 7:00 p.m. The motion was seconded and passed unanimously.

L. Shifrin recommended that MRPC add a line to its agenda to address unforeseen items not on the agenda 48 hours beforehand.

5. STATUS REPORTS

5.1 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 – The town approved the size of the street labels and gave us missing street names. We also received the points of interest that they want displayed on the map. All points of interest have been placed and we're now working on fitting all of the street labels into the map so that the labels are readable.

Shirley Street Map – This project is complete.

Shirley Assessor Mapping – Two small parcel updates were brought to our attention so once they are complete, we will have to update the Town’s current internal and public MRMapper sites. This project is expected to be completed by early June.

Clinton Assessor Mapping – We recently completed working on FY19 assessor data and parcel mapping updates. Additionally, we will update the Town’s current internal and public MRMapper sites.

Ayer 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 early June.

Lunenburg Potential Truck Exclusion Mapping – In conjunction with the Transportation Dept, we are currently working on a potential truck exclusion mapping project with the Town. This project is ongoing.

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 public schools, smoking rates, and suicide rates. 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 towns of Townsend, Templeton and Ayer. We still have to complete updates for Petersham, Winchendon, Groton, Lunenburg, and Shirley. We are waiting to hear back from the Shirley Conservation Commission before we complete the updates for Shirley. 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. Working with the Transportation staff, we have begun to confirm the points of interest that will be displayed on the map. This project is expected to be completed in Summer 2018.

TRANSIT-RELATED

Proposed MART Littleton Regional Shuttle – No new information at this time.

MISCELLANEOUS

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

5.2 PLANNING AND DEVELOPMENT

Comprehensive Planning Division

FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)

MRPC is working to resubmit the Industrial Lands Inventory and Analysis grant application to EDA with a reduced scope of work, and a lower requested dollar amount. MRPC previously applied under the EDA Technical Assistance Program but has now been advised to apply under the EDA Economic Adjustment Program. It was indicated that there were insufficient EDA funds under the Technical Assistance Program to fund MRPC’s proposal.

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

A minimal amount of funds for environmental site assessments (ESA) are 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.

COMMUNITY HEALTH ASSESSMENT OF NORTH CENTRAL MASSACHUSETTS

MRPC completed a draft update of a Community Health Assessment of North Central Massachusetts that is being reviewed by subject matter experts. The draft report consists 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.

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. MRPC held a well-attended training

workshop to help assess vulnerabilities to weather-related industrial chemical accidents on April 26th, at the North Central Career Center, on April 26th.

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, Townsend and Westminster.

TOWNSEND MASTER PLAN

MRPC signed a contract with the Town of Townsend to facilitate four community outreach public meetings. The project will be completed on or before June 30, 2018.

ROYALSTON WHITNEY HALL REUSE STUDY

The Architect, Haynes, Lieneck and Smith is working on concept drawings for two reuse options of this historic building. However, the Architect is waiting for a subcontractor to complete a structural report and cannot proceed without it. MRPC continues communication with the Architect who hopes to receive the structural report soon and complete work by the end of May/early June.

MONTACHUSETT ENTERPRISE CENTER, INC.

10 MONROE AVENUE, ASHBURNHAM AND 32 WHITNEY DRIVE, ASHBURNHAM

Both houses are on the market.

5.3 TRANSIT

LITTLETON REGIONAL SHUTTLE SERVICE

No new updates at this time.

AYER PARKING FACILITY

No new updates at this time.

5.4 TRANSPORTATION

MONTACHUSETT FFY 2019-2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

At the MPO meeting on May 16, 2018, the Montachusett Metropolitan Planning Organization (MPO) voted to endorse the FFY 2019-2023 TIP. Comments received were reviewed and addressed by the MPO and a final version was agreed upon. Copies of the full FFY 2019-2023 TIP are available on the MRPC website.

UNIFIED PLANNING WORK PROGRAM (UPWP) 2016-2017

At the MPO meeting on May 16, 2018, the Montachusett Metropolitan Planning Organization (MPO) voted to endorse the 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. Comments received were reviewed and

addressed by the MPO and a final version was agreed upon. Copies of the full FFY 2019 UPWP are available on the MRPC website.

MONTACHUSETT FFY 2018-2022 TIP HIGHWAY ELEMENT AMENDMENT #5

At the MPO meeting on May 16, 2018, the Montachusett Metropolitan Planning Organization (MPO) voted to endorse Amendment #5 to the FFY 2018-2022 TIP.

MONTACHUSETT CAPITAL INVESTMENT PLAN (CIP)

A series of public meetings were held across the state on the Draft MassDOT & MBTA Capital Investment Plan (CIP) Update for fiscal years 2019–2023. The CIP is a multi-billion-dollar program that makes long-term, multi-modal investments across the Commonwealth. The CIP covers all MassDOT highway and municipal projects, regional airports, rail and transit, including MBTA and Regional Transit Authorities as well as the Registry of Motor Vehicles. A meeting was held in Fitchburg on May 31 at the Fitchburg Fire Station. A copy of the presentation is available at www.mass.gov/massdot/cip. Public comments may be submitted by email to masscip@state.ma.us.

- Next MJTC Meeting – TBD (June 13, 2018 at 6:30 PM) Cancelled.
- Next MPO Meeting – TBD (possible June 20, 2018 at 1:00 PM)

6. ADJOURNMENT

| 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 |

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|-----------------------|---|-------------|--------|---|---|
| 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 |

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|---------------------|---|------------|--------|---|---|
| Corbosiero, Guy | M | Winchendon | 7.2011 | X | |
| Cyganiewicz, Austin | A | Winchendon | 7.2015 | | X |

Staff Present: Glenn Eaton, Brad Harris

Guest: Russell Williston, Lancaster

DOCUMENTS/EXHIBITS DISTRIBUTED AT MEETING

FY19 MRPC Budget

June 7, 2018 MRPC Handout

May 3, 2018 MRPC Minutes