

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

464 Abbott Avenue, Leominster, MA

THURSDAY, AUGUST 2, 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 June 7, 2018 and June 28, 2018 MRPC Minutes

G. Corbosiero moved that the Montachusett Regional Planning Commission approve the June 7, 2018 and June 28, 2018 MRPC minutes as distributed. The motion was seconded and passed unanimously.

3. Administrative Matters

3.1 Financial Administration

G. Eaton explained MRPC interviewed two, excellent candidates for the Fiscal Manager position (vacant since late March 2018). She will commence working part-time for this organization on Tuesday, September 4th. Funding is sufficient for an employee to be hired at this point in time and not both an employee and an outside consulting agency. Shirley CDBG revenue and the sale of the MEC homes will allow us to eventually hire-full time. MEC homes will free up about \$4,000 per month. Shirley CDBG will be about \$10,000 a month.

MRPC staff also met with a private accounting firm to better understand how such an organization might assist the MRPC and MEC, Inc. with our implementation of all financial responsibilities. The meeting was positive. If the MRPC was to engage a private-sector firm, then we would need to implement a 30B procurement process, funding allowing. MRPC's management will work closely with the new employee during training and completion of daily and long-term (i.e. preparing for audit) tasks. During this period, administrative and financial personnel will discuss the roles and benefits that a private firm might be able to provide to our organizations.

A. Pease asked if the Executive Director was considering an accounting firm versus an employee.

G. Eaton replied that the cost of hiring of an accounting firm is too much for MRPC to take on. We could possibly hire the outside firm to assist the employee possibly with audit preparation. We are hopeful that the new employee will have new ideas and be able to advise us.

P. Duffy added the MA Department of Revenue offers technical services, MRPC should check to see if those services are available to RPAs.

G. Eaton responded he would do that.

3.2 CDBG Administration

Winchendon CDBG Management: FY16 and FY17

G. Eaton explained that in March of this year the MA Department of Housing and Community Development (DHCD) conducted a “pre-monitoring” of the FY16 CDBG program being administered by the MRPC on behalf of the town of Winchendon. A formal monitoring was completed later in May. There were deficiencies in program management, errors were made and proper record-keeping protocols were not followed to the letter of the applicable regulations. This issue was related to a personnel matter.

Winchendon terminated its management contracts with the MRPC for both grants as of the end of June.

The DHCD will provide training to the MRPC throughout the balance of FY19 so that when any, new CDBG awards are made by the DHCD next summer, the MRPC will then be allowed to manage this program once again.

Shirley CDBG Management: FY17

A revised Management Plan has been submitted to the MA DHCD. The revised Management Plan has been augmented by a plan of action provided to the DHCD in mid-July as part of the quarterly reporting process.

The funding available for the delivery of management services, in the Shirley FY17 CDBG award, is insufficient to seek a new community Development Manager. The Executive Director has stepped in to the former Manager’s role; he is well-supported by the Executive Assistant and Planning and Development Director for daily management duties while the Administrative and Human Resources Director and Comprehensive Planning’s Principal Planner will conduct internal audits of program files of this program to compliance with applicable laws and regulations.

G. Eaton mentioned that Townsend was awarded a CDBG this year. MRPC authored that application. Shirley, Lancaster and Winchendon were not funded this year.

G. Eaton added MRPC can do a better job and will do a better job on grant management.

A. Pease indicated that the termination of the CDBG grant management by Winchendon is a public relations disaster. The termination comes on top of the MRPC audit where

the auditor found some problems with tracking monies. MRPC internal controls need to be looked at. He suggested bringing in an outside firm to look at the operation.

G. Eaton agreed it would be a good idea to bring in someone to help us review procedures.

P. Duffy recommended that the Executive Committee meet with the Director to discuss these issues further to gain a clear understanding of what happened and to be sure that this agency moves forward on a secure frame with an identified mission and role in the region. Maybe, it is not an accounting issue; maybe it is the way the program and personnel are managed.

G. Eaton indicated the monitoring letters from DHCD are pretty clear on what is needed. Holding an Executive Committee meeting to discuss all these items is a good idea.

A. Pease indicated that he would be unavailable for six weeks and authorized John Telepciak to speak on his behalf at the Committee Meeting. He indicated he wanted to mention to the Board that he and the Chairman met with the Executive Director on this matter and talked about the public relation implications. The plan recommended is that the Executive Director meet with every community to rebuild relationships.

After more discussion, it was decided that the Executive Director would poll Executive Committee Members to set up an Executive Committee meeting before the next MRPC Meeting.

4. Status Reports

4.1 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. One additional application has been added to the MRMapper homepage: Roadway Safety Improvement Project Targets

COMMUNITY-RELATED

Fitchburg Parcel Enhancements – We have completed all training and established a nightly data replication to ensure the parcel data is up-to-date daily. We are in the final stages of making edits to the internal site then we will finalize a public site for the City. This is expected to be completed by the end of the Summer.

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 – This project is complete.

Shirley Assessor Mapping – This project is complete.

Clinton Assessor Mapping – This project is complete.

Ayer Assessor Mapping – This project is complete.

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.

Town of Athol Downtown Parking – Updates have been completed to the map as well as the MRMapper application.

Westminster Proposed Zoning Change Mapping – We recently completed two maps regarding a proposed zoning change on Overlook and North Common Roads. This project is complete.

Townsend Parcel Maintenance – This project is complete.

COMPREHENSIVE PLANNING

Community Health Needs Assessment - This project is complete.

TRANSPORTATION-RELATED

Trail Guide Update – We recently updated trail data for the communities of Petersham, Winchendon, Groton, Lancaster, and Shirley. We still have to complete updates for Lunenburg and we are waiting to hear back from the Conservation Commission before we proceed. 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. We've finalized and mapped the points of interest that will be displayed on the final map. We also produced a hill shade raster that will be used as the background of the map on the brochure. We are working on updating the individual community trail maps so that the communities can review the most recent trail data before we finalize it. This phase of the project is expected to be completed in Summer 2018.

Fitchburg Trail Guide - This project is complete.

Gardner Sidewalk Inventory – A series of maps were produced showing the current Gardner sidewalk inventory in relation to bus routes, schools, hospitals, elderly facilities, trails, industrial parks, shopping plazas, and special populations. These maps were used by our Transportation staff in a report to identify focused priority areas. We then made another map that clearly shows these focused priority areas. This project is complete.

TRANSIT-RELATED

Proposed MART Littleton Regional Shuttle – This project is complete.

MISCELLANEOUS

Light Detection and Ranging (LiDAR) Data processing – We have finalized the LiDAR data processing. We are generating 2-foot contours for Community MRMapper applications. Additionally, we produced a hill shade raster from the processed LiDAR data. In the future we will extract building footprints and their heights.

4.2 Planning and Development

Federal Environmental Protection Agency (EPA), Montachusett Region Brownfields Assessment Program

A Montachusett Brownfields Group (MBG) Steering Committee meeting was held on June 12, 2018 at The Millers River Environmental Center. At this meeting, brownfields were discussed in addition to a Water Quality Monitoring in the Millers River Watershed presentation by Ivan Ussach, Millers River Watershed Council (MRWC), Director. At the June 12 meeting, the MBG reviewed and approved one (1) Environmental Site Assessment Requests (Site Nomination Forms) from:

Leominster: Phase I Environmental Site Assessment for 106, 112, and 124 Central Street,

G. Eaton added that in 2006 MRPC, through EPA's Revolving Loan fund, loaned an individual money for a brownfield site cleanup. To date, MRPC has \$100,000 in program income in the account. MRPC can use the monies in the account for site assessments. Staff will contact EPA to determine if MRPC can use that money as a match to apply for a new EPA grant. If so, we may use some for matching and some for site assessments.

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. The final report will be presented to Heywood Hospital in September.

Chemical Safety and Climate Change Preparedness Training

MRPC staff is near completion on a grant from the Massachusetts [Office of Technical Assistance and Technology](#) (OTA) and the US Environmental Protection Agency (EPA) to sponsor workshops about the toxic chemicals stored, used and transported through their communities.

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 staff worked with the Town of Townsend Master Plan Committee to facilitate five community outreach public meetings. The project was completed June 30, 2018.

Community Development Division

FY17 CDBG Shirley; Housing Rehabilitation (HR) and Home Heating Fuel Assistance (HHFA) Programs

A revised Management Plan has been submitted to the DHCD (7/6/18). The same, revised Management Plan has also been provided to Shirley's new Town Administrator (TA), Michael ("Mike") McGovern. If required, the Town of Shirley TA and the MRPC will coordinate and hold a public hearing with the Board of Selectmen (BOS) if the Plan revisions trigger the need for a formal amendment to the FY17 CDBG awarded to Shirley.

A public hearing will be held no later than October 2018 to: Review the status of the FY17 CDBG-funded Housing Rehabilitation (HR) and Home Heating Fuel Assistance (HHFA) programs; Address any and all program amendments that may need to be proposed to the DHCD for approval prior to December 31, 2018; Discuss the results of the town-wide Community Development Survey identifying all community needs from the points of view of the inhabitants of the community; Identify potential revisions to the existing Community Development Strategy; and, Discuss potential CDBG projects for the FY19 CDBG funding round.

MRPC has completed all client intakes and homeowner approvals for all HR cases by July 31st. If all 15 cases are related to the residential structures, and do not involve septic system repairs, then this program will be completed by December 31, 2018. If any of these 15 cases include a septic system repair, then it is possible that an extension-request to extend the term of the grant may need to be processed, beginning with the required public hearing with the BOS.

Housing Rehabilitation

17 households have applied for HR assistance:

- One was denied for being over-income
- Four households have seen the completion of the procurement of the general contractor (GC); more will follow in August and September
- Four Town-Homeowner Agreements are in place; at least two more are scheduled with more to come in August
- Construction activities will commence in August and ramp-up in September

Additional documentation has been requested of eight homeowners; an intensive effort was completed by the Executive Assistant to obtain additional paperwork from applicants in July. Assuming that all, eight cases are approved between this July and August, then Lead and HRS Inspections will be ordered so that procuring and contracting milestones are achieved between August through October. It is feasible that of the eight remaining HR case files that require further review as some of the homeowners may not qualify for assistance. If so, Shirley/MRPC will increase marketing efforts, such as advertising the availability of HR Program funds, to obtain additional HR applications; this also applies to the HHFA Program. This marketing effort will be completed in August.

One case waiver has been submitted to the Massachusetts Department of Housing and Community Development (DHCD); the total amount of this proposed contract is \$57,120.00. Based upon past experience it is feasible that future cases may come in below the projected per case cost of \$39,569.20+/. If so, Shirley will meet its HR units goal of 15.

Home Heating Fuel Assistance (HHFA) Program

- Shirley's HHFA Program goal is 35 homeowners (at \$750 each for a total budget of \$26,250.00)
- 23 (66%) toward the goal have requested HHFA Program applications
- 20 (57%) applications toward the goal have been returned
- 11 (31%) toward the goal have been approved
- Seven (20%) toward the goal have received all or a portion of their respective fuel assistance benefits to date

The program was very active in January and February of this year; activity dropped-off drastically in March, presumably due to the approach of spring. The summer period sees the slowest activity for this program. Additional marketing, such as advertising the availability of the HHFA Program funds, is anticipated to boost activity. Traditionally, the approach of colder weather (October/November) triggers a flurry of activity and new applications. Any remaining funds are presumed to be used by the fall 2018.

Program Income

MRPC will work with the Town Treasurer to ensure that all program income (PI) accounting tasks are current including the 2% PI payments to the MA DHCD.

Milestones and Expenditures Projections Report

According to the financial report printed on July 11, 2018 from IntelliGrants (by John Hume, Director of Planning and Development/CDBG Financial Manager), entitled "Current Balance from July 4th to July 11th (see attached document), the following balances of funds are available for the remainder of this grant (Table A, below).

Table A

Line Items	Remaining Funds
4A, Housing Rehabilitation Administration	\$99,470.14
4C, Housing Rehabilitation Program	\$593,538.00
8A, HHFA Administration	\$3,304.55
8B, HHFA Program	\$23,030.03
9, General Administration	\$37,575.66
Total	\$756,918.38

Funds are anticipated to be expended and drawn down from the MA DHCD to the Town of Shirley to pay all costs on a proportional basis (for the HHFA Program [8B] and the three, administrative line items [4A, 4A and 9]) throughout the last six months of 2018, as follows:

- 1) Of the total remaining funds in 4A, Housing Rehabilitation Administration of \$99,470.14, approximately \$16,578.36 is anticipated to be expended per month.
- 2) Of the total remaining funds in 8A, HHFA Administration of \$3,304.55, approximately \$550.76 is anticipated to be expended per month.
- 3) Of the total remaining funds in 8B, HHFA Program of \$23,030.03, approximately \$3,838.34 is anticipated to be expended per month.

- 4) Of the total remaining funds in 9, General Administration of \$37,575.66, approximately 6,262.61 is anticipated to be expended per month.

Of the total remaining funds in 4C, Housing Rehabilitation Program of \$593,538.00, funds are anticipated to be expended in accordance with the data shown in Table B, below.

Table B

Month in 2018	HR Units Procuring & Contracting	HR Units Construction Started	HR Units Construction Completed	Funds Expended by Month*
June	1			
July	3			
August	4	3		
September	4	5	3	\$118,707.60
October	3	4	5	\$197,846.00
November		3	4	\$158,276.80
December			3	\$118,707.60
Total	15	15	15	\$593,538.00

* Based upon average HR units cost of \$39,569.20

All proposed expenditures for the delivery of all services are intended to follow the plan in Table C.

Table C

	A	B	C	D	E	F	G	H
1		July	August	September	October	November	December	Total
2	4A, Housing Rehabilitation Administration	\$16,578.36	\$16,578.36	\$ 16,578.36	\$ 16,578.36	\$ 16,578.36	\$ 16,578.36	\$ 99,470.14
3	4C, Housing Rehabilitation Program			\$118,707.60	\$197,846.00	\$158,276.80	\$118,707.60	\$593,538.00
4	8A, HHFA Administration	\$ 550.76	\$ 550.76	\$ 550.76	\$ 550.76	\$ 550.76	\$ 550.76	\$ 3,304.55
5	8B, HHFA Program	\$ 3,838.34	\$ 3,838.34	\$ 3,838.34	\$ 3,838.34	\$ 3,838.34	\$ 3,838.34	\$ 23,030.03
6	9, General Administration	\$ 6,262.61	\$ 6,262.61	\$ 6,262.61	\$ 6,262.61	\$ 6,262.61	\$ 6,262.61	\$ 37,575.66
7	Total	\$27,230.06	\$27,230.06	\$145,937.66	\$225,076.06	\$185,506.86	\$145,937.66	\$756,918.38

A. Pease asked the Executive Director if he was confident the schedule and plan could be met.

G. Eaton responded he was confident that MRPC will meet this schedule as long as unforeseen circumstances do not occur, such as the need for a septic replacement. Extensions are normal for block grants.

H. Ford added that she felt confident we can undertake this grant with the current staff. John Hume is processing financial duties, and Glenn Eaton and her are working together on applicant intakes, and processing repair requests to Housing Rehab and Lead specialists. She is hopeful to have all slots filled within the next four weeks or so, so everything can be done in a timely manner. MRPC has heard a lot from DHCD and is listening to DHCD. We have pulled together as a team and are working closer together to make sure we are all on track.

4.3 Transit

S. Donahue asked how Harvard could get involved with the Littleton Shuttle.

G. Kahale replied MART will be contacting Harvard to see how they can serve the community.

4.4 Transportation

Montachusett 2016 Regional Transportation Plan (RTP)

At the MPO meeting on July 18, 2018, the Montachusett Metropolitan Planning Organization (MPO) voted to release for a 21-day public review and comment period Draft Amendment #1 to the 2016 Montachusett Regional Transportation Plan (RTP). Endorsed in July 2015, the RTP is a long-range planning document that identifies anticipated needs, recommendations and projects for the transit and highway systems in the region. The Amendment documents the air quality conformity determination for the Montachusett Metropolitan Planning Organization for the 1997 ozone National Ambient Air Quality Standards (NAAQS). It consists of the analysis of future vehicle emissions of ozone precursor pollutants. This amendment process is also being conducted in the other MPO's in Massachusetts.

A recent decision by the U.S. Court of Appeals for the D.C. Circuit in the case of *South Coast Air Quality Management District v. EPA*, struck down portions of the *2008 Ozone National Ambient Air Quality Standards (NAAQS) State Implementation Plan (SIP) Requirements Rule*. These portions of the rule addressed implementation requirements for the 2008 ozone NAAQS and requirements associated with the revocation of the 1997 NAAQS. Prior to this decision, Massachusetts MPO's were not required to conduct an air quality conformity determination for the RTP and subsequent Transportation Improvement Programs (TIPs) due to the decision that all of Massachusetts had been declared in attainment. As a result of the court decision that struck down certain aspects of the prior rules, Massachusetts must now conduct an air quality conformity determination for the 2016 regional transportation plans (RTPs). If this conformity determination is not done, approvals of the recently endorsed TIP's by federal agencies will not occur and projects will not be able to move forward.

The comment period will run from Monday July 23rd to the close of business on Monday August 13th. Comments received will be reviewed and addressed by the MPO at a meeting scheduled for Wednesday August 15th at 1:00 PM at MRPC Offices.

G. Corbosiero moved that the MRPC has reviewed the draft Amendment #1 to the 2016 Montachusett Regional Transportation Plan (RTP) and based upon this review of comments received to date and the anticipated recommendation of the MJTC, authorizes it Chairman to endorse Amendment #1 to the 2016 Montachusett RTP at the MPO meeting scheduled for Wednesday August 15, 2018 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

MJTC Election

At the MJTC meeting scheduled for August 8th, the election for Chair, Vice Chair and Secretary will be conducted. The process is slightly behind schedule due to meeting issues. Nominees are: Jon Wyman of Westminster for Chair; Paula Bertram of Lunenburg for Vice Chair; and Doug Walsh of Athol for Secretary. Nominations will also be allowed at the August meeting.

Montachusett FFY 2018-2022 TIP Transit Element Amendment #6

At the MPO meeting on July 18, 2018, the Montachusett Metropolitan Planning Organization (MPO) voted to endorse Amendment #6 to the 2018 Transit Element of the FFY 2018-2022 TIP.

Montachusett MPO Subregion Representative Selection Process

In accordance with current Memorandum of Understanding (MOU) guidelines for the selection of the Subregion Representative and Alternate for the four MPO subregions, it is time to begin the selection process. From August 2018 to February/March 2019, MRPC staff will be reaching out to communities in the four subregions to solicit candidates from the various Boards of Selectmen. The process will be as follows:

1. Contact the individual Subregion communities Chief Elected Officials (CEO) through:
 - Individual meetings and communications to discuss the MPO and the Representative's role in the MPO.
 - If necessary, special Subregion meetings can be scheduled to present the same MPO information.
2. Solicit from the community CEO's interested candidates to represent the Subregion on MPO.
3. Convene special meetings for each Subregion of the CEO's, as well as identified candidates, to review, discuss and select an MPO Representative and Alternate for the Subregion. The Alternate will be from a different community than the selected MPO Representative.
4. At these meetings, the Subregions can also discuss and determine a process for communication/liaison with other Subregion member communities regarding MPO proceedings.
5. Official designees for the Representative and the Alternate will be identified by the selected individuals as soon as possible after election.
6. The term for Subregion Representatives and Alternates to begin on October 1, 2019 and will last for three years to September 30, 2022.

Current members are:

MPO Subregion Representatives

Subregion	Communities Represented	Position	Name	Community
1	Athol, Hubbardston, Petersham, Phillipston, Royalston, Templeton, Winchendon	Representative	Barbara Anderson	Winchendon
		Alternate	Julie Richard	Templeton
2	Ashburnham, Ashby, Groton, Townsend, Westminster	Representative	Kyle Johnson	Ashburnham
		Alternate	Heather Billings	Westminster
3	Ayer, Harvard, Lunenburg, Shirley	Representative		Lunenburg
		Alternate		Ayer
4	Clinton, Lancaster, Sterling	Representative	Stanley B. Starr, Jr	Lancaster
		Alternate		Clinton

- Next MJTC Meeting – August 8 2018 at 6:30 PM at MRPC Offices
- Next MPO Meeting – August 15, 2018 at 1:00 PM at MRPC Offices

5. New Business

There was no new business for discussion.

6. Adjournment

There being no further business the meeting adjourned at 8:22 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
Cole, Tanner	M	Lunenburg	7.2018	X	
Adams, Kathryn	A	Lunenburg	7.2018	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: Holly Ford, John Hume, Brad Harris George Kahale, Glenn Eaton, Linda Parmenter

GUESTS PRESENT: Stacia Donahue, Harvard

EXHIBITS/DOCUMENTS PRESENTED AT MEETING

August 2, 2018 MRPC Handout
 June 7 and June 28, 2018 Minutes
 Shirley Management Plan
 Amendment #1 MPO Summary 7/18/2018
 FFY2018 Amendment #6 Transit Draft summary revised 7/10/2018
 Interested parties memo Draft RTP Amendment #1 7 20 2018
 Mont MPO 2016 RTP Amendment #1 7 2018
 Subregion Selection Schedule 7 18 2018