

MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)

**Doyle Center
464 Abbott Avenue
Leominster, MA 01453**

**THURSDAY, AUGUST 1, 2019
7:00 PM**

MEETING MINUTES

1. Open Meeting, Introductions and Announcements

G. Corbosiero called the meeting to order at 7:10 p.m. All present introduced themselves.

G. Corbosiero indicated that he and MRPC's Treasurer attended a presentation by the MA Office of Inspector General regarding the roles and responsibilities of Board Members governing a public board. A second one will be held on August 7, 2019 at 6:00 p.m. in Littleton. He recommended other members of the board attend.

G. Corbosiero added that the Executive Committee met earlier in the evening regarding a performance evaluation of MRPC's Executive Director Glenn Eaton. At the meeting we discussed setting goals for the Executive Director. If any member has thoughts on goals for the Executive Director and goals for the MRPC feel free to email the Chairman. Another Executive Committee meeting will be held next month regarding this matter.

2. Approval of July 11, 2019 MRPC Minutes

J. Telepciak moved that the Montachusett Regional Planning Commission approve the July 11, 2019 MRPC minutes as distributed. The motion was seconded and passed unanimously.

3. Cash Schedule – July 2019

A. Pease read the July 2019 Cash Schedule. Opening Balance \$381,842.54; Total receipts this month \$153,390.59; Total cash on hand before this warrant \$535,233.23; Less: amount of this warrant \$97,451.01; Balance after this warrant \$437,782.22.

J. Telepciak moved to accept the cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

4. Administrative Matters

4.1 Financial Matters

G. Corbosiero indicated regarding this topic the Executive Director requested the matter be discussed in Open Session.

G. Corbosiero explained that at the last MRPC Meeting a letter was handed out by the Treasurer to Commission members regarding some inconsistencies he found in reimbursements for trips taken by the Executive Director. The Treasurer's letter was sent to MRPC's Auditor along with supporting documentation for his review. The Auditor reviewed and responded with a letter. The Auditor's letter was sent to MRPC's attorney for an opinion. Copies of the letters from the Auditor and the email from the Attorney were available at the meeting. The Chairman advised the Commissioners to review the correspondence from the Auditor and the Attorney.

A. Pease distributed to the Commissioners a document entitled "Notes on G. Eaton Travel 8/1/2019" which included excel spreadsheets that he prepared regarding the Summary of Travel Expenses for each of the seven conferences that the Executive Director attended since the year 2015.

A. Pease explained that as the Treasurer of the MRPC he decided to look into some issues that were of concern to him due to a finding from the FY17 audit based on travel expenses of MRPC's Executive Director and Fiscal Director and the FY18 audit which showed substantial problems with the fiscal department. There was also a problem with the management of a CDBG program which was taken away from MRPC for inadequate management and fiscal issues.

He indicated that he went back four years and researched the conference travel expenses of the Executive Director. He explained in detail his findings from his research into each of the conference trips made by the Executive Director. Below is a summary:

8/15 Austin, TX:

unallowable expense of \$311.00 for airfare for spouse.

9/15 Chicago, IL:

Reimbursement by check was received in November from Executive Director in the amount of \$28.45 for this trip. Treasurer indicated his calculations show that the reimbursement should have been approximately \$400.00 for unallowable expenses.

4/1/16 Phoenix, AZ:

no issue

4/6/16 Washington DC:

no issue

6/27/16 San Diego, CA:

Auditor mentions in his letter ".....this file is troubling for lack of documentation and magnitude of some of the expenses". Because of a lack of documentation for this trip it is difficult to determine if there are other undocumented expenses. The Treasurer explained that there is an email from former Fiscal Director in March of 2017 to the Executive Director indicating she didn't have any receipts from him for his June 2016 trip to San Diego. G. Eaton replied through email he would provide that information. The Fiscal Director also indicated in the email she reviewed her travel expenses and she owed monies to MRPC and she is behind on paying back. That Treasurer indicated that it is concerning that the Executive Director was informed the Fiscal Director was behind on paying back her expenses and took no action.

2/2017 Washington, DC:

Lack of reconciliation done by the Executive Director for this trip resulted in a finding in the FY17 audit report. After that finding, the Executive Director reimbursed the MRPC for his spouse's airline ticket. Two charges for \$110.00 on the MRPC bank statement were noted for this trip, but no receipts were provided. The Executive Director recently volunteered those were for an upgrade to their airline seats and that he owed an additional \$110 to the MRPC.

10/17 Redlands, CA:

MRPC reimburses Executive Director (as he used his credit card) for half airfare cost as his spouse travelled with him and a portion of car rental. An Expense Report to reconcile other expenses for the trip was not submitted until 2019.

A. Pease added that a handwritten note was provided by the Fiscal Director in March 2018. The Fiscal Director indicates that Executive Director had seven unreconciled trips since 2012 and he needed to determine what expenses are ineligible and reimburse those ineligible expenses to MRPC.

A. Pease indicated that the Auditor was provided with the files that the Treasurer reviewed and the Auditor reached his own conclusion. Treasurer read the Auditor's letter to those present at the Meeting.

A. Pease added that of concern to him were a number of issues:

- From his research he found approximately \$1500.00 in questionable expenses that were not reimbursed. In some cases, there were no receipts provided so it is difficult to determine what is actually owed.
- The Executive Director was emailed by the former Fiscal Director multiple times to turn in his receipts and expense reports.
- The actions of the Executive Director influenced the actions of the former fiscal Director in both not reimbursing travel expenses.
- An individual in the position of Executive Director must follow the rules of the organization.

He recommended the board to consider the possibility of the termination of the Executive Director for misuse of funds over a period of time.

G. Corbosiero indicated he sent the letter from the Auditor to MRPC's Attorney and asked for his opinion regarding this issue. G. Corbosiero read the email with the Attorney's opinion to those present.

G. Eaton responded that this is the first time he saw this documentation provided by the Treasurer. He indicated regarding the Austin Texas trip in 8/2015 his spouse did not attend this conference with him. He indicated today he returned over \$400.00 to the MRPC and would return whatever remains.

G. Eaton requested that the memo he prepared to the Commissioners be included as part of the minutes. The memo is below.

"Please find below my report to the Commissioners concerning the Treasurer's allegation of financial irregularities received on 7/11/19.

Chicago, IL 9/2/15 – 9/4/15

The Treasurer indicated that, "According to the file for this trip the majority of expenses were documented. Restaurant reimbursement charges for Victoria Eaton were removed in presenting the information on the Expenses Reimbursement Report" which I turned it into the former Fiscal Director and she approved of the report and its reconciliation of the receipts. He also stated that, "Airfare for two tickets totaling \$516.20 was not broken out (on the Expense Reimbursement Report). The Auditor indicated that, "The paperwork for airfare in the file of \$516.20 was for two other employees." Also, "If you assume the same cost for Glenn and his wife the allowed portion would be \$258.10; that number is what was properly included in the report." I am not aware why the reconciliation form includes a receipt for two, other employees. I would like to note here that the package of information was disassembled after I submitted it to the Fiscal Director and reassembled (staple removed and replace). Was there a mix-up in the air far receipts if I submitted my paperwork?

Please find attached photocopies of the relevant Expense Reimbursement Report and two lunch receipts; one for 9/1/15 and the second for 9/3/15. On the Expense Reimbursement Report line "6 Transportation/Airfare" only \$258.10 (for eligible airfare for the Executive Director) was included on the report, not \$516.20.

Concerning the two lunch receipts, please note the following:

- On all of my meal receipts, that includes an ineligible meal guest (i.e. wife) I note in detail which food and beverage items were consumed by what party ("G" for Glenn and "T" for Tori [wife]). I calculate the percent of eligible food and beverage items that I consumed (53% on 9/1/15 and 55% on 9./3/15). I then multiply the meal tax ad tip amounts by these percentages, as such:
 - o 9/1/15 53% * \$0.44 (tax only, no tips)
 - o 9/3/15 55% * 43.40 (tax only, no tips)

I have been using this method since I was hired in June 1999.

In the past I have been criticized by former MRPC employees for being to detailed on my receipts. I have always believed that it is imperative to document all expenses as these are public funds that have been entrusted to our care.

I believe strongly that I submitted both Expense Reimbursement Reports for the following trips to San Diego, CA (6/27/16 – 7/1/16) and Washington, D.C. (2/12/17 – 2/15/17).

San Diego, CA (6/27/16 – 7/1/16)

In the case of the San Diego trip the Auditor stated that, "The specific expenses that seem out of line are the Budget Rental (\$593.56) and Logan parking (\$319.00) for a four day conference."

There are several related matters here. They are:

- The conference was for five days and required a five-night stay.
- I was in southern California for a total of five nights for the five-day conference and three nights for a "staycation" for which the MRPC paid no expenses; 62.5% of the nights were for business while 37.5% of the time was for nin-business purposes.
- There are two expenses in question highlighted by the Auditor; Budget Rental (Car) for \$593.56 and Logan parking for \$319.00 allegedly for four nights when the true time that our car was parked was eight nights; the total of the two figures is \$912.56.
 - o As I discussed with the former Fiscal Director I was not able to obtain a hotel room close to the San Diego Conference Center. I found lodging about a 20-minute drive from the Convention Center. I needed a motor vehicle for transportation to-and-from the conference and for transportation to-and-from the airport as the airport and out-of-the-way hotel was a bit pricey to travel to by a transit method.

- Today, I reimbursed the MRPC for the 37.5% of each cost amounting to \$342.21 (plus another \$110.00 for a non-eligible cost related to the Washington, D.C. conference, see below).

Washington, D.C. (2/12/17 – 2/15/17)

I vividly remember turning this Expense Reimbursement Request to our Auditor and former Fiscal Director on at 9:30 AM, Monday 2/26/18. I was tardy in submitting this report. Mr. Lambalot indicated that I was late in submitting this report and that it would be documented as a finding; this matter was identified in the FY17 Audit as a significant deficiency, #2017-1 (see attached p. 41 of the Audit).

Both the Treasurer and Auditor noted two expenses in the amounts of \$110.00; for a total of \$220.00. These were for seat upgrades (to obtain legroom as I am almost 6'3" tall) on the outgoing and return flights to this conference. Only half of this cost was eligible and, therefore, I have returned \$110.00 to this agency as of this date (as indicated above). Please find attached documentation of the deposit into the MRPC's business checking account of \$452.21.

I deeply and most humbly apologize to all Commissioners and staff for my tardinesses due to my inattention to submit some of my conference-related paperwork on time."

After a lengthy discussion on the matter above, R. Swartz moved that the Chairman contact the Auditor to complete an indepth analysis of the Executive Director's conference travel expenses from 2015 to date to determine an accurate figure of what the Executive Director may owe. After completed, the Executive Committee will meet with MRPC's Auditor and Attorney regarding the matter and when the matter is resolved the Executive Committee will report back to the Commission. A disciplinary letter will be placed in the Executive Director's file. The motion was seconded and passed unanimously.

4.2 State Enabling Statute Compliance Matters

Discussion took regarding compliance with this legislation specifically the warrant process. This item will be discussed further in the future.

4.3 Revolving Loan Policy

This item was postponed.

5. Status Reports

5.1 Geographic Information Systems (GIS)

MRMapper & MOBILE APPS (GENERAL)

We are working on updating a number of transportation-related layers as well as creating/updating WebApps related to these layers. It is anticipated that this project will be completed by the end of the summer.

COMMUNITY-RELATED

Clinton Opportunity Zones – We created two maps for Clinton highlighting the tracts that have been designated as Opportunity Zones. We sent it out for review and are currently waiting for approval. This project is expected to be completed in August.

Lunenburg Walkability Maps – We digitized crashes in the Lunenburg Crossing area and made a map showing the severities of the crashes. We are currently digitizing the signage in Lunenburg Center and in Whalom. We will create a map of the signage inventory. This project is expected to be completed by late summer.

Shirley Cemetery Mapping – We have received the database regarding plots and interments and are working with the Town to tweak the database for GIS conversion. The end results will be internal and public MRMapper applications for the two cemeteries. The MRMapper applications will allow users to search for interments and print maps showing plots. Additionally, the internal version will allow for editing/updates, as well as increased search functions, by the Town. We expect to have this project completed in September.

Townsend's Mikko and John Aho Nature Walk and Park Mapping – We are working on making a trail map of the Townsend Conservation Land Trust's Mikko and John Aho Nature Walk and Park. We have collected GPS data of the trail, as well as GPS data of points of interest within the Park. We then processed the data and added it to the 'base map' that we created for the park that includes roadways, open space parcels, contour lines, and an inset of the town. We have sent the map out for review and are currently waiting for their response. Our main contact has been on vacation so there hasn't been any progress on this project. Once they have approved the data, we will finalize the map and send it over. We will also provide the TCLT with the GPS data in the three data formats that they requested. This project is expected to be completed by the end of August.

Townsend Recreational Marijuana Overlay Zoning District Map – We created a map of Townsend showing the new recreational marijuana overlay zoning district as well as the districts that comprise it. We sent it out for review and are currently waiting for a response. This project is expected to be completed in August.

COMPREHENSIVE PLANNING-RELATED

2020 Census Participant Statistical Areas Program (PSAP) – We sent out MAPC's proposed changes of the census boundaries to our contacts in Ayer, Groton, and Shirley. The towns approved the proposed changes so we informed MAPC of their feedback. They will go ahead and send the data to the US Census Bureau. Our proposed changes will be reviewed by the Census Bureau in July 2019 and they will send out their finalized data for verification in January 2020 at which point we will have to approve their finalized data or give justification for not approving it.

ADA Compliance Checklist Survey Creation – We created four digital surveys that can be completed out in the field using tablets. They will be used by MRPC staff to inventory the features and amenities of public spaces to see if they are ADA compliant. We have to train staff how to use them. We will provide any technical assistance as needed. Our portion of this project is expected to be completed in early fall.

TRANSPORTATION-RELATED

Trail Guide Update – We received updates to the Bush Hill trail in Ashburnham and open space lands in Ashburnham. We updated their community trail map and sent it out for review. Once we receive approval, we will upload it (along with a digital version of the Regional Trail Guide) to our website. This project is expected to be completed in early August.

Working Towards the Future 2020 Comment Apps – We have created two different apps for use in obtaining public input regarding the Regional Transportation Plan Update. One app allows users to view and provide comment on the current Transportation Improvement Plan (TIP) projects. The other allows users to view a variety of transportation-related data sets and provide feedback regarding these data sets. The comment period for these apps will be open for quite some time so monitoring will continue throughout the process.

Pavement Management Updates – We have completed data and map updates for the pavement management program. We will be updating MRMapper ASAP.

2020 Regional Transportation Plan Map Journal – We have created a Map Journal for the public to view the 2020 Regional Transportation Plan. The Map Journal can be found here - <https://arcg.is/11j0T8>.

TRANSIT-RELATED

MART Non-Rider Opinion Report – We have written the text of the report and sent it to our Transit department and MART for review. We are waiting for their approval before we finish formatting the appendices. This project is expected to be completed by the end of the summer.

5.2 Planning and Development

Comprehensive Planning Division

FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)

MRPC completed a final draft of the Montachusett Region Comprehensive Economic Development Strategy (MRCEDS) document and submitted it to EDA staff on July 19th for EDA review and approval. The Secretary of the Executive Office of Energy and Environmental Affairs (EOEEA), Kathleen A. Theoharides, visited MRPC Offices Friday, July 19th for a Roundtable Discussion on Governor Baker's Legislative Proposal (Senate Bill 10) to provide for Climate Change Adaptation Infrastructure Investments and the Municipal Vulnerability Preparedness (MVP) Program. The MVP Grant Program provides support for cities and towns in

Massachusetts to begin the process of planning for climate change resiliency and implementing priority projects. Just recently, the following MRPC communities received an MVP grant award: Athol, Devens, Fitchburg, Gardner, Lancaster, Royalston, Shirley, and Templeton. MRPC has two employees (John Hume and Karen Chapman) who have been trained by EEOEA to deliver these services to MRPC communities.

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

In June, the federal Environmental Protection Agency (EPA) selected MRPC for a \$300,000 Community-wide Brownfields Assessment grant for hazardous substances contaminated sites. According to EPA, the Workplan and Cooperative Agreement could be executed as early as October 1, 2019. Meanwhile, pre-award funds are available and a Request for Qualifications (RFQ) for Qualified Environmental Professional Services for Phase I and Phase II Environmental Site Assessments was advertised on July 22nd. The RFQ proposal deadline is August 16th at 1 p.m.

DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA)

MRPC staff continue working on the following projects.

1. Ashburnham: Housing Production Plan.
2. Clinton: Assist the Town of Clinton with designation as a Green Community.
3. Harvard: Permitting Guidebook.
4. Townsend: Assist to provide the municipality with regional data to update the Town's Housing Production Plan and Master Plan.
5. Athol: Urban Renewal Planning Assistance.
6. Hubbardston: Historical and Cultural Resources Master Plan Chapter.
7. Sterling: Housing Production Plan update.
8. Groton: Housing Production Plan.
9. Ashby, Townsend, and Pepperell: Regional Dispatch Feasibility Study.
10. Lunenburg: ADA Self-Evaluation and Transition Plan - limited partial completion.
11. Ayer: Housing Production Plan
12. Lancaster: Zoning for Alcohol
13. Shirley: Shared Services Feasibility: Tree Warden & Planner
14. Winchendon: Master Plan coordination & Implementation Chapter

MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES (DOER)

MRPC is working with Royalston to finish up its Designation Grant, working with Lunenburg to write their Final Report for their Competitive Grant, and working with Townsend to finish up its Competitive Grant.

MRPC anticipates receiving a Regional Energy Planning Assistance (REPA) grant award in the amount of \$83,000 sometime in August. REPA grant award funds will be used by MRPC to begin work immediately for Green Communities Program Designation Application Submissions due in October for Groton, Hubbardston and Templeton. MRPC is currently assisting Clinton with their Designation Application due in October under the DLTA contract.

REPA grant award funds will also be used to assist Ashby, Athol, Fitchburg, Groton, Harvard, Lancaster, Shirley, Townsend, and Westminster to complete Annual Reports due in December. MRPC staff will also assist Ashby, Athol, Fitchburg, Harvard, Lunenburg, Shirley, Townsend, and Westminster under REPA to put together Competitive Grant Applications due in March 2020.

Community Development Division

MA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, FY17 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FOR SHIRLEY

Management/Administrative Issues

DHCD approved an extension of the FFY17 Housing Rehabilitation (HR) and Home Heating Fuel Assistance (HHFA) Programs through September 30, 2019. There have been no staff changes in the last quarter. There are no outstanding management or administrative issues at this time.

As soon as the DHCD approved of Shirley's extension request, MRPC ramped-up marketing efforts:

- Providing brochures and applications to the town hall and online.
- The Executive Director taped a local cable access show in Shirley on July 9th. The show was aired about a week later and has been shown throughout the balance of the month to boost interest in the two programs.
- The Executive Director marketed the Housing Rehabilitation and Fuel Assistance programs at a Senior Center lunch) held on July 17th. He met with at least seven potential applicants for both programs.

This led to at least one new potential applicant. Four more are needed to attain the 15-unit goal. More applications for both the Housing Rehabilitation and Fuel Assistance programs are anticipated to flow-into the Town Hall and MRPC from mid-to-late July based upon this new surge in marketing efforts.

Housing Rehabilitation Project Status/Accomplishments (as of June 30, 2019)

The Housing Rehabilitation unit goal is 15. New applications were received this past quarter. According to the Housing Rehabilitation case files, MRPC's internal HR files tracking spreadsheet and data uploaded into the IntelliGrants system, the following milestones have been achieved through June 30, 2019.

22 applications for HR assistance have been received. 12 applications have been approved. Seven applications are incomplete. One new application appears to have all documents received just pending staff review. Two approved applications/clients withdrew their applications. Two applications were denied as the household income exceeded the CDBG National Objective of providing a benefit to low- and moderate-income (LMI) persons. Of the ten approved applications, one is in the construction phase, seven have been completed and two just received approval from DHCD and the Town of Shirley, now pending case waiver approvals before we can move forward with construction.

All low-mod-income documentation, Statutory Checklists and all, other required documentation has been included in each case file.

Fuel Assistance Project Status/Accomplishments (as of June 30, 2019)

The unit goal is 35 at \$750.00 per household. According to the HHFA case files, MRPC's internal HR files tracking spreadsheet and data uploaded into the IntelliGrants system, the following milestones have been achieved through June 30, 2019. 29 applications for HHFA have been received. 24 have been approved. Four are pending approval. One application was denied as

the household heats with natural gas (not a qualifying heat source). Nine homes have received a portion of their benefit and another 13 have exhausted their benefit.

MEC, Inc.

The Executive Director prepared two contracts for the limited cleanout of the house and another for rehabilitation and marketing of the property. Both contracts should be executed by the middle of August.

An annual meeting will be held in September. This month, members of the Board of Directors will be polled for their respective dates of availability.

5.3 Transit

AYER PARKING FACILITY

During the past month MRPC staff continues to attend the project progress weekly meetings to assist MART and the Town of Ayer; and working with the Engineer (Weston & Sampson) to move forward the construction of the Ayer Commuter Rail parking facility. The construction of the project is moving along; site work has been completed and the concrete foundation has begun, MART anticipate completion of the project by December, 2019.

BUS ROUTES PERFORMANCE EVALUATION

During the past month MRPC staffs continued to compile data on-time performance. The purpose of the study is to track on-time performance of buses on all individual bus routes over time to establish a base line of bus performance reliability to determine whether the bus service is running on-time or not beyond the current daily tracker.

5.4 Transportation

MONTACHUSETT REGIONAL TRANSPORTATION PLAN UPDATE

At the July 17, 2019 MPO meeting, the MPO voted to endorse the 2020 Montachusett Regional Transportation Plan (RTP) "Working Towards the Future." The document had been out for a 21-day comment period. During that time comments were received from MassDOT and the general public. Two public presentations of the RTP were also held on July 9th in Gardner and at the MJTC on July 10th. All comments were reviewed by the MPO. The MPO Endorsed Regional Transportation Plan (RTP) has been uploaded to the MRPC website at: www.mrpc.org/montachusett_2020_rtp. The map journal version of the RTP is also available online through the RTP webpage.

MONTACHUSETT JOINT TRANSPORTATION COMMITTEE (MJTC)

A quorum was not available at the July 10th MJTC meeting; therefore, elections did not take place. They will be conducted at the next MJTC provided a quorum is present.

Notices for appointments to the MJTC went out in early July to the communities respective Planning Board/Department and the office of the Chief Elected Officials asking for appointments. To date responses have been received from: Athol Planning Board; Gardner Mayor's Office; Lunenburg Planning Board; Sterling Select Board; Westminster Planning Board; Winchendon Select Board and MassDevelopment. A listing of current appointees as well as blank appointment forms are available. Please remind your community to respond as requested.

ADA PROW TRANSITION PLAN DEVELOPMENT FOR THREE COMMUNITIES

Plan development is under way for Lancaster, Lunenburg and Winchendon. After the Kickoff meetings were held in the three communities, Stantec developed an existing sidewalk map for each community which were submitted to the communities for their review and update. The maps will be returned to Stantec once each community completes updating their map. The maps will be utilized by Stantec to conduct the technical survey of the existing pedestrian facilities within the existing sidewalk network. Concurrently, MRPC staff is conducting an ADA PROW public outreach survey in Lunenburg and Winchendon that will run until August 16, 2019. The Lancaster ADA PROW public outreach survey was completed last year around the same time period.

Next MJTC Meeting – NO AUGUST MEETING: September 11, 2019 at 6:30 PM at MRPC Offices

Next MPO Meeting – NO AUGUST MEETING: September 18, 2019 at 1:00 PM at MRPC Offices

6. New Business

This time is being reserved for topics that the chair did not reasonably anticipate would be discussed.

7. Adjournment

There being no further business the meeting adjourned at 9:05 p.m.

Meeting Attendance					
Name	M/A	Representing	Appointment Date	PRESENT	ABSENT
Meissner, Rosemarie	A	Ashburnham	3.2019		
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			
Swartz, Robert	M	Gardner	7.2019	X	X

Cruz, Maribel	A	Gardner	8.2017		X
Burke, Russ	M	Groton	7.2016		X
Vacant	A	Groton			X
Donahue, Stacia	M	Harvard	7.2018	X	
Vacant	A	Harvard			X
Vacant	M	Hubbardston	7.2016		X
Stauder, Michael	A	Hubbardston			X
Christopher, Thomas	A	Lancaster	7.2016		X
Williston, Russell	M	Lancaster	11.2018	X	
Carignan, Thomas	M	Leominster	7.2019		X
Vacant	A	Leominster			X
Bertram, Paula	M	Lunenburg	7.2019		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	
Page, Patty	M	Sterling	7.2019	X	
Maki, Dick	A	Sterling	7.2014		X
Rich, Dennis	M	Templeton	7.2017		X
Terenzini, Carter	A	Templeton	9.2016		X
Shifrin, Laura	M	Townsend	7.2018		X
King, Cindy	A	Townsend	7.2016		X
Smith, Mike	M	Westminster	7.2019	X	
Vacant	A	Westminster			X
Corbosiero, Guy	M	Winchendon	7.2011	X	

Ward, Rick	A	Winchendon	7.2019	X	
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STAFF PRESENT: Glenn Eaton, Linda Parmenter, Brad Harris, George Kahale, John Hume, Jason Stanton, Linda Quinlivan

GUESTS PRESENT: Theresa Page, Sterling; Representative from Leominster filling in for Member; Lyndsy Butler filling in for Laura Shifrin, Townsend.

DOCUMENTS/EXHIBITS PRESENTED AT MEETING

August, 2019 MRPC Handout

July 11, 2019 Minutes

Cash Schedule July 2019

Letter from Auditor Roland Lambalot – July 30th review of travel documentation

Email from Attorney Bodanza – Glenn Eaton

Treasurer Presentation- G. Eaton Travel

G. Eaton Memo to Members of Commission – re: travel

Chapter 40B Regional Planning Law