

MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)

MEETING MINUTES

Doyle Center

464 Abbott Avenue

Leominster, MA 01453



THURSDAY, NOVEMBER 7, 2019

1. Open Meeting, Introductions and Announcements

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

2. Approval of September 5, 2019 MRPC Minutes

J. Telepciak moved that the Montachusett Regional Planning Commission approve the September 5, 2019 minutes as printed. The motion was seconded and passed unanimously.

3. Cash Schedule – September 2019 & October 2019

A. Pease read the September 2019 Cash Schedule. Opening Balance \$375,324.84; Total receipts this month \$26,646.21; Total cash on hand before this warrant \$401,971.05; Less: amount of this warrant \$147,837.36; Balance after this warrant \$254,133.69.

A. Pease read the October 2019 Cash Schedule. Opening Balance \$254,133.69; Total receipts this month \$125,340.92; Total cash on hand before this warrant \$379,474.61; Less: amount of this warrant \$106,177.55; Balance after this warrant \$273,297.06.

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

4. Administrative Matters

4.1 FY20 MRPC Budget Update

G. Eaton distributed an updated FY20 Budget. He explained Exhibit A regarding local technical assistance monies. The majority of these funds are used as cash matches for other grants. Exhibit B displays the contracts (revenue) that fund the MRPC. He explained in detail the contracts. MRPC costs for this year are \$1.725 million. Monies expected are \$1.577 million, leaving a gap of approximately \$175,000 (10%). MRPC is expecting a planning assistance grant for \$48,000 in the near future which will reduce the gap. MRPC is also pursuing other grants to fill this gap. We will cut costs this year by not hiring four interns or purchasing a jamboard.

4.2 Update from Executive Committee Meeting

A. Pease stated that the Executive Committee meet earlier. The meeting was a follow-up to a discussion that started several months ago regarding some conferences attended by the Executive

Director in which money was owed by the Executive Director. We went back five years (2015). Unallowed expenses totaled \$3004.67. To date, we received from Glenn Eaton \$2428.24 leaving a balance of \$576.43. Glenn Eaton agreed to pay the balance \$576.43 by December 31, 2019.

B. Yocum asked if new procedures have been put in place so this does not occur again.

A. Pease responded yes, the Conference Travel policy has been revised and adopted by MRPC. No monies will be advanced to employees for conferences. The company debit card will not be used by employees while attending conferences. The MRPC financial department will book the hotel, flight and shuttles for employee using the MRPC debit card or by invoicing. Employees will be reimbursed for eligible expenses (meals, etc.) provided they have proper receipts.

G. Corbosiero added with the new policy that expense reimbursement forms have to be submitted within a 30-day time frame or employees will not be reimbursed.

G. Corbosiero added we also evaluated the performance of the Executive Director. Out of a total of 70 points, the Executive Committee's average score for the Executive Director was 52.33. The Executive Director also appraised himself. His score was 54.14. No goals were set at this time. Glenn Eaton will come back to us with what he feels his goals should be. The Executive Committee will review these goals which will be part of the next evaluation which will in February.

G. Eaton stated that the salary Consultant (Jim Gray) is under contract. G. Eaton provided Gray with all materials he requested. Mr. Gray will update the job descriptions and then provide MRPC with market rate data for salaries for a new salary scale. He indicated that some information should be available at January or February MRPC Meeting.

5. Status Reports

5.1 Geographic Information Systems (GIS)

MRMapper & MOBILE APPS (GENERAL)

The MRMapper server and software has recently been updated. We have completed updates to a number of transportation-related layers as well as creating/updating WebApps related to these layers.

COMMUNITY-RELATED

Shirley Cemetery Mapping – This project is complete.

Townsend's Mikko and John Aho Nature Walk and Park Mapping – After the Townsend Conservation Land Trust met and reviewed the map, they sent us some final edits which we completed. This project has been completed.

Westminster Assessor Mapping – The parcel data and map updates have been completed. The Town's MRMapper sites are in the process of being updated. This project is expected to be completed in early November.

Lunenburg Conservation Lands Mapping – The Lunenburg Conservation Commission received the grant that it applied for to create and install maps at the intersections of the trails on its properties. Once the Conservation Commission reaches out to start the project, we will work on creating a series of "You Are Here" maps. We have already made

two working maps for them showing the two-foot contours of two of their properties. They will utilize these maps for trail planning purposes. This project will be ongoing for the next several months.

Shirley Zoning Update – We were contacted by the Shirley Town Clerk regarding two possible errors on their zoning map. After reviewing the district boundary description of the Great Road-West Mixed-Use District in the zoning bylaws, we agreed with their conclusion that two parcels were incorrectly zoned. We then edited the zoning map to correct the errors. This project has been completed.

COMPREHENSIVE PLANNING-RELATED

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 trained staff how to use them and we will provide any technical assistance as needed. Our portion of this project is expected to be completed in early fall.

DLTA

Ashburnham Housing Production Plan Mapping – MRPC planning staff requested parcel data for the town of Ashburnham which we've provided. We will continue to make any edits or create any maps or data products as need by the MRPC's planning staff. This project will be completed by the end of the year but our part in this phase of the project has been completed.

Athol Urban Renewal Plan Mapping – We had already created four of the seven maps for the Urban Renewal Plan. We finished digitizing the proposed public improvements in the downtown area and created a map distinguishing the different types of improvements (automobile, bicycle, pedestrian). We also digitized the current and proposed pedestrian thoroughfares and created a map. Finally, we created a map showing historic buildings and parcels that are being targeted for potential redevelopment. Our portion of this project has been completed.

Ayer Housing Production Plan – We will create any more maps or data products as need by the MRPC's planning staff but our phase of the project has currently been completed. This project will be completed by the end of the year.

Groton Housing Production Plan – We provided a list of town-owned properties to MRPC planning staff which contained the developable status of each property. After meeting with the town, MRPC planning staff had us add six parcels to the map as having the potential for affordable housing production. We also added the easements associated with any parcel with the potential for affordable housing production. We will continue to make any edits or create any maps or data products as need by the MRPC's planning staff. This project will be completed by the end of the year but our part in this phase of the project has been completed.

Sterling Housing Production Plan – As MRPC planning staff were completing their plan, they needed one final edit to the Town-Owned Land with Potential for Affordable Housing Production map, which we completed. We also provided them with a map of Chapter 61 Lands. This project has been completed.

TRANSPORTATION-RELATED

Lunenburg Walkability Maps – We created working maps of town-owned parcels in the two study areas which were used to identify existing and potential parking. We digitized

the parking areas and made a public parking map. We also made a working map of the parking areas that will be used to inventory the amount of parking spaces in each existing lot. We also digitized the recommendations made by MRPC Transportation staff and created a map of each study area with the recommendations. We created a map of the town showing the loci of the study areas. After reviewing the maps, MRPC Transportation staff requested some edits, which we completed. We also finalized the figure numbers and unified the symbology between maps. We will continue to make as maps or data products as requested by MRPC Transportation staff. This project is expected to be completed by the end of the year.

LEP Access Plan Mapping Update – After reviewing the MPO’s LEP Access Plan data, MRPC Transportation staff requested additional data regarding the population in Townsend that speaks Hmong but English less than ‘very well’. We provided to them six years’ worth of Hmong LEP datasets from the ACS. This project has been completed.

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 has been updated to reflect comments received and can be found here - <https://arcg.is/11jOT8>.

Heavy Vehicle Exclusion Map – We created a map of Lunenburg showing the proposed heavy vehicle exclusion roads as recommended by MRPC Transportation staff and the proposed alternative route. This project has been completed.

TRANSIT-RELATED

MART Proposed Fitchburg/Worcester Commuter Shuttle – We digitized and created a map of the two proposed Fitchburg/Worcester Commuter Shuttle routes and stops. Our portion of the project is currently complete but the project will be ongoing as MART finalizes the route.

MART Route Calculations – We received a request to review and update the route mileage by community for the MART shuttles. This project is expected to be completed by early November.

5.2 Planning and Development

5.2.1 Approval of Cash Match for MASSDOT Rail and Transit Division Grant Applications – Approval Required

G. Eaton explained that MRPC submitted a grant application to MassDOT Rail and Transit Division in the amount of \$48,000 for a proposed project named the MoRe Rides Planning Project. To help address gaps in transportation access for seniors and disabled residents in the Montachusett Region, CHNA 9 and MRPC are working together to create a Transportation Connections program. The City of Gardner and the Greater Gardner Area have been identified as an ideal hub for a pilot program given the unique combination of existing resources, invested partners and need in the area. Funds are being requested to convene a steering committee that will evaluate other community ride connector programs, and design a similar program serving the Greater Gardner community. The one-year project will end with an implementation-ready pilot aiming to increase service hours, destinations, and overall ridership in a fiscally responsible way. CHNA 9 is

providing a \$2,000 in cash and \$4,000 in kind for this project. An MRPC match of \$6,000 is required.

P. Duffy moved that the Montachusett Regional Planning Commission will provide \$6,000 in Local Technical Assistance (LTA) as matching funds for the grant application submitted to the MassDOT Rail and Transit Division for the proposed MoRe Rides Planning Project. The motion was seconded and passed unanimously.

G. Eaton stated that MRPC submitted a grant application to MassDOT Rail and Transit Division in the amount of \$24,000 for a proposed project named the Winchendon Volunteer Driver Planning Project. Seniors and disabled residents within the Montachusett Region have expressed persistent gaps in transportation access for many needs – primarily medical, employment, education, and other health/social services. CHNA 9 and MRPC are working together to develop strategies to address gaps in service for those residents in need. The proposed project would study the feasibility of – and develop an implementation plan for – a volunteer driver program serving seniors and disabled residents in Winchendon and surrounding communities. A successful program would ensure reliable transportation for residents in need to attend their medical appointments, purchase groceries (particularly important due to concerns of food access in Winchendon), and help guarantee access to other necessary services. The duration of the project would be one year. CHNA 9 is providing \$2,000 in cash and \$2,000 in kind for this project. An MRPC match of \$2,000 is required.

P. Duffy moved that the Montachusett Regional Planning Commission will provide \$2,000 in Local Technical Assistance (LTA) as matching funds for the grant application submitted to the MassDOT Rail and Transit Division for the proposed Winchendon Volunteer Driver Planning Project. The motion was seconded and passed unanimously.

FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)

MRPC submitted a grant application on Wednesday September 18th for \$75,000 to the Massachusetts Healthy Aging Fund to assist MRPC communities in their individual long-range plans, including identifying barriers and challenges to access for seniors and disabled residents, as well as further analysis of needs that arise through the outreach process with each community.

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

A Cooperative Agreement between EPA and MRPC was executed October 1, 2019. MRPC then signed a contract with BETA Group for services for Phase I and Phase II Environmental Site Assessments on sites to be determined.

DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA)

MRPC staff continue working on the following projects.

- a. Ashburnham: Housing Production Plan.
- b. Clinton: Assist the Town of Clinton with designation as a Green Community.
- c. Harvard: Permitting Guidebook.
- d. Townsend: Assist to provide the municipality with regional data to update the Town's Housing Production Plan and Master Plan.
- e. Athol: Urban Renewal Planning Assistance.
- f. Hubbardston: Historical and Cultural Resources Master Plan Chapter.
- g. Sterling: Housing Production Plan update.
- h. Groton: Housing Production Plan.
- i. Ashby, Townsend, and Pepperell: Regional Dispatch Feasibility Study.
- j. Lunenburg: ADA Self-Evaluation and Transition Plan - limited partial completion.
- k. Ayer: Housing Production Plan
- l. Lancaster: Zoning for Alcohol
- m. Shirley: Shared Services Feasibility: Tree Warden & Planner
- n. Winchendon: Master Plan coordination & Implementation Chapter

MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES (DOER)

MRPC received a Regional Energy Planning Assistance (REPA) grant award in the amount of \$59,065 in August and the contract has an effective date of 9/10/19, with an end date of 5/30/21. REPA grant award funds will be used by MRPC for Green Communities Program Designation Application Submissions due November 22nd for Groton, Hubbardston and Templeton. MRPC is currently assisting Clinton with their Designation Application due at the same time under the DLTA contract.

REPA grant award funds are also being used to assist Ashby, Athol, Fitchburg, Groton, Harvard, Lancaster, Shirley, Townsend, and Westminster to complete Annual Reports due in December, 2019 and 2020. 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.

LAUNCHSPACE'S COLLABORATION WITH MRPC AND FRCOG

LaunchSpace, Inc., a newly-formed non-profit organization formed to create "makerspaces" in Athol and Orange has reached out to the Montachusett Regional Planning Commission and the Franklin Council of Governments (FRCOG) in order to seek assistance in the form of grants to capitalize and operate the first, two makerspaces along the Route 2 corridor.

There are multiple definitions of makerspace and other terms are also used to describe makerspaces such as "Fab Lab." A makerspace is, "a collaborative workshop that supplies equipment and technology, as 3D printers, soldering tools, industrial sewing machines, etc., for creative projects" (source, <https://www.dictionary.com/browse/makerspace?s=t>).

A “fab lab” (fabrication laboratory) is a term that is sometimes used synonymously with makerspace and hackerspace. A fab lab (fabrication laboratory) is a small-scale workshop offering (personal) digital fabrication. A fab lab is typically equipped with an array of flexible computer-controlled tools that cover several different length scales and various materials, with the aim to make “almost anything”. This includes technology-enabled products generally perceived as limited to mass production. While fab labs have yet to compete with mass production and its associated economies of scale in fabricating widely distributed products, they have already shown the potential to empower individuals to create smart devices for themselves. These devices can be tailored to local or personal needs in ways that are not practical or economical using mass production. The fab lab movement is closely aligned with the DIY movement, open-source hardware, maker culture, and the free and open-source movement, and shares philosophy as well as technology with them. (Source, https://en.wikipedia.org/wiki/Fab_lab).

Mr. John Hume, Planning and Development Director and Mr. Glenn Eaton, Executive Director have been providing technical assistance, along with Jessica Atwood, Economic Development Program Manager with FRCOG to LaunchSpace, Inc. The campuses in Orange and Athol will be the only such sites west of Lowell and Somerville and east of Albany, NY, all of which have makerspaces. Other makerspaces can be found in eastern MA, Worcester and Springfield, among a few other sites in MA and across the world.

Makerspaces have become job training sites. MRPC is in the process of completing a feasibility study for LaunchSpace, Inc. so that the organization can apply to the Federal Economic Development Administration for assistance in the pursuit and administration of EDA dollars that would support some of the operational costs of the space.

FY17 SHIRLEY CDBG PROGRAM

Management/Administrative Issues

The MA Department of Housing and Community Development (DHCD) approved an extension of the FFY17 Housing Rehabilitation (HR) and Home Heating Fuel Assistance (HHFA) Programs through December 31, 2019.

All low- and moderate-income (LMI) documentation, environmental review paperwork and all, other required documentation has been included in each case file for both the Housing Rehabilitation and Home Heating Fuel Assistance Programs. DHCD staff visited the MRPC on Tuesday, October 22nd to complete a “monitoring” (i.e. audit) of the FY17 CDBG Program’s HR, HHFA and general administrative files. There were no findings, concerns or issues raised by the DHCD program and financial staff. This is due in large part to the diligence of Holly Ford, Executive Assistant (oversight of HR and HHFA programming) and John Hume, Planning and Development Director (interim CDBG fiscal manager). Mr. Eaton is in charge of the general administration of the program, citizen participation and coordinating the next CDBG proposal preparation project.

There are a few financial anomalies in the IntelliGrants system. Don Martin, Fiscal Manager with the DHCD and Mr. Hume have been communicating about these matters since this past July and will resolve them during the “closeout” of the grant.

MRPC staff is working diligently with local officials in Shirley on several projects concurrently upon:

1. A public hearing has been scheduled to be held on November 4, 2019 to request a transfer of the remaining Home Heating Fuel Assistance funds into the Housing Rehabilitation program.
2. Last fall, Mr. Eaton worked with the local Planning Board to create and issue a town-wide survey to all inhabitants concerning local needs in Shirley in the areas of housing, economic development, infrastructure improvements and public services. In addition, he has advised the BOS to create a Community Development Advisory Committee (CDAC) that will meet in November and December; the members of this new committee will take a deep dive into the data obtain from the survey and formulate recommendations for the BOS for certain projects to be included in the FY20 CDBG proposal.
3. All year, Mr. Eaton has been coordinating public hearings with the local Board of Selectmen to receive public input into the FY20 CDBG proposal (anticipated to be due in March 2020). The final public hearing will be held on December 2, 2019 (for which the Executive Director needs to publish the final legal advertisement to give notice to the general public).

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

The Housing Rehabilitation unit goal is 15. One new application was 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 September 30, 2019.

- 23 applications for HR assistance have been received.
- 13 applications have been approved.
- Five applications are incomplete.
- Two approved applications/clients withdrew their applications
- Three 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 approved applications, one is in the construction phase, nine have been completed, one is pending a walk-through and two are pending initial inspections.

For Housing Rehabilitation, of the original budget of \$595,953, the total amount of funds that have been committed and expended are \$411,792 and \$283,877, respectively according to IntelliGrants (the online CDBG Program and Financial Management system).

Now that the extension has been granted, MRPC staff are working with the final, three cases to move these projects from approval into the procurement and construction completion phases by 12/31/19.

Fuel Assistance Project Status/Accomplishments (as of September 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.

- 30 applications for HHFA have been received.
- 26 have been approved.
- Three applications are incomplete.
- 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 17 have exhausted their benefit.

For Fuel Assistance, the total amount of funds that have been committed and expended are \$19,500 and \$14,830.34, respectively according to IntelliGrants.

MONTACHUSETT ENTERPRISE CENTER, INC.

MRPC's Executive Director met with a second, potential buyer of the property at 30 Powers Mill Road, Phillipston. If a deal cannot be obtained with the second buyer, then MEC, Inc. will proceed with the final rehabilitation and marketing of the home as soon as possible. Concurrently, the company that will be hired by MEC to complete the rehabilitation of this property committed to visiting the property in October to finalize a list on what has to be improved in the home to make it salable.

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; the Concrete Foundations of the Ramps are Completed, Rough Electrical and Drainage are 95% complete and the Parking Deck Precast Production is 100% completed at the plant and the Ground Level Parking paving are completed. The Parking Deck erection is complete. MART anticipate completion of the project by December, 2019. Groundbreaking Ceremony at 10:00 a.m. on December 9, 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

ADA PROW TRANSITION PLAN DEVELOPMENT FOR THREE COMMUNITIES

Plan development continued for Lancaster, Lunenburg and Winchendon. Stantec has completed field work for the technical survey of the existing pedestrian facilities within each community. Meetings were held in each community to review and discuss field data and analysis conducted to date. MRPC received a request from Stantec to extend the contract deadline as well as the overall cost. Currently, we are discussing options in order to complete the project.

UPWP TASK UPDATES

Lunenburg Walkability & Parking Study - Over the spring/summer, MRPC staff collected data in the Lunenburg town center and the Whalom area in regards to walkability and parking. Public outreach meetings were held, data was mapped and project ideas were studied. The final report is expected to be completed by September 30th.

Regional Trail Guide – Over the past year, MRPC worked towards updating the existing trail inventory data through public and community input. The updated data was used to update the existing 2014 Regional Trail Guide. The 2019 Regional Trail Guide is now completed and printed. Copies are available at the MRPC office and upon request.

5.4.1 Authorization for the Chairman to Endorse the FFY 2020-2024 TIP Amendment #1 at a MPO meeting scheduled for November 20, 2019

B. Harris stated that The Montachusett Metropolitan Planning Organization (MPO) met on October 16th at which time they reviewed draft Amendment #1 FFY 2020 Transit Element of the FFY 2020-2024 Montachusett Transportation Improvement Program (TIP). The MPO then voted to release for a 21-day public review and comment period, Draft TIP Amendment #1. Amendment #1 includes changes to 2 transit project costs and the addition of a new project that would allow MART to hire a consultant to conduct a Public Transit Safety Plan. This plan is due to the feds by July 1, 2020.

The public comment period began on October 28, 2019 and will run until the close of business on Monday November 18, 2019.

P. Duffy moved that the MRPC has reviewed the FFY 2020-2024 Transportation Improvement Program (TIP) Amendment #1 and based upon this review as well as the review of any comments received, authorizes its Chairman to endorse the FFY 2020-2024 TIP Amendment #1 at a MPO meeting scheduled for Wednesday November 20, 2019 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

5.4.2 Authorization for the Chairman to Endorse the Limited English Proficiency (LEP) Access Plan at a MPO meeting scheduled for November 20, 2019

The Montachusett Metropolitan Planning Organization (MPO) met on October 16th at which time they reviewed a draft update to the Draft Limited English Proficiency (LEP) Access Plan. The MPO then voted to release for a 21-day public review and comment period the Draft LEP. The Draft Limited English Proficiency (LEP) Access Plan reflects the MPO's commitment to assisting individuals, for whom English is not their primary language, understand and have access to MPO programs, activities or services. Language for many Limited English Proficiency (LEP) individuals can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities or understanding other information provided by federally funded programs and activities. The Draft LEP seeks to identify reasonable steps to provide language assistance for LEP persons who seek meaningful access to MPO programs as required by Executive Order 13166.

The public comment period began on October 28, 2019 and will run until the close of business on Monday November 18, 2019.

B. Yocum asked if the population of Shirley in the Plan is high due to the MCI population and if so, does this agency provide services to MCI.

B. Harris replied that a concentration of non-English speaking population is in that census block group of Shirley. It basically tells us there is a population that MRPC may need to provide translation services for. We won't necessarily be reaching out to that facility but across the region we have a high Spanish speaking population and that is one language that we need to have translation services available for.

B. Yocum stated Shirley faces this issue quite often and suggested that there should be a footnote in the report mentioning this and that footnote should also be included under the population charts in the Plan. She mentioned that she did not receive this Plan to review before this vote.

After further discussion, B. Harris stated that B. Yocum's comments would be submitted at the MPO Meeting on November 20, 2019 and if anyone had any other comments, they could provide them to him by Monday November 18, 2019. He also stated that he would email B. Yocum the report so she could review.

P. Duffy moved that the MRPC has reviewed the Draft Limited English Proficiency (LEP) Access Plan and based upon the review as well as the review of any comments received, authorizes its Chairman to endorse the Limited English Proficiency (LEP) Access Plan at a MPO meeting scheduled for Wednesday November 20, 2019 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

MJTC ELECTIONS

Elections for the MJTC Board were finally able to be held in September. The slate of Jon Wyman, Westminster for Chair, Paula Bertram of Lunenburg for Vice Chair and Doug Walsh of Athol for Secretary were voted in unanimously.

MOVING TOGETHER 2019

The 2019 Moving Together Conference was held on Thursday October 24th from 7:45 AM to 4:00 PM at the Boston Park Plaza Hotel, 50 Park Plaza at Arlington Street, Boston. Participants attended workshops and panels that highlighted current pedestrian, bicyclist and public transportation topics.

S. Bean of the MRPC presented information on the Montachusett Regional Trail Coalition and their work on establishing and implementing trails in the region.

6. New Business

G. Eaton spoke about the Cybersecurity Listening Session that took place at the MRPC.

7. Adjournment

There being no further business the meeting adjourned at 8:15 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
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, Brad Harris, George Kahale, Jason Stanton, Linda Quinlivan

DOCUMENTS/EXHIBITS PRESENTED AT MEETING

November 7, 2019 MRPC Handout

September 5, 2019 Minutes

Cash Schedules - September and October 2019

FY2020 Budget