



## **MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)**

**THURSDAY, May 7, 2020  
7:00 PM  
REMOTE – GO TO MEETING**

### **MEETING MINUTES**

#### **1. Open Meeting, Introductions and Announcements**

Chairman Guy Corbosiero called the meeting to order at 7:00 p.m. G. Corbosiero stated in accordance with Governor Bakers Covid-19 Executive Order regarding the Open Meeting Law and remote participation, votes will be taken through Roll Call.

All present introduced themselves.

#### **2. Approval of April 2, 2020 MRPC Minutes**

B. Yocum moved that the Montachusett Regional Planning Commission approve the April, 2020 minutes as distributed. The motion was seconded.

Roll call vote followed:

Alan Pease	Yes
Barbara Yocum	Yes
Guy Corbosiero	Yes
John Telepciak	Yes
Laura Shifrin	Yes
Mike Smith	Yes
Paula Bertram	Yes
Phil Duffy	Yes
Roger Hoyt	Yes
Stacia Donahue	Yes
Maribel Cruz	Yes
Robert Swartz	Yes
Paula Bertram	Yes
Russ Burke	Yes

#### **3. Cash Schedule – April 2020**

A. Pease read the April 2020 cash schedule.

Opening Balance \$348,124.15; Total receipts this month \$93,775.70; Total cash on hand before this warrant \$441,899.85; Less: amount of this warrant \$135,635.78; Balance after this warrant \$306,264.07.

A. Pease added the opening balance of the cash schedule does not match the cash schedule balance from last month as a different methodology was used.

R. Burke moved to accept the April 2020 cash schedule as read subject to audit and to be placed on file. The motion was seconded.

Roll call vote followed:

Alan Pease	Yes
Barbara Yocum	Yes
Guy Corbosiero	Yes
John Telepciak	Yes
Laura Shifrin	Yes
Mike Smith	Yes
Paula Bertram	Yes
Phil Duffy	Yes
Roger Hoyt	Yes
Stacia Donahue	Yes
Maribel Cruz	Yes
Robert Swartz	Yes
Paula Bertram	Yes
Russ Burke	Yes

#### **4. Slate of Officers for FY21**

R. Ward indicated that the Nominating Committee met earlier in the evening to decide on a Slate of Officers for FY21.

The Slate of Officers follows:

Chair- Guy Corbosiero  
Vice Chair – John Telepciak  
Treasurer – Laura Shifrin  
Assistant Treasurer- Roger Hoyt  
Members at Large – Phil Duffy and Maribel Cruz

R. Ward added that a volunteer was needed for the position of Secretary.

G. Corbosiero stated that if anyone was interested in serving as Secretary please contact Glenn Eaton or Linda Parmenter. He added that the Election of Officers will take place at the June meeting of the MRPC.

#### **5. Administrative Matters**

##### **5.1 Executive Director's Report**

All services are still being delivered to all of our clients. We are working diligently to ensure that the MRPC will continue to deliver all services related to all existing contracts during-the-pandemic and post-pandemic. All Commissioners should be proud of all employees. They all continue to bring to their respective positions a high degree of professionalism and care, such as the Transportation and Transit Departments providing services to MASSDOT and the Montachusett Area Regional Transit Authority

(MART) without any interruption in service to either client. The same is also true of the GIS and Planning and Development Departments. All employees, including those in Administration, Human Resources and Finance, are doing exemplary work under difficult circumstances.

All MRPC employees have worked very well together to create a reasonably smooth transition from working at one facility to working remotely.

Managing the office remotely has increased all of our workloads a great deal. For those employees with children at home (at least three), the strain on them has been significant. The time that it takes to complete tasks has increased by a factor of two through 20.

Communication continues with my Administration, HR and Financial teammates, and all other departments.

The Executive Director:

Closed the office to employees and visitors, and informed the MRPC employees that they had to work remotely, approximately five calendar days before the Governor issued his "Essential Businesses Order" (COVID-19 #13). Allowed some employees to begin working remotely prior to issuing a directive that all employees work remotely.

Is working with Linda Parmenter, Administrative and HR Director preparing the office reopening procedures directive. I've been attending several webinars regarding reopening procedures, liability, and related matters.

Believes that the agency will need to acquire and provide some personal protective equipment (such as masks and gloves) and cleaning supplies to all employees prior to reopening. As of this date, we are unable to purchase either. Our potential reopening date will probably be beyond May 18<sup>th</sup>. Therefore, for the duration, MRPC and MEC, Inc. will operate under remote working conditions. Until further notice, public meetings will still be held using the tele/videoconferencing platform known as GoToMeeting. All clients will be informed of the above and when the MRPC reopens in the near future.

Inspired by Governor Bakers April 3<sup>rd</sup> announcement that the Commonwealth would start a COVID-19 "tracing" program by the beginning of May, reached out to Steve Curry, Director of Public Health, City of Fitchburg and offered GIS services for tracking COVID-19 cases by community. Mr. Curry is the leader of the 13-community, Montachusett Public Health Network (MPHN); a consortium of Health Agents/Directors within the Montachusett region. MRPC's Jason Stanton, GIS and IT Director has developed an online dashboard in cooperation with Steve (please see the GIS status reports, below). This GIS tool displays information of COVID-19 cases by community in the MPHN's catchment area in a "heat map" format and does not disclose the addresses of those that contracted the COVID-19 virus (so as to not violate the Health Insurance Portability and Accountability Act of 1996 (HIPPA)). At the request of the Assistant City Solicitor, provided a template of a confidentiality agreement to her early last week. MRPC is awaiting the receipt of the polished confidentiality agreement from the Assistant City Solicitor. MRPC will not be able to provide the tool to the Health Agents until the agreement has been fully executed. At this point in time, MRPC is unaware if the online dashboard will be provided to the MPHN Health Agents-only, the general public, or both.

Has noted that the number of meetings attended by all employees has greatly increased. MRPC has provided a robust communication tool known as Microsoft Teams for interoffice communication among all employees. All public meeting notices are listed on the MRPC's website (using GoToMeetings), include the remote attendance connection information and instructions, and relevant documents are posted online.

Would like to note that John Hume, Planning and Development Director and him remain current with many funding sources that are available to the MRPC and MEC from new Congressional Acts (i.e. Coronavirus Aid, Relief, and Economic Security [CARES] Act) and other programs. During a two weeks period in March, John and I held at least four conference calls with our EDA Program Representative in order to discuss submitting at least one, new grant proposal to the EDA for a significant amount of funding. Attended at least two webinars regarding available EDA funding tied to the initial CARES Act. John also coordinated a call with our EDA program representative to provide some technical assistance to Phil Duffy, Director of Community and Economic Development with Clinton's potential pursuit of EDA dollars to help to create a science, technology, engineering, arts and mathematics (STEAM)/makerspace job training facility in a former fire station in the downtown. (STEAM defined here at <https://acronyms.thefreedictionary.com/STEAM> and makerspace, here at <https://www.makerspaces.com/what-is-a-makerspace/>).

Attended no less than 58 online meetings, from mid-March through May 7<sup>th</sup>, with Congresswoman Trahan, Senator Anne Gobi, and Representative Jon Zlotnik through the Greater Gardner Chamber of Commerce, Congressman McGovern through his office, the US Chamber of Commerce, Federal Economic Development Administration (EDA), State Departments of Revenue/Division of Local Services (DOR/DLS), Energy Resources (DOER) and Housing and Community Development (DHCD), Montachusett Metropolitan Planning Organization (MPO), Brownfields Working Group, Growing Places, Inc. and Central MA Grown, Inc. regarding food banks and food insecurity and the pursuit of grants, Small Business Development Center (SBDC), other planning agencies, and multiple staff meeting since mid-March (six in the week of May 4<sup>th</sup>; ten in the week of April 27<sup>th</sup>; ten in the week of April 20<sup>th</sup>; nine in the week of April 13<sup>th</sup>; four in the week of April 6<sup>th</sup>; eight in the week of March 30<sup>th</sup>; and, six during the week of March 23<sup>rd</sup>; and five the week of March 16<sup>th</sup>).

Completed two grant proposals. The first was in response to a request for proposals (RFP) issued by the Attorney General's Office of Massachusetts to fund proposals up to \$50,000 to provide small business assistance loans or grants to businesses adversely affected by the COVID-19 pandemic. Only \$500,000 was made available statewide. The other grant application was prepared for the Templeton Housing Authority (THA). In cooperation with Jonathan Vos, Regional Planner we finished the grant proposal in advance of the late-April deadline and provided the document to the THA's Executive Director for his submittal of the proposal to the MA Department of Housing and Community Development (DHCD). If funded, the MRPC will earn approximately \$5,000 for a public participation management fee.

Executed several new contracts for services.

## **6. Status Reports**

### **6.1 Geographic Information Systems (GIS)**

#### **MRMapper & MOBILE APPS (GENERAL)**

- Data and applications are continuously being updated throughout the year. Check <https://mrmapper.mrpc.org> periodically for updates.
- We recently added 2019 USGS Color Ortho Imagery to all public, and version 2.13 paid internal, WebApps. This project is complete.
- We are currently in the process of updating the WebApp software on all regional public applications from v2.13 to v2.15 of the software. This project is expected to be completed in May.

#### **COMMUNITY-RELATED**

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. We will work on creating a series of “You Are Here” maps. This project should begin soon and will be ongoing for the next several months.

Winchendon Zoning Map Updates – We are currently in the process of updating the Official Zoning map for the Town of Winchendon. The decision was made to update the zoning layers to match the current parcel data where applicable. This project is currently on hold until the Town can collect data regarding the origins of the zoning districts and provide it to the MRPC

Templeton Cemetery – We are currently working with the Town of Templeton to update their cemetery GIS data. The updated data will be used to create internal (with editing/database maintenance functionality) and public MRMapper WebApps. A draft data set was sent to the Town for their review and we are awaiting a response to finalize the data. A draft WebApp has been created and tested. Once the data is finalized, we will finalize the WebApp and present it to the Town for their review. This project should will be ongoing for the next few months.

## **COMPREHENSIVE PLANNING-RELATED**

ADA Compliance Checklist Survey Creation – We’ve 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 developed a training manual for staff to use to complete these digital surveys and we will continue to provide any technical assistance as needed until the project is complete. This project is currently on hold due to the COVID-19 pandemic.

### **DLTA**

- Westminster OS Update – We are currently in the process of updating the 12 maps in the current Open Space plan. This project will be ongoing for the next several months.
- Harvard Buildout Analysis – We are currently working with the Town on a buildout style analysis. We will develop a scenario-modeling spreadsheet and series of maps detailing current areas of developed, absolute and partial development constraints and developable lands in Town. The goal will be to assess what current zoning will result in regarding full development in terms of housing units, school children and miles of new road.

## **TRANSPORTATION-RELATED**

Trail Data Application – We are currently in the process of finalizing a mobile application that will allow communities to update the existing Trail Inventory data in ‘live’ or ‘offline’ (disconnected) editing session. The current goal is to have the app ready to be tested internally when the COVID-19 pandemic distancing guidelines have been lifted. At that point we can also begin community outreach and training accordingly. This project will be ongoing throughout the spring and likely summer.

TIP – We identified communities with and without community-specific work tasks. We updated the demographic data in the task table. We also created a map showing the number of lookback work tasks by community. We will continue to provide data and analysis as requested. This project is expected to be completed by the end of May.

Bike Inventory – We downloaded GPX files of popular bike routes in the Montachusett region and created a model to process these points into lines with the correct coordinate system. The model is currently running and once it’s complete, we will create another model to merge all of these files into a single working file. We will then use the locations of the bike routes in this file to analyze the roadways and collect data regarding designated bike lanes, protected bike lanes, and sharrows (on-road bike lane markings). This portion of the project is expected to be completed in early May.

MRPC Travel by Tourism – We identified and mapped tourist attractions for each community in order to identify and analyze the existing transportation options to each attraction. We reached out to the communities to confirm the locations of the access points for the attractions and after

incorporating the feedback from the communities, we created a half mile buffer around each access point and analyzed the transportation options within the buffer. The goal is to prioritize gaps in transportation options to these tourist attractions. We will provide support, information, and maps as needed. This project will be ongoing.

#### **TRANSIT-RELATED**

MART Stop Count – We were asked to redo the stop counts so that the outbound and inbound stop counts follow the same criteria as a previously completed report. We have identified all of the individual stops, both currently scheduled and recommended in a previous report. We are currently working on finalizing the numbers of stops that are outbound scheduled, outbound recommended, inbound scheduled, and inbound recommended. This project is expected to be completed by early May.

Shirley Station Potential Parking Easement – We previously created two maps showing the outlines of the potential easements, orthophotography, and the approximate dimensions of the easements. These maps were utilized by transit staff in a meeting with officials at MART and the MBTA about the procurement of the easements. After the meeting, we extended one of the easements, provided new measurements, and updated the two maps. Our portion of this project is currently complete but we will continue to update maps and provide information as transit staff continue with the procurement.

## **6.2 Planning and Development**

### ***Comprehensive Planning Division***

#### **FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)**

As part of this contract, MRPC provides assistance to communities seeking grant funds to improve economic vitality. MRPC staff is putting a grant application together to fund the Implementation Plan of the Town of Hubbardston's Master Plan. Grants are due to the state Executive Office of Energy & Environmental Affairs on Friday, May 15, 2020.

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

A Montachusett Brownfields Group virtual meeting was held on April 16<sup>th</sup>, 2020

The following Site Nominations were approved:

- ***Fitchburg:*** 49 Snow Street
- ***Lunenburg:*** 925 Massachusetts Avenue Phase II Environmental Site Assessment. Request for \$5,000 increase on Previously Approved Amount of \$25,000
- ***Winchendon:*** 4 Summer Drive. Phase II Environmental Site Assessment

#### **MASSACHUSETTS EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS (EOEEA)**

MRPC was awarded an FY20 Planning Assistance grant to fund Master Plan Chapters for the Town of Hubbardston. MRPC staff presented work done on the recommendation section of the Transportation Element to the Planning Board on May 6<sup>th</sup>. MRPC staff has also initiated work on the Services and Facilities Master Plan Chapter.

#### **DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA)**

MRPC staff is initiating work on the following projects. The third round of DLTA application proposals were due no later than 3 p.m. on May 4, 2020. Please note that this is the third solicitation and 13 projects have already been approved. Therefore, the number of projects awarded will be limited.

1. **Hubbardston:** Land Use Master Plan Chapter.
2. **Ayer:** ADA Self-Evaluation and Transition Plan. Project to be matched with ADA Planning Grant from MA Office on Disability to the Town of Ayer.
3. **Townsend:** Amend zoning bylaws to provide more age restricted market rate housing opportunities in Town.
4. **Townsend:** Provide statistical data to confirm the feasibility of the Town adopting M.G.L. 43D – Expedited Local Permitting Program.
5. **Athol:** Millers River Greenway Planning Assistance.
6. **Athol:** Urban Renewal Planning Assistance (Phase 2).
7. **Westminster:** Open Space and Recreation Plan update assistance (maps and statistics generated from maps, and updating tables in Community Setting Section).
8. **Sterling:** Transportation Master Plan Chapter.
9. **Sterling:** Implementation of Housing Production Plan Action Items: A. Amend accessory apartment bylaw and incorporate accessory apartments into the Subsidized Housing Inventory, and; B. Explore adoption of affordable housing on non-complying lots.
10. **Petersham:** Community survey, facilitating public input at community meetings, and identifying any funding options concerning the Nichewaug Inn & Academy building.
11. **Harvard:** Build – Out Analysis Update and Fiscal Impact Analysis.
12. **Lunenburg:** ADA Self-Evaluation and Transition Plan (Phase 2). Phase 1 was completed using last round of DLTA.
13. **Lancaster:** Draft language for a new center-village zoning district or overlay district

#### **6.2.1 District Local Technical Assistance Applications**

##### **Reviews and Awards for Services: District Local Technical Assistance**

G. Corbosiero reported in response to a solicitation, on or before May 4<sup>th</sup>, 2020 a total of six (6) proposals were received for use of District Local Technical Assistance (DLTA) resources to provide a variety of services. The proposals received are as follows:

1. Shirley: Housing Production Plan.
2. Ashby: Natural Resource Protection Bylaw.
3. Ashburnham: Technical Assistance concerning a Wetlands and Watershed Protection Zoning Bylaw.
4. Ashburnham: Master Plan Chapter (Historic and Cultural Resources;
5. Ashburnham: Master Plan Chapter (Housing using the Town's Housing Production Plan).
6. Ashburnham: Master Plan Chapter (Open Space using the Town's Open Space and Recreation Plan).

R. Burke moved that the Montachusett Regional Planning Commission (MRPC) recommends that #1 through #2 of the above-named project requests for District Local Technical Assistance (DLTA), be **conditionally** awarded based upon further communication/ clarification/ negotiation with the applying communities and **approval from the Massachusetts Department of Housing and Community Development (DHCD)**. It should be noted that this is the third solicitation and funds are limited and the Town of Ashburnham has multiple requests. MRPC is unable to fund multiple applications for one community, therefore, MRPC staff will contact the Town of Ashburnham to prioritize projects to select at least one.

Those requests conditionally awarded are subject to the conditions listed below.

1. The services to be delivered to the communities will be completed commencing no earlier than a fully executed Memorandum of Understanding (MOU) between the subject (lead) community and the MRPC.
2. Services will be delivered to the subject community(ies) during the implementation of the District Local Technical Assistance (DLTA) program year (2020).
3. The award of services from the MRPC is subject to the:
  - a. Funding available to the MRPC during the program year (2020);
  - b. Successful negotiation of a detailed scope of services, schedule for the completion of the tasks identified in the scope of services, and budget utilizing DLTA and other funds, if available and eligible for the aforementioned project;
  - c. Execution of a Memorandum of Understanding (MOU) between the MRPC and the community(ies); and,
  - d. The MRPC's receipt of a letter from the Chief Elected Official (CEO) of all of the affected communities indicating agreement to this proposal and willingness to participate in this analysis. (Communities may agree to participate in this analysis after the full execution of the MOU between the subject (lead) community and the MRPC but must agree to participate in order to receive the results of the report.)
4. Where and when possible the MRPC will deliver the tasks related to "analysis, preparation and presentation ... report(s) ..." as indicated above. The MRPC and the community requesting services will "outsource" consulting services only when absolutely deemed to be necessary by both the lead community and the MRPC.
5. This is an award of services from the MRPC to the applicable community(ies). This is not a cash award.
6. If at any time DHCD determines that the project is ineligible, the award of services will be null and void.
7. The municipality and all municipal departments shall provide MRPC with cooperation/access/assistance to public data applicable to the DLTA project including the provision of such materials. Related costs associated with this (data collection, photocopying, etc.) will be at the expense of the municipality(s).

The motion was seconded.

Roll call vote followed:

Alan Pease	Yes
Barbara Yocum	Yes
Guy Corbosiero	Yes
John Telepciak	Yes
Laura Shifrin	Yes
Mike Smith	Yes
Paula Bertram	Yes
Phil Duffy	Yes
Roger Hoyt	Yes
Stacia Donahue	Yes
Maribel Cruz	Yes
Robert Swartz	Yes
Paula Bertram	Yes
Russ Burke	Yes

## **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 were used by MRPC for Green Communities Program Designation Application Submissions on November 22<sup>nd</sup> for Groton, Hubbardston and Templeton. All three communities have been designated Green Communities by the DOER as a result of MRPC's assistance with the Applications with a total amount of grant funds of \$428,680. One additional

grant application was required of the designated communities in order to received their grant funds, which was submitted to DOER by MRPC staff.

MRPC staff is assisting the Towns of Athol and Lunenburg under REPA to develop Competitive Grant Applications previously due March 27, 2020, but now due May 1<sup>st</sup>. These potential grant awards will assist the towns with developing more energy efficiency projects for their municipally owned assets.

MRPC staff are also assisting the Towns of Royalston and Ashby under their Green Communities Grant Award administrative costs with tasks associated with managing the grant awards such as reporting, procurement, and data management

### *Community Development Division*

#### **MONTACHUSETT ENTERPRISE CENTER, INC. (MEC)**

No new information to report this month.

#### **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

MRPC staff submitted the final quarterly report for this project. A “close-out” process is the next and final task. No further reports on this completed project will be submitted until the “close-out” process has been completed.

### **6.3 Transit**

#### **AYER DEPOT SQUARE PEDESTRIAN PLAZA**

During the past month MRPC staff continues to assist MART and the Town of Ayer; and working with the Engineer (Weston & Sampson) to move forward the construction of the Depot Square Pedestrian Plaza located at the MBTA Station. the project includes Transit Vehicles turn around, Pedestrian Plaza, Restroom Facility, Pedestrian Access to the Station and Commuters Shelter. Depot Square Improvement Phase I has begun and the construction is underway by the contractor RA Powell Construction Corp of Lunenburg, MA. MART anticipates completion of the project by June 30, 2020.

### **6.4 Transportation**

#### **6.4.1 Authorization for MRPC Chairman to endorse the FFY 2021-2025 Transportation Improvement program (TIP)**

#### **FFY 2021-2025 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

B. Harris stated at the MPO meeting on April 15, 2020, the Montachusett Metropolitan Planning Organization (MPO) voted to release a Draft of the 2021-2025 TIP for a 21-day public review and comment period. The comment period began on Friday April 24th and will close on Thursday May 14th. The Montachusett Joint Transportation Committee (MJTC) will review the draft TIP as well as any comments received at its May 13th meeting. After the close of the comment period, the MPO will meet on Wednesday May 20th to review and address any and all comments received. The MPO will then likely vote to endorse the FFY 2021-2025 TIP at that meeting. Public comment opportunities have been scheduled for the MJTC on May 13th and this MRPC meeting. After a review of comments received to date, it is requested that the MRPC authorize its Chairman and the MPO to endorse the FFY 2021-2025 TIP at the MPO meeting scheduled for Wednesday May 20, 2020 at 1:00 P.M. at the MRPC offices. Depending on the COVID-19 situation this MPO meeting may be conducted virtually. Please check the MRPC calendar for the most up to date information regarding this meeting.

In addition, due to potential continued restrictions, please refrain from visiting the MRPC offices without first checking to see if they are open to the general public. In the event that the offices are open, copies of the draft document may be obtained at 464 Abbott Avenue, Leominster, MA 01453 between the hours of 8:30 AM to 4:30 PM Monday to Friday. Copies can be mailed on request by contacting the MRPC at (978) 345-7376 and are also available online at [www.mrpc.org](http://www.mrpc.org). To download pdf copies of the Draft FFY 2021-2025 TIP, please use this link: [DRAFT TIP & UPWP](#)

P. Duffy moved that the MRPC has reviewed the FFY 2021-2025 Transportation Improvement Program (TIP) and based upon this review as well as the review of any comments received, authorizes its Chairman to endorse the FFY 2021-2025 TIP at a MPO meeting scheduled for Wednesday May 20, 2020 at 1:00 PM at the MRPC offices. The motion was seconded.

Roll call vote followed:

Alan Pease	Yes
Barbara Yocum	Yes
Guy Corbosiero	Yes
John Telepciak	Yes
Laura Shifrin	Yes
Mike Smith	Yes
Paula Bertram	Yes
Phil Duffy	Yes
Roger Hoyt	Yes
Stacia Donahue	Yes
Maribel Cruz	Yes
Robert Swartz	Yes
Paula Bertram	Yes
Russ Burke	Yes

**6.4.2** Authorization for MRPC Chairman to endorse the FFY 2021 Unified Planning Work Program (UPWP)

#### **FFY 2021 UNIFIED PLANNING WORK PROGRAM (UPWP)**

G. Corbosiero indicated that at the MPO meeting on April 15, 2020, the Montachusett Metropolitan Planning Organization (MPO) voted to release a Draft of the FFY 2021 Unified Planning Work Program (UPWP) for a 21-day public review and comment period. The comment period began on Friday April 24th and will close on Thursday May 14th. The Montachusett Joint Transportation Committee (MJTC) will review the draft UPWP as well as any comments received at its May 13th meeting. After the close of the comment period, the MPO will meet on Wednesday May 20th to review and address any and all comments received. The MPO will then likely vote to endorse the FFY 2021 UPWP at that meeting. After a review of comments received to date, it is requested that the MRPC authorize its Chairman and the MPO to endorse the FFY 2021 UPWP at the next scheduled MPO meeting. Depending on the COVID-19 situation this MPO meeting may be conducted virtually. Please check the MRPC calendar for the most up to date information regarding this meeting.

In addition, due to potential continued restrictions, please refrain from visiting the MRPC offices without first checking to see if they are open to the general public. In the event that the offices are open, copies of the draft document may be obtained at 464 Abbott Avenue, Leominster, MA 01453 between the hours of 8:30 AM to 4:30 PM Monday to Friday. Copies can be mailed on request by contacting the MRPC at

(978) 345-7376 and are also available online at [www.mrpc.org](http://www.mrpc.org). To download pdf copies of the Draft FFY 2021 UPWP, please use this link: [DRAFT TIP & UPWP](#)

P. Duffy moved that the MRPC has reviewed the FFY 2021 Unified Planning Work Program (UPWP) and based upon this review as well as the review of any comments received, authorizes its Chairman to endorse the FFY 2021 UPWP at a MPO meeting scheduled for Wednesday May 20, 2020 at 1:00 PM at the MRPC offices. The motion was seconded.

Roll call vote followed:

Alan Pease	Yes
Barbara Yocum	Yes
Guy Corbosiero	Yes
John Telepciak	Yes
Laura Shifrin	Yes
Mike Smith	Yes
Paula Bertram	Yes
Phil Duffy	Yes
Roger Hoyt	Yes
Stacia Donahue	Yes
Maribel Cruz	Yes
Robert Swartz	Yes
Paula Bertram	Yes
Russ Burke	Yes

#### **MONTACHUSETT JOINT TRANSPORTATION COMMITTEE (MJTC)**

The April and May MJTC meetings were/will be held at the new start time of 2:30 pm. This time was decided at the March MJTC meeting and is based on a member survey and vote. The April 8<sup>th</sup> meeting was held online due to restrictions related to COVID-19. Attendance for the online meeting included 15 members/general public (this does not include MRPC staff members present). Average attendance for the prior 7 meetings that were held at 6:30 pm was only 7 individuals. This ranged from a high of 10 to a low of 4. Staff will continue to monitor the attendance at future meetings to see if the new start time continues to attract more participation.

- **Next MJTC Meeting – May 13, 2020 at 2:30 PM at MRPC Offices**
- **Next MPO Meeting – May 20, 2020 at 1:00 PM at MRPC Offices**

Please check the MRPC calendar for the most up to date information regarding this meeting as well as for information related to participating online.

#### **7. New Business**

B. Yocum asked if the continuation of Remote MRPC Meetings would be possible after the Pandemic.

G. Eaton replied we could consider that.

#### **8. Adjournment**

There being no further business the meeting adjourned at 7:52 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	
Vacant	A	Townsend			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	

STAFF PRESENT: Glenn Eaton, Brad Harris, George Kahale, John Hume, Linda Parmenter, Linda Quinlivan, Jason Stanton

GUESTS PRESENT: Beth Faxon, Townsend

**DOCUMENTS/EXHIBITS DISTRIBUTED AT MEETING:**

April 2, 2020 Minutes

May 7, 2020 MRPC Meeting Handout

Summary FFY2021 to FY 2025 Draft TIP

Summary FFY2021 to FY 2025 Draft UPWP

Interested Parties Draft TIP and UPWP Memo

