



MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)

REMOTE: GO TO MEETING

April 2, 2020

7:00 PM

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 March 5, 2020 MRPC Minutes

J. Telepciak moved that the Montachusett Regional Planning Commission approve the March 5, 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	Abstained
Roger Hoyt	Yes
Russell Williston	Yes

3. Cash Schedules

A. Pease read the February 2020 cash schedule.

Opening Balance \$245,676.46; Total receipts this month \$162,988.68; Total cash on hand before this warrant \$408,665.14; Less: amount of this warrant \$109,863.77; Balance after this warrant \$298,801.37.

L. Shifrin moved to accept the February 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
Russell Williston	Yes

Passed unanimously.

A. Pease read the March 2020 cash schedule.

Opening Balance \$298,801.37; Total receipts this month \$230,831.89; Total cash on hand before this warrant \$529,633.26; Less: amount of this warrant \$\$243,779.87; Balance after this warrant \$\$285,853.39.

R. Williston moved to accept the March 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
Russell Williston	Yes

Passed unanimously.

4. Administrative Matters

4.1 Executive Director Review Process

G. Eaton stated the Executive Committee met earlier. He presented the Committee with examples of performance review forms that he obtained from other agencies. The Executive Committee will meet again next month.

4.2 EPA Revolving Loan Fund – Loan Policy

G Eaton stated that MRPC's Brownfields ESA Cleanup RLF - Loan Policy includes all revisions suggested by the Board at prior meetings of the Commission. This final draft was emailed to all members of the Board earlier this week for review.

J. Hume gave added this fund has approximately \$160,000 in program income. He thanked B. Yocum for her assistance with editing the policy.

A. Program Goals

The Montachusett Regional Planning Commission's (MRPC) goals are to:

- 1) Finance, through gap funding, the removal of hazardous substances from Brownfields' sites within the Montachusett Region.¹
- 2) Support a sustainable Revolving Loan Fund (RLF) program.
- 3) Finance, via loans, the assessment and remediation of Brownfields' properties.
- 4) Identify and work with property owners to make properties available for redevelopment.
- 5) Contribute to the revitalization of the community and region by:
 - a) Improving the environment.
 - b) Eliminating the public health risks associated with these sites.
 - c) Supporting the retention and creation of jobs.
 - d) Creating housing units for the workforce.

B. Program Objectives

MRPC's objectives are to:

- 1) Create an incentive for private investment in Brownfields' areas in the Montachusett Region.
- 2) Assess and safely clean up Brownfields' properties in order to facilitate their sustainable use.
- 3) Foster development and implementation of financial and administrative approaches that can support self-sustaining efforts to facilitate Brownfields' cleanup efforts.
- 4) Assist property owners in preventing the creation or spread of contamination on or between properties to protect the public health by minimizing exposure to hazardous materials in the environment.

C. Program Description

This program is designed to encourage the environmental assessment and remediation/cleanup of eligible sites and activities associated with removing, mitigating, or preventing the release, or threat of a release, of a hazardous substance, pollutant, or contaminant from Brownfields' sites. This be achieved through funding environmental site assessments and remediations on eligible

¹ Communities within the Montachusett Region are Ashburnham, Ashby, Athol, Ayer, Clinton, Fitchburg, Gardner, Groton, Harvard, Hubbardston, Lancaster, Leominster, Lunenburg, Petersham, Phillipston, Royalston, Shirley, Sterling, Templeton, Townsend, Westminster and Winchendon and the Planned Business Community of Devens as managed by MassDevelopment.

properties through loans to private- and public-sector entities for properties owned by such entities or affiliates.

All work under this Program is to be completed in accordance with the requirements outlined in the Closeout Agreements between the Environmental Protection Agency (EPA) and the MRPC.

Flood insurance will be required in a designated flood area. The MRPC shall be named by the borrower as an additional insured party on the borrower's insurance policy.

D. Program Funding

Funding for the MRPC Brownfields Cleanup Revolving Loan Fund (RLF) was provided by the U.S. Environmental Protection Agency (EPA) to the MRPC in the form of a 2001 Brownfields Cleanup RLF grant. The MRPC will continue to pursue the U.S. EPA's Brownfields Cleanup Revolving Loan Fund (BCRLF) grant dollars to recapitalize this program.

E. Eligible Project Applicants and Threshold Requirements

Applicants must meet the following requirements:

- 1) The property to be assisted is located within the Montachusett Region.
- 2) The project applicant or owner must owe no outstanding property taxes, fees, judgments, or liens to the municipality in which the subject property is located.
- 3) The project applicant or owner is not considered potentially responsible for the contamination on the property.
- 4) The project applicant or owner is not currently suspended, debarred or otherwise ineligible to participate in Federal financial assistance programs.
- 5) The project applicant or owner is not in environmental non-compliance with Federal or State agencies at the subject property.
- 6) Public- and private-sector applicants are eligible to apply.

F. Eligible Activities

- 1) Environmental Site Assessments (ESA) and Remediation of Environmental Contaminants, provided both ESA and cleanup activities occur on the same property and under the same loan.
- 2) Assessments leading to the near-term remediation of hazardous substance(s), pollutant(s) or contaminant(s) on the same site.
- 3) Assessments and remediation activities associated with removing, mitigating, or preventing the release or threat of a release of hazardous substance(s), pollutant(s) or contaminant(s) including all, eligible methods of encapsulation and/or remediation.

Loan clients' ESA and cleanup advances, related to invoices for eligible activities, provided to the MRPC for reimbursement will be submitted to the MRPC's environmental site assessment consulting firm for review and approval. MRPC will complete title searches every thirty (30) days, upon the submission of reimbursement requests. MRPC will issue two-party checks to the borrower and vendor for payments.

G. Financing Terms

- 1) No loan will be greater than 50% of the available balance or the MRPC's EPA RLF Program Income Account. When the balance available reaches \$50,000 no loan will be greater than \$25,000.
- 2) The maximum loan term will be five (5) years.
 - a) The interest rate will be:
One – half to one percent (0.5% to 1.0% or 50 to 100 basis points) below the current, competitive commercial lenders' market rates quoted as of the MRPC's loan approval date; and,
 - b) Rates will be fixed for the term of the loan.
- 3) The real estate to be assessed and/or remediated shall be used as collateral for the loan.
- 4) The MRPC reserves the right to require additional collateral including, but not limited to, other real estate and other business assets of the applicant or property owner.
- 5) MRPC will secure loans with real and personal property as collateral.
- 6) An origination fee will generally be ten percent (10%) of the total loan amount.
- 7) Personal guarantees will be required.

H. Requests for Amendment to Loan Terms

The origination fee will not exceed ten percent (10%) for amendments to loan terms (based on the current loan balance at the time of the request for an amendment[s] to loan terms).

The borrower is required to pay for any and all costs for changes to the origination documents, consulting, legal, closing and recording fees associated with preparing any additional loan documents/modifications.

The origination fee will be recommended by the MRPC Loan Review Committee.

Requested loan amendments may be considered by the MRPC Planning Commissioners.

I. Underwriting Criteria

Project review will include, but not be limited to the necessity of Brownfields' funds from this Program to make the project economically feasible.

J. Application Review Criteria

MRPC will review project applications to determine eligibility and work with applicant(s) to determine the viability of the project and the least amount of public resources necessary to make the project(s) feasible.

Remediation plans must be implemented efficiently and redevelopment projects completed on schedule to maximize the community benefit goals of the projects. The loan application, approval and closing process is, as follows:

- 1) Applicants seeking funds for remediation are required to submit any and all known environmental reports concerning the subject property.
- 2) The Brownfields' funding application shall be submitted to the MRPC.
- 3) Applicant's environmental site assessment reports prepared by other parties are subject to peer review by the MRPC and its agent(s).
- 4) The MRPC and its environmental engineering consultant will determine if the Applicant, subject property and preliminary project costs are eligible for Brownfields' funding.
- 5) Applicant's site and project costs are determined to be eligible, the MRPC will have its underwriting consultant prepare an analysis of the financial components of the application, along with recommended terms and conditions for the MRPC's review and consideration.
- 6) MRPC will appoint and utilize a Loan Review Committee (LRC) for a detailed analysis of loan proposals. The LRC will make a recommendation to the Commission for vote.
- 7) The MRPC will accept comments on the project at a MRPC meeting prior to the Commission's vote on whether to approve the funding request.
- 8) MRPC reserves the right to have more than one meeting to review a loan proposal prior to awarding or denying a loan request.
- 9) Based on a favorable analysis of the financial qualifications of the Applicant, and the MRPC's approval, a commitment letter will be provided to the Applicant.

K. Checklist

The following is a checklist of information needed from Applicants:

1) General Information

- ☐ Applicant Overview:
 - Name
 - Location
 - Principal owners/stockholders
 - Type of business
 - Products or services
 - Date established
- ☐ Financial Overview:
 - Cash-flow projections
 - Profit/(loss) statements from startup enterprises
- ☐ If an Existing Business:
 - Cash-flow projections
 - Profit/(loss) statements
 - Historical financial statements for prior three years
- ☐ If a Corporation:
 - Corporate Federal Income Tax returns for prior two years
- ☐ If an Individual:
 - Personal Federal Income Tax returns for prior two years
- ☐ Management Overview:
 - Resumes of principals
- ☐ Credit References:

Financial institutions

Other creditors

2) Conditions

- ☐ Prior Environmental Site Assessments, if applicable

3) Community Benefits

- ☐ Number of jobs and/or housing units to be created

J. Telepciak moved that the Montachusett Regional Planning Commission approve the EPA Revolving Loan Fund – Loan Policy 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
Russell Williston	Yes

Passed unanimously.

4.3 COVID-19 Matters

G. Eaton informed the Commission that a few days before Governor Baker issued his order regarding non-essential businesses, he instructed all employees to work remotely. All meetings will be held remotely as well. Work continues on all contracts. The State is projecting a deficit next year. Remote meetings have been held with EDA regarding two federal grants that we plan on submitting. He thanked Jason Stanton for the additional IT work Jason has done so that employees may work remotely.

5. Status Reports

5.1 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.

Shirley public and internal assessor sites have recently been updated.

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. Once the Conservation Commission reaches out to start the project, we will work on creating a series of “You Are Here” maps. This project will be ongoing for the next several months.

Ashburnham Street Map – We finalized the layout and inset and annotation placement. We also created a grid comprising the town and used it to finalize a list of roads with their starting and ending squares. We also incorporated feedback from first responder personnel in order to make the map legible in the conditions that they will be view in. This project is complete.

Shirley FY21 Parcel Updates – We recently updated the Assessor data, maps and MRMapper sites for the Town of Shirley. This project is complete.

Winchendon Zoning Map Updates – We are currently in the process of updating the Official Zoning map for the Town of Winchendon. This project is expected to be completed in April.

Wachusett Station Buffer Map – We received a request from the Town Planner to create a map highlighting the Westminster parcels that fall within a half of a mile from Wachusett Station. We also provided a spreadsheet detailing these Westminster parcels. This project has been completed.

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.

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 will train staff to use these digital surveys and we will continue to provide any technical assistance as needed until the project is complete.

DLTA

Shirley Windshield Surveys – We created a mobile application to be used to collect windshield survey data in the Town as part of a CDBG application. Data was collected and mail merged into individual property docs to be included in the application. This project is complete.

Hubbardston Master Plan 2020 – We completed the crash corridor analysis and finalized the crash map. At the request of the planning staff, we converted all of the maps to fit on tabloid-sized paper. We also created a map showing structurally deficit bridges. The transportation element of this project is complete.

Hubbardston MVP – We received a request for spreadsheets of critical infrastructure in Hubbardston. We provided them as well as their accompanying shapefiles. We also created a map showing the critical infrastructure using the symbology used by Weston & Sampson on an MVP map for Hopkinton. Our portion of the project is complete.

TRANSPORTATION-RELATED

Trail Data Application – We are currently in the process of preparing a mobile application that will allow communities to update the existing Trail Inventory data in ‘live’ or ‘offline’ (disconnected) editing session. Outreach will begin in April. This work will be ongoing throughout the winter and spring.

Ashby State Road/John Fitch Highway Figures – We created two figures of the rotary at the intersection of Ashby State Road and John Fitch Highway for Transportation staff. We also provided measurements of specific features of the rotary. Our portion of this project is complete.

UPWP – 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 work tasks by community. We will continue to provide data and analysis as requested. This project is expected to be completed in May.

TIP – We added the locations of the new projects and moved the old projects to the five-year look back map. We also updated the underlying demographic data on the maps and updated the task-demographic table. Our portion of this project is complete.

Bike Inventory – We created a template for an on-street bike route inventory. We are currently working on downloading and gathering attribute data about bike routes in the Montachusett region and the municipalities directly adjacent to the region. We are looking for data regarding designated bike lanes,

protected bike lanes, and sharrows. This portion of the project is expected to be completed by the end of April.

MRPC Travel by Tourism – We are currently working on identifying and mapping tourist attractions for each community in order to identify and analyze existing transportation options for each. The goal is to identify and prioritize gaps in transportation options. This project will be ongoing as needed.

TRANSIT-RELATED

MART Athol/Orange Shuttle ADA Analysis – We completed the map highlighting the Orange roadways within $\frac{3}{4}$ of a mile from the current Athol/Orange shuttle route. After incorporating feedback from transit staff, we finalized the map. This project has been completed.

MART Littleton-Westford Shuttle Map – We added a stop at Hanover-Westford Valley apartments and added to the route so that the shuttle goes down to the apartments. We also moved the Redhat stop so that it is now located closer to the main entrance. This project is complete.

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 are also working on a separate set of counts that include the current stops and stops recommended in a previous report. This project is expected to be completed by May.

Shirley Station Potential Parking Easement – We 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.

5.2 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 assisted the Town of Shirley to put together a Community Development Block Grant application for Housing Rehabilitation and Fuel Assistance. MRPC staff submitted the \$800,000 application to the Massachusetts Department of Housing and Community Development online on March 6, 2020.

MRPC was awarded a \$70,000 Capacity Building grant from EDA with a contract start date of April 1, 2020 through March 31, 2021 enabling the MRPC to implement regional economic development strategies, provide economic development technical assistance to municipalities and implement the Montachusett Region Comprehensive Economic Development Strategy. MRPC has been receiving an annual Capacity Building Grant from EDA since approximately 1996.

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

MRPC's Environmental Professional (Beta Group, Inc.) continues to work on the following previously approved Site Nominations:

Athol (62 Canal Street) Phase I Environmental Site Assessment.

Ayer (43 West Main Street) Phase I Environmental Site Assessment – this assessment has been completed.

Lunenburg (925 Massachusetts Avenue) Phase II Environmental Site Assessment
Winchendon (4 Summer Drive) Phase I Environmental Site Assessment – this assessment has been completed.

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 Inventory and Analysis section of the Transportation Element to the Planning Board on March 4th and is now incorporating comments and edits received by the Planning Board and working on the recommendation section. 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 are 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.

Hubbardston: Land Use Master Plan Chapter.

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.

Townsend: Amend zoning bylaws to provide more age restricted market rate housing opportunities in Town.

Townsend: Provide statistical data to confirm the feasibility of the Town adopting M.G.L. 43D – Expedited Local Permitting Program.

Athol: Millers River Greenway Planning Assistance.

Athol: Urban Renewal Planning Assistance (Phase 2).

Westminster: Open Space and Recreation Plan update assistance (maps and generated from maps, and updating tables in Community Setting Section).

Sterling: Transportation Master Plan Chapter.

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.

Petersham: Community survey, facilitating public input at community meetings, and identifying any funding options concerning the Nichewaug Inn & Academy building.

Harvard: Build – Out Analysis Update and Fiscal Impact Analysis.

Lunenburg: ADA Self-Evaluation and Transition Plan (Phase 2). Phase 1 was completed using last round of DLTA.

Lancaster: Draft language for a new center-village zoning district or overlay district.

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 22nd 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 receive their grant funds, which was submitted to DOER by MRPC staff.

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 1st. 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)

For the balance of this year, MEC's Executive Director will continue to reach out and forge partnerships with other organizations, many of which will be non-profit entities, in order to meet the purposes of MEC, Inc., which are:

"The Corporation is organized and will be operated exclusively for the charitable and educational purposes of management and program direction for projects designed to alleviate socioeconomic problems in the Montachusett Region of North Central Massachusetts by (a) promoting, organizing, managing, and operating (including contracting for) programs to improve the economic and social conditions of the Montachusett Area of North Central Massachusetts and its residents, and (b) enlisting the voluntary support and cooperation of private employers and employer groups, public and private service agencies, educators, and governmental bodies for the programs sponsored, so as to enhance the economic and social well-being and conditions of the Montachusett Region of North Central Massachusetts, and assist business development in the Montachusett Region of North Central Massachusetts, and for any and all necessary civic management purposes and (c) for the provision of decent housing that is affordable to low-and-moderate income people." (as per "ARTICLE II, PURPOSES" Of MEC's Bylaws, as amended.)

Regardless of national and regional economic conditions, MEC needs to work with its partners in order to maximize the flow of information and funding to businesses and persons in need. Currently, the Executive Director is working with the North Quabbin Housing Task Force to address homelessness and, also seeking funding for the preparation of a report on homelessness in the Montachusett Region. Beyond these projects, MEC will cement its relationships with Fitchburg State University, Mount Wachusett Community College, the four, regional chambers of commerce and other business advocacy organizations to retain employers, encourage the growth of the existing business community and support the development of new businesses through entrepreneurial activity. Practically, MEC will work with others to deliver programming to inhabitants of the region support business development and stabilize residents' in existing housing and increase housing opportunities.

Examples of programs:

1. For businesses, or those wishing to start businesses, may be;

- a. Preparing a Business Plan: For Financing and Staying On Course
 - b. The Importance of Basic Accounting: For Your Business and Your Banker
 - c. Market Research Resources: For Existing and New Businesses; and,
 - d. Other programs are possible.
2. For would-be-homeowners and existing homeowners, may be;
- a. First Time Homebuyers: What We Wish We Knew When We Bought Our First Homes! Learn From Us!;
 - b. Foreclosure Assistance Program and Counseling: Communicating Versus Avoiding Your Bank!;
 - c. The Importance of Maintaining Your New Home: That Furnace Won't Last Forever!; and,
 - d. Other programs are possible.
 - e. Private foundation funding will be pursued in addition to public dollars to create programming and projects.

Community Development Block Grant (CDBG)

MRPC staff successfully prepared and submitted a CDBG proposal on behalf of the Town of Shirley by the deadline which was March 6th. The \$800,000 proposal is for the completion of 15 cases under the Housing Rehabilitation program and a fuel Assistance program for 23 clients. Awards are anticipated to be announced this summer.

5.3 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 will include Transit Vehicles turn around, Pedestrian Plaza, Restroom Facility, Pedestrian Access to the Station and Commuters Shelter. Depot Square Improvement Phase I has been advertised in the Central Register and the General Bid Deadline is Due Friday March 27, 2020.

Shirley MBTA Station Parking Lot Improvement

On Monday, March 9, 2020 Staff attended a meeting in Boston with MBTA Deputy Administrator of Rail and MBTA Director of Rail & Water Transportation regarding the possibility of improvements to the Shirley MBTA Station Parking Lot.

5.4 TRANSPORTATION

FFY 2021-2025 Transportation Improvement Program (TIP)

Development of the FFY 2021 to 2025 Montachusett TIP is continuing. Staff has developed various funding scenarios for the regional target projects that were presented to the MPO for review and comment. Based upon this feedback, a draft of the TIP will be prepared for the April MPO meeting. At that time, it is expected that the draft will then be released for a 21-day review and comment period.

FFY 2021 Unified Planning Work Program (UPWP)

Staff is also developing a draft of the Montachusett UPWP for the FFY 2021 program year that will begin on October 1, 2020. It is expected that the draft document will also be released for a 21-day public review and comment period after the April MPO meeting.

5.4.1 Authorization for MRPC Chairman to endorse the FFY 2020-2024 TIP Amendment #3

B. Harris stated that at the March MPO, an Amendment to the FFY 2020 Element of the 2020-2024 TIP was reviewed and released for public comment. Due to changes to the MPO meeting schedule, the regular 21-day comment period was reduced. Refer to the handout that outlines the proposed Amendment.

P. Duffy moved that the MRPC has reviewed the FFY 2020-2024 Transportation Improvement Program (TIP) Amendment #3 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 #3 at a MPO meeting scheduled for Wednesday April 15, 2020 at 1:00 PM through GO TO MEETING. 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
Russell Williston	Yes

Passed unanimously.

Montachusett Joint Transportation Committee (MJTC)

At the March MJTC meeting, members decided to change the meeting start time from 6:30 pm to 2:30 pm for the April 8th and May 13th based upon the results of the survey conducted. After these meetings, the MJTC will review and decide to remain at 2:30 pm or to adjust it.

Next MJTC Meeting –	April 8, 2020 at 2:30 PM at MRPC Offices
Next MPO Meeting –	April 15, 2020 at 1:00 PM at MRPC Offices

5.5 INFORMATION TECHNOLOGY

All employees are currently setup to connect to their workstations remotely. This setup appears to be working well for everyone with a few minor and isolated exceptions. We are diagnosing and addressing issues as they arise and will continue to monitor the situation moving forward.

- We have introduced Microsoft Teams to all employees. This enhanced functionality is part of our current Office 365 subscription and allows employees to collaborate interactively within departments and/or on particular projects, conduct video conferencing meetings and/or share your desktop with others, chat, share and collaborate on files as well as additional features.

- We have implemented the ability to electronically sign documents as needed, which is part of our current Adobe Creative Cloud subscription.
- We have purchased a subscription to GoToMeeting for video and/or conference call capabilities with small and large groups (internally and externally) as necessary.
 - The Microsoft Teams video conferencing is limited in its' ability for the dial-in phone capabilities so this subscription is vital for some of our monthly meetings

6. New Business

G. Eaton asked for authorization to shift \$1,500 of budget monies from the OPEB trust fund line item (\$25,000) to replenish the Small Tools and Equipment line item as MRPC is in need of laptops.

P. Duffy moved that the MRPC authorize its Executive Director to transfer \$1,500 from the OPEB line item to the Small Tools and Equipment line item. 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
Russell Williston	Yes

Passed unanimously.

7. Adjournment

P. Bertram moved that the meeting of the Montachusett Regional Planning Commission adjourn at 800 p.m. 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
Russell Williston	Yes

Passed unanimously.

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

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:

March 5, 2020 Minutes

April 2, 2020 MRPC Meeting Handout

FFY2020 TIP Amendment #3

Interested Parties Memo FFY2020 TIP Amendment #3