

**MONTACHUSETT REGIONAL PLANNING COMMISSION
DECEMBER 8, 2015 MEETING MINUTES**

1. INTRODUCTION

V. Koivumaki called the meeting to order at 7:00 pm. All present introduced themselves.

2. APPROVAL OF THE OCTOBER 27, 2015 MEETING MINUTES

G. Corbosiero moved that the Montachusett Regional Planning Commission approve the October 27, 2015 minutes as printed. The motion was seconded and passed unanimously.

3. TREASURER'S REPORT

A. Pease read the October 2015 cash schedule. Balance after last warrant \$96,994.79; Total receipts this month \$156,349.15; Total cash on hand before this warrant \$253,343.94; Less: amount of this warrant \$130,002.27; Balance after this warrant \$107,686.42.

G. Corbosiero moved to accept the October 2015 cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

4. PEER-TO-PEER TRAINING FOR PLANNING BOARD MEMBERS AND CHIEF ELECTED OFFICIALS IN THE REGION

Discussion occurred regarding medical marijuana manufacturing and dispensing bylaws as well as issues communities are facing with the implementation of the medical marijuana law. Discussion also took place regarding overlay districts.

5. STATUS REPORTS

5.1 Geographic Information Systems (GIS)

Mrmapper & Mobile Apps

Significant upgrades were just completed to the *MRMapper* site in order to increase the speed of the services. We are consistently adding data, applications and/or enhancing tools in *MRMapper* as the need arises so please check back frequently to see what's new. We are currently working on the migration of all applications to JavaScript. This is a core change that will allow users to consume *MRMapper* content on most browsers and, most importantly, without plugins that currently restrict usage on mobile devices. This process will be ongoing for several months.

Mobile Apps are becoming increasingly popular. They are designed for two main purposes- (1) informing the public and (2) improving efficiency in data collection and field work. Public apps are created to allow the public to view data online in any browser and on any device. Data collection apps are custom designed by the MRPC to the users' field of work or area of interest.

Currently the MRPC is working on creating internal-only and public sites for the Towns of Westminster and Townsend. In addition we recently updated the Town of Shirley's internal-only site as well as created a public site.

Community Development

CDBG - We recently developed WebApps for Windshield Survey data collection for the communities of Ashby, Shirley and Winchendon.

Comprehensive Planning

DLTA - We are currently working on mapping for several DLTA projects. These projects, as well as others, will be ongoing for the next several months:

- Sterling Rt 12 Corridor Economic Development Analysis
- West Fitchburg Corridor Overlay District
- Winchendon Master Plan Transportation Mapping
- Winchendon Village District Mapping
- Ashby Master Plan Mapping

Transportation

Lancaster Complete Streets - We are currently in the beginning stages of mapping for a Complete Streets project for the Town of Lancaster and in cooperation with the Transportation Department.

MEC

Athol Potential Receiverships App - We have completed the process of creating a WebApp for MEC to be used in tracking potential receivership properties in the Town of Athol.

MART

Bus Shelter Maps - We recently completed a series of maps that will be placed at each MART shelter. These maps are specific to the routes covered by each shelter and indicate areas of route interchanges with detailed insets. One additional shelter map remains to be completed. This project is expected to be complete in December.

Gardner & G-Link TDP Update - We have been working with MART to update their Gardner and G-Link TDP. This project is expected to be completed in December.

5.2 PLANNING AND DEVELOPMENT DEPARTMENT

Federal Economic Development Administration (EDA)

As part of this contract, MRPC provides assistance to communities seeking grant funds to improve economic vitality. To date, MRPC staff is assisting Winchendon and Shirley prepare FY16 Community Development Block Grant applications. Townsend and Ashby have also indicated an interest in submitting an application. This year, block grants are due on February 12th.

MRPC is applying for \$1,000,000 in Federal grant funds from the Environmental Protection Agency (EPA) for a Brownfields Revolving Loan Fund Grant on site(s) to be determined and approved by MRPC and the EPA. The grant application is due on December 18, 2015. Grant awards are typically announced in late May/early June.

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

A Montachusett Brownfields Group Committee Meeting will be held on December 3rd at 1 pm at Can – Am Machinery 44 Old Princeton Road, Fitchburg. A representative of EPA will be in attendance. At the meeting, the MBG will review and vote to approve Environmental Site Assessment Requests (Site Nomination Forms) from the Town of Westminster and the City of Gardner.

Hazard Mitigation Plan Update Project

MRPC Staff received comments from the Federal Emergency Management Agency (FEMA) that are being addressed by MRPC and the Massachusetts Emergency Management Agency (MEMA).

District Local Technical Assistance (DLTA)

MRPC staff is working on the following DLTA projects:

Fitchburg: Continuation of investigating/researching appropriate zoning changes around Wachusett Station and the new Great Wolf Lodge resort.

Winchendon: Master Plan Transportation Element.

Sterling: Review and update zoning bylaws to encourage the development and redevelopment of commercial property in a manner that reflects the interests and needs of the community.

Lancaster: Continuing to examine the creation of village zoning district(s).

Ashby: Update Housing Chapter of the 2004 Ashby Community Development Plan (E.O. 418 plan) and creation of a new Transportation Chapter as an update to the 2004 Ashby Community Development Plan.

Shirley: Update the 2010 Economic Development Element of the Master Plan and assist with the development and tabulation of a town wide survey for the Master Plan.

Royalston: Identification of potential areas that can support housing and economic development.

Lancaster: Assistance with creation of a Lancaster Trail & Bike Way Vision Plan.

Ashby: Preparing a Land Use Chapter, Future Land Use Plan and Consolidation of Economic Development Plan into the update of Ashby's 2004 Community Development Plan.

Winchendon: Research the potential of establishing a zoning district for the Central Street corridor.

Townsend: Assistance in reviewing housing opportunities for a broad range of income groups.

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

In December 2015, a total of six (6) proposals were received for use of District Local Technical Assistance (DLTA) resources to provide a variety of services. The five proposals received are as follows:

1. **Templeton:** Master Plan Land Use Element
2. **Shirley:** Feasibility Study comprised of recommendations to potentially join or not join a regional dispatch center. There are two regional dispatch centers in the neighboring communities of Groton and Devens. The study would evaluate each one and recommend the best option for Shirley.
3. **Sterling:** A DLTA report near completion for Sterling consists of recommendations to update zoning bylaws to encourage the development and redevelopment of commercial property in a manner that reflects the interests and needs of the community. This proposed project would implement recommendations.
4. **Townsend:** A DLTA report near completion for Townsend consists of recommendations to update bylaws to increase opportunities in Townsend. This proposed project would implement recommendations.
5. **Central Mass Grown:** Work with the Central Massachusetts Regional Planning Commission on Central Mass Grown by utilizing \$7,500 in DLTA funds. The mission of Central Mass Grown is to strengthen the purchases and awareness of local goods in Worcester County.
6. **Winchendon:** Master Plan Land Use Element
Proposals will be forwarded to the state's Department of Housing and Community Development (DHCD) and MRPC staff is waiting for comments/suggestions/approval.
- G. Corbosiero moved that the Montachusett Regional Planning Commission (MRPC) recommends that #1 through #6 of the above-named proposals and project requests for District Local Technical Assistance (DLTA), if eligible, be **conditionally** awarded based upon further communication/ clarification with the applying communities and approval from the Massachusetts Department of Housing and Community Development (DHCD). All activities in some applications may not be awardable under the DLTA program: MRPC staff reserves the right to negotiate an awardable detailed scope of services.

Those requests conditionally awarded (#1 through #6) 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 (2016).
3. The award of services from the MRPC is subject to the:
 - a. Funding available to the MRPC during the program year (2016);
 - 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 and passed unanimously.

Shirley Master Plan Update

MRPC staff is working on Historic and Cultural Resources and Services and Facilities Chapters. A Town – Wide Master Plan Survey was tabulated and will the results will be presented to the Planning Board.

Community Development Block Grants

The Housing Rehabilitation and Fuel Assistance Programs are underway. A Request of Release of Funds was submitted to DHCD on November 24. Administrative activities not subject to review such as outreach to applicants have begun. As of November 24 twenty one housing rehabilitation applications have been received and four applications for fuel assistance have been received. Of these applications thirteen are from Shirley and twelve are from Lancaster.

- The RFP for the Housing Rehabilitation Specialist was posted on November 6. Responses were due on November 25.
- Linda Parmenter, Administrative and Human Resources Director and Brian Keating, Community Development Manager completed interviews of the candidates for the Community Development Administrative Assistant position. Holly Ford started working for the MRPC on November 30th.
- On November 24th, Mr. Keating attended a training session in the Community Grant Management System (CGMS) (“IntelliGrants”) online CDBG accounting and reporting system.
- MRPC is in the process of reaching out to communities to offer grant writing assistance to them for FY16 proposals that are due in February 2016. At this time MRPC is in discussions with the Towns of Winchendon, Ashby, Shirley and Townsend. Public Hearings are scheduled in December for Winchendon, and Shirley. CDBG staff will present to the Townsend Board of Selectmen in December with the expectation of scheduling a public hearing in later in December or early January. At this time the objective is to submit applications for Winchendon as lead and Ashby as tier 2 town, and another application for Shirley as lead and Townsend as a tier 2 town.

Distressed Property Identification and Revitalization (DPIR) Grant Program

MRPC assisted the Town of Ashburnham with processing a new contract between it and the State Attorney General’s Office in order to extend this existing grant-funded initiative. MRPC also sent a contract for services between Ashburnham and MRPC to continue this research project.

MEC, Inc. - Receivership Projects

112 Harvard Avenue

- MEC had a signed purchase and sales agreement on this property. However, the prospective buyer is now not interested in purchasing due to the amount of time it is taking to resolve the title issue.
- Once the title issue is resolved we will re-list the property.

41 Lewis Street

- Financing has been approved to renovate this home. The loan closing took place on Wednesday, November 25th. A contract between MEC and its general contractor was executed during the week of November 30th. All renovations will be completed between 45 and 90 days. A winter auction is planned.

207 Adams Drive

- Financing has been approved to renovate this home. The loan closing took place on Wednesday, November 25th. A contract between MEC and its general contractor was executed during the week of November 30th. All renovations will be completed between 45 and 90 days. A winter auction is planned.

119 Everett Avenue

- The bank of record that had expressed an interest in paying off the receiver's lien has been non-responsive since their original initiation of this conversation. On advice received from the Worcester Attorney General's Office, MEC's Director will now reach out to MRPC/MEC's bank to reinstate the construction loan proposal previously submitted; this loan proposal was approved by the MEC Board of Directors in May 2015.

1158 Main Street

- MEC is waiting to close on this property with the successful bidder at the auction that took place on September 28th.

1768-70 Main Street

- This property is the subject of an ongoing discussion to work with the Town of Athol to ensure that MEC, Inc. receives its funds that it has invested in cleaning and securing this house at the request of the Town of Athol. Athol has initiated the tax title process. The town appears to be willing to work with MEC in order to preserve its priority lien and dollars invested into the property.

Worcester Housing Court - Receivers Training

Ms. Johnson, Fiscal Director and Mr. Keating, Community Development Manager attended training offered to receivers by Judge Diana Horan and Timothy Dunn, Housing Specialist.

MEC - Ashburnham Affordable Housing Project – 32 Whitney Drive

MEC is in the process of hiring a consultant to market and sell the property to a buyer meeting the 40B statute and accompanying regulations.

MEC - Ashburnham Affordable Housing Project – 10 Monroe Drive

The foundation has been poured and Monty Tech students are now able to work on-site. Recently, the garage floor was poured. Framing is underway.

MEC – 30 Powers Mill Road

Financing will be pursued this fall to renovate and sell property this winter.

5.3 TRANSIT DEPARTMENT

Wachusett Commuter Rail Station and Layover Facility

Construction on the Wachusett Commuter Rail Station in Fitchburg and on the MBTA's Commuter Rail Layover Facility at the Westminster Business Park is ongoing. There will be a delay for the substantial project completion to December of 2016 due to Pan Am's schedule. Pan Am will not be able to complete work on the tracks and signalization until 2016, with full

completion scheduled for Early 2017. The Development Road Extension is approximately 98% complete. Staff is working with the City of Fitchburg and Westminster to transfer the ownership of the property. Staff continues to work with Pan Am Railways and the City of Fitchburg to transfer 5th Mass Turnpike property to MART. Staff is also assisting MART and the Consultant in obtaining a temporary construction easement from the adjacent properties owners to construct the sidewalk on Authority Drive and continues to attend and assist at the monthly project coordination meeting with FTA, MBTA and the Engineers.

Ayer Parking Facility

FTA officials indicated that MART has to resolve the pedestrian access issues at the station before the project can move forward. MBTA and the property owner are negotiating to resolve the pedestrian access issues. The property transfer will enable access to the train station with a pedestrian walkway and a proposed driveway with a vehicular drop-off and turnaround. Mr. Kahale continues to assist MART, FTA, MBTA and the Town of Ayer to move forward with the construction of the proposed project of Ayer commuter rail surface parking lot for 200 parking spaces at the Ayer Rail Trail parking lot location at Park Street. As soon as the property transfer for the pedestrian access takes place the process of the appraisal will start.

Fitchburg Commuter Rail Line Improvements

Work on the project is continuing along the Fitchburg Line corridor and South Acton Station. The double tracking work along the corridor has been completed and substantial completion for the rest of the project (signals, bridges and South Acton Station) is expected by December 2015, with full completion scheduled for early 2016.

MBTA Fitchburg Commuter Rail Line Suspension of Weekend Train Service

MBTA Fitchburg Commuter Rail Line suspension of weekend Train service has ended. Regular weekend service resumed November 28, 2015.

Westminster Bus Route

Staff is continued to assist MART on the proposed Bus Route to serve Westminster residents to connect to Mount Wachusett Community College (MWCC), the Commuter Rail Station, Gardner and Fitchburg Centers.

Athol / Orange Fixed Bus Route

Staff is assisting MART to develop a new bus route and bus schedule in the towns of Athol and Orange to shift riders from para-transit to fixed route service. The proposed bus route in Athol and Orange will serve residents and seniors of the two communities and will connect to shopping centers and medical and educational facilities.

Mount Wachusett Community College (MWCC) Bus Connection

Staff is assisting MART to develop a new bus route and bus schedule for Mount Wachusett Community College to connect the MWCC Campuses in Gardner, Leominster and Devens to the city centers of Fitchburg and Leominster.

5.4 TRANSPORTATION DEPARTMENT

Discussion took place regarding the Safe Routes to School Program.

Harvard Study

MRPC staff attended a meeting of the Harvard Town Center Task Force on December 2nd. The study has examined pedestrian, bicycle, parking and traffic conditions around Town Hall and the Route 110 and Route 111 intersection. Alternatives related to improved parking areas, bike lane designations and pedestrian pathways have been developed in response to local input and concerns. An advisory committee has provided feedback and input throughout the study process. Based upon local response, a final report could be completed by the end of the year or shortly thereafter.

FFY 2017-2021 Montachusett TIP

MRPC staff is preparing a schedule for the development of the FFY 2017-2021 Montachusett Transportation Improvement Program (TIP). The TIP is a multi-year listing of federal aid highway and transit projects scheduled for implementation in the Montachusett Region. Prior TIPs have covered a four year timeframe but this year MassDOT is seeking to develop a 5 year TIP that will be in line with other state plans and documents. Staff will begin the development process with the compilation of regional projects from various sources including the prior TIP, MassDOT Districts 2 and 3 and the Project Info website. Staff is proceeding under the assumption that the TIP will need to be endorsed by the MPO in June. Information will be brought before the Commission throughout the TIP process.

Montachusett MPO Public Participation Plan (PPP)

Federal laws and regulations require metropolitan planning areas to have a Continuing, Comprehensive, and Coordinated (“3C”) transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated, Intermodal transportation system that facilitates the efficient, economic movement of people and goods. As part of these requirements, Metropolitan Planning Organizations (MPOs) must establish a “proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement.”

The Montachusett MPO (MMPO) is the responsible organization established to meet these standards in this Region. The Montachusett Regional Planning Commission (MRPC) serves as staff to the MMPO and is charged with the development of these key documents and programs.

In order to ensure opportunities for any and all interested individuals to participate early and often in the transportation decision making process, a Public Participation/Outreach Plan (PPP) must be developed for the MMPO. The PPP outlines the process for public involvement in, specifically, the Regional Transportation Plans (RTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP) and as well as any other major transportation study undertaken by the MMPO. The PPP outlines the process that the MMPO uses to reach out to persons identified under the regulations/laws of Title VI, Environmental

Justice (EJ), Limited English Proficiency (LEP), Americans With Disabilities Act (ADA) and as well any other traditionally underrepresented population.

The current PPP is being updated based upon input and feedback from MassDOT. A draft PPP will be submitted to MassDOT for review prior to finalization and release to the general project for public comment. Formal release will be given by the MPO likely early next year with MPO endorsement afterward.

Discussion occurred regarding the status of appointing new representatives to the MPO. B. Harris replied in about a month or so MRPC staff will be meeting with communities on this matter.

MassDOT Separated Bike Lane Planning & Design Guide

MassDOT has released a new Planning & Design Guide for Separated Bike Lanes. The Guide presents considerations and strategies for the development of separated bike lanes. It provides a framework for determining when separated bike lanes are appropriate and feasible and presents design guidance for separation strategies, bike lane configuration, and considerations for transit stops, loading zones, utilities, drainage, parking and landscaping.

A copy of the table of contents and overview are provided for your information. The full Guide can be found online at the following address:<http://www.massdot.state.ma.us/highway/DoingBusinessWithUs/ManualsPublicationsForms/SeparatedBikeLanePlanningDesignGuide.aspx>

Next MPO Meeting – January 13, 2016 at 1:00 PM

Next MJTC Meeting – January 20, 2016 at 7:00 PM

7:55 PM 6. ADMINISTRATIVE MATTERS

6.1 Update and Adoption of Revisions to FY16 Budget's Administrative Expenses

G. Eaton explained that with advice received from the Fiscal Director and Administrative and Human Resources Director, the Executive Director has decided that: A. Some of the administrative expense line items (Consultant fees, Professional Fees, and Interest Expense) will not be necessary during the second half of this fiscal year and have been eliminated (totaling \$4,000). B. Four administrative expense line items (Service Contracts, Subscriptions and Periodicals, Small Tools, Equipment and Furniture and Equipment Purchase) have run into the red for a total deficit of (\$3,206.62) ; and, C. Three accounts (Meals, Lodging and Food) totaling \$8,000, are combined with the Conference & Meetings line item increasing it from \$10,000 to \$18,000. D. The Advertising/Position Vacancies line item (\$1,500) was combined with the Advertising Line Item (\$500) increasing the advertising line item to \$2,000.

By eliminating certain line items and adjusting others the amount of money proposed to be freed-up is \$3,148.00. If approved, the original FY16 Budget surplus of \$113,845.49 will be increased to \$116,993.49.

Please see the accompanying handout with the FY16 Budget on pp. 1-2, a table of all relevant changes to the administrative expenses on page 3.

P. Caron moved that the Montachusett Regional Planning Commission adopt the Executive Director's recommendation to amend the administrative expenses to the FY16 Budget as presented. The motion was seconded and passed unanimously.

6.2 Executive Director's Report for Best Practices to be Considered; Some will be proposed for Adoption by Commissioners this Fiscal Year

The Executive Director Training conference that Mr. Eaton attended in August 2015 was very helpful. He learned a great deal about a variety of "better" or "best practices" used by other regional planning agencies, councils of government and counties implementing the same types of programs as administered by the MRPC. I am going to recommend a series of improvements to MRPC's bylaws, policies, areas of interest and "food for thought" to the Commissioners in January 2016. A short list of some of those proposed changes include, but will not be limited to, the following:

- Board engagement is strongest when members' interests match those of the organization; what areas of interest or passion do Commissioners and staff possess that can be tapped into in order to grow the organization in ways that meet the needs of the communities and region and best match those areas of interest?
- Create an action plan and give each board member a job. Examples to fuel the beginning of this conversation include the following; some may seek out sponsors, some may enlist volunteers and some may serve on committees to strengthen community and government relationships
- Create a "top ten" list of action steps on which the Commissioners and staff agree that would, when accomplished, make the region a better place to work, live and play; implement the "top ten" list on a fiscal or calendar year basis
- Communicate the community impact of the results of your efforts
- Train all members to be able to hold all officers' seats on a regular rotating basis (Chairman, Vice Chairman, Treasurer, Assistant Treasurer and Clerk) to encourage board development (bylaw amendment needed)
- Direct the Executive Director to communicate with chief elected officials and planning boards in all 22 communities, including the Devens Enterprise Commission (DEC), at least once in a period of no less than every three/four/five years; given the turnover rate of local officials in

these positions ensure that a consistent open line of communication exists between communities and the agency

A more robust list will be provided to the commissioners on January 26, 2016.

6.3 Disclosure of volunteer activity; Executive Director has been requested to serve on the Board of Directors of the Athol Credit Union, 531 Main Street, Athol

Mr. Eaton has been asked to serve as a Director on the Board of Athol Credit Union. He contacted the State Ethics Commission and has asked for an opinion concerning avoiding any potential conflict of interest in this matter; he is waiting for a response.

Mr. Eaton contacted other RPA/COG Executive Directors throughout Massachusetts to learn if any one of them had this experience in their careers. So far, three of the 12 persons polled responded. Their responses are as follows:

- Marc Draisen of the Metropolitan Area Planning Council (MAPC) offered his on-staff legal counsel to provide me with some guidance
- Dennis DiZoglio of the Merrimac Valley Planning Commission (MVPC) responded by saying that, "Glenn, I am on the Holy Family Hospital board and use to be on the YMCA board and there were no concerns"
- Linda Dunlavy of Franklin Regional Council of Governments (FRCOG) indicated that, "I sit on several boards because of my FRCOG hat and have never had those positions deemed as a conflict but I don't sit on any financial institution boards."

Attorney Goldstein indicated that, "Let's wait for Ethics final decision on the matter. However, I would recommend a disclosure at the board meeting and state that you will not be involved in any dealings involving ACU and MRPC." Therefore, please consider this report to the Commissioners as the Executive Director's public disclosure that he has been asked and wishes accept the invitation of Athol Credit Union and will use the Ethics Commission's guidance as to how best to proceed on this matter.

6.4 MRPC may enter into Executive Session regarding 184 Stone Street, Clinton in accordance with exception #6, of G.L. c. 30A, § 19(a)

Instructions for complying with the Open Meeting Law were provided for all Commissioners and staff.

M. Goldstein explained that if the board feels there is an immediate need for litigation they can enter Executive Session. He indicated he performed some research on the issue and would present his findings.

His sense was MRPC was not at the point to go into litigation. He stated the board could discuss and if the general consensus was to go to litigation, then the board could proceed to enter into Executive Session.

G. Eaton distributed a handout regarding the issue. In summary, MRPC was the recipient of a Revolving Loan Fund Grant in 2001 and made a loan to Kevin Gervais, the Trustee of 183 Stone Street Realty Trust, in 2006. The site was redeveloped by Mr. Gervais into industrial condos. No monthly payments have been made to MRPC on this loan. Mr. Gervais has been contacted several times and has made one payment of \$10,000. When Mr. Eaton spoke to Mr. Gervais this past July, Mr. Gervais offered the following proposal. Of the \$340,000 remaining balance he asked that MRPC forgive \$170,000 and he will make payments on the remaining \$170,000.

Mr. Eaton indicated he was not in favor of forgiving debt. He made some recommendations on how to deal with this matter to the Board.

M. Goldstein summarized his recommendations. As MRPC is in second position, foreclosure would require MRPC to pay off his first note in order for MRPC to recoup the \$340,000 owed. Mr. Gervais may need to refinance at some point and MRPC could deny future refinancing unless he pays off the amount owed.

Discussion took place regarding if this matter was considered a liability in MRPC's audit. The Director indicated he would speak with the auditor.

After much discussion the Commission voted to send a letter to Kevin Gervais, Trustee of 183 Stone Street Realty Trust, indicating that if monthly payments are made for a year on the amount owed plus interest, the board will revisit forgiving \$170,000 of the \$340,000 owed in January 2017.

7. ADJOURNMENT

There being no further business the meeting adjourned at 8:55 p.m.

DOCUMENTS/EXHIBITS DISTRIBUTED AT MEETING

December 8, 2015 MRPC Handout
October 27, 2015 Minutes
Warrant October 2015
Bay State Roads Flyer
Amendment Public Participation Plan
FFY2016-2019 TIP Summary
Separated Bike Lane Summary
Revisions to FY16 Budgets Administrative Expenses Handout
Executive Session Quick Reference Guide
2016 Meeting Calendar

MEC Receivership Update
Train Schedule
Gervais Matter handout

MRPC Meeting Attendance List

Alphabetically by Community

Name	M/A	Representing	Appointment Date	PRESENT	ABSENT
Johnson, Kyle	A	Ashburnham	7.2015		X
Hoyt, Roger	M	Ashburnham	7.2011	X	
Pease, Alan	M	Ashby	7.2001	X	
Stacy, Wayne	A	Ashby	7.2005		X
Knapik, Garrett	M	Athol	7.2015	X	
Grosky, Mitch	A	Athol	5.2015		X
Callahan, Jeremy	M	Ayer	7.2015		X
Maher, David	A	Ayer	7.2014		X
Duffy, Phil	M	Clinton	12.2011	X	
Lowitt, Peter	N/V	DREZ	7.2001		X
Caron, Paula	M	Fitchburg	7.2002	X	
Gross, Allen	M	Gardner	2.2005		X
Cormier, Joshua	A	Gardner	7.2015		X
Collette, Michelle	M	Groton	7.2015		X
Graham, Don	M	Harvard	7.2015		X
Wallace, Lucy	A	Harvard	7.2015		X
DiPinto, Mary Ann	M	Hubbardston	7.2015		X
Sheipers, Anita	A	Hubbardston	7.2013		X
Koivumaki, Victor	M	Lancaster	7.2000	X	
Prokowitz, David	M	Lunenburg	7.2015		X
Allen, Nancy	A	Petersham	7.2015		X
Telepciak, John	A	Phillipston	10.201	X	
Natrowicz, Kyle	M	Royalston	7.2015	X	
Hardie, John	A	Royalston	7.2007		X
Widing, Sarah	M	Shirley	7.2015		X
Pineo, Michael	M	Sterling	7.2014	X	
Kilcoyne, John	A	Sterling	7.2014		X
Carroll, Charles	A	Templeton	7.2011		X
Shifrin, Laura	A	Townsend	7.2010		X
Fortin, Mike	M	Westminster	7.2015		X
Corbosiero, Guy	M	Winchendon	7.2011	X	
Cyganiewicz, Austin	A	Winchendon	7.2015		X

STAFF PRESENT: Glenn Eaton, Linda Parmenter, Brad Harris, Bobbi Jo Johnson, George Kahale

GUESTS PRESENT: Mark Goldstein, MRPC Legal Counsel