



**MINUTES OF THE MEETING OF  
THE MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)  
464 ABBOTT AVENUE, LEOMINSTER MA  
THURSDAY, JANUARY 11, 2018 MEETING MINUTES  
7:00 PM**

**1. OPEN MEETING, INTRODUCTIONS AND ANNOUNCEMENTS**

J. Telepciak called the meeting to order at 7:05 p.m. All present introduced themselves.

**2. APPROVAL OF DECEMBER 7, 2017 MRPC MEETING MINUTES**

M. Pineo moved that the Montachusett Regional Planning Commission approve the December 7, 2017 minutes as printed. The motion was seconded and passed unanimously.

**3. TREASURER'S REPORT**

**3.1 Approval of Cash Schedule**

A. Pease read the November 1, 2017 – December 31, 2017 cash schedule. Balance after last warrant \$91,718.05; Total receipts this month \$287,425.76; Total cash on hand before this warrant \$379,143.81; Less: amount of this warrant \$338,563.79: Balance after this warrant \$40,580.02.

P. Duffy asked why the balance in the balance in the EPA account was high last month but low this month.

B. Johnson responded that MRPC borrowed from the account for cash flow.

G. Corbosiero moved to accept the November 1, 2017 – December 31, 2017 cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously

**4. PRESENTATION ON REGIONAL POPULATION PROJECTIONS FOR THE REGIONAL TRANSPORTATION PLAN (RTP) –  
*Brad Harris, MRPC Transportation Director***

B. Harris presented a Power Point on the region's population projections up to the year 2040. The projections will be used in the Regional Transportation Plan (RTP).

M. Jeffreys indicated that Lunenburg's population projections have exceeded the projections that Mr. Harris presented.

B. Harris indicated that he would be reaching out to all communities to gather input on the projections.

**5. ADMINISTRATIVE MATTERS**

**5.1 Update to MRPC's Sexual Harassment Policy**

G. Eaton stated that MRPC's Sexual Harassment Policy had not been updated for a number of years. MRPC's HR/Administrative Director reviewed and updated the policy based on guidelines from the MA Commission

Against Discrimination (MCAD). The updated policy was forwarded to MRPC's Legal Counsel, Attorney David Bodanza for review. Last week the revised policy was emailed to all MRPC Members and Alternates.

Major changes made to policy include:

- Inclusion of language regarding *unlawful harassment*;
- Deletion of language that was redundant, non-compliant with MCAD guidelines, and revision of outdated information;
- Designation of individuals of both sexes to whom sexual harassments complaints should be reported with their contact information;

G. Corbosiero moved that the Montachusett Regional Planning Commission approves the updated Harassment Policy effective immediately as presented with one change to the following sentence: *Each of the agencies has a ~~short~~ "designated" time period for filing a claim (EEOC - ~~180 days~~ 300 days; MCAD - ~~6 months~~ 300 days).* The motion was seconded and passed with M. Jeffreys opposing.

*"Updated 1 2018*

## **2. ~~SEXUAL HARASSMENT POLICY~~**

### Introduction

*It is the goal of the (Montachusett Regional Planning Commission) MRPC to promote a workplace that is free of sexual harassment and **other unlawful harassment**.*

*Sexual harassment and **other unlawful harassment** of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sexual harassment **or unlawful harassment** or retaliation against individuals for cooperating with an investigation of a sexual harassment or **unlawful harassment** complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from ~~sexual~~ harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees or **representatives of the MRPC**. **Sexual Harassment and/or unlawful harassment by MRPC contractors and consultants will also not be tolerated.***

*The MRPC affirms its commitment to maintain a work environment free of all forms of sexual harassment, and **harassment** or discrimination based on race, color, religion, sexual orientation, national origin, **ancestry**, age, sex, **gender identity, genetics, participation in discrimination complaint-related activities, active military or veteran status or disability**. The MRPC expects all employees to conduct themselves in a professional manner with courtesy and respect for their fellow employees, clients and the public. **Any harassment or discrimination will not be tolerated**. ~~Any harassment on the basis of a person's race, color, religion, sexual orientation, national origin, age, sex or disability will not be tolerated.~~*

*Because the MRPC takes allegations of ~~sexual~~ harassment seriously, we will respond promptly to complaints of ~~sexual~~ harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.*

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or to take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment or *unlawful harassment*.

#### Definition of Unlawful Harassment

*“Unlawful harassment is conduct that has the purpose or effect of creating an intimidating, hostile or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.*

*Unlawful harassment includes, but is not limited to, epithets, slurs, jokes, pranks; innuendo, comments; written or graphic material; stereotyping; or other threatening, hostile or intimidating acts based on race, color, religion, sexual orientation, national origin, ancestry, age, sex, gender identity, genetics, participation in discrimination complaint-related activities, active military or veteran status or disability.*

#### Definition of Sexual Harassment

*In Massachusetts, the legal definition for sexual harassment is this:*

*“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:*

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,*
- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.*

*Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.*

*The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.*

*While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:*

- Unwelcome sexual advances --whether they involve physical touching or not;*
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;*
- Displaying sexually suggestive objects, pictures, cartoons;*

- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

*In addition, dissemination of sexually explicit voice mail, email, graphics, downloaded material and websites in the workplace is strictly prohibited.*

*All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint, is unlawful and will not be tolerated by this organization.*

### *Complaint Procedure*

*If any of our employees believes that he or she has been subjected to sexual or other forms of unlawful harassment, the employee has the right to file a complaint with our organization. ~~This must be done in writing.~~ This may be done in writing or orally.*

*~~All parties to any incident must make their reports in writing and shall furnish the report to the investigating officer. It is imperative that this procedure be followed for information to be regular record; whereas an oral report may be subject to misinterpretation or misquotation at a later time.~~*

*~~If the employee wishes to file a complaint, the employee may do so by contacting AAO and the Executive Director~~*

*~~The complainant may retain legal counsel, which is not the MRPC's legal or general counsel. At this time the employee may or may not wish to file a complaint.~~*

*If you would like to file a complaint you may do so by contacting Linda Parmenter, Administrative and Human Resource Director, MRPC, 464 Abbott Avenue, Leominster, MA (978)345-7376 extension 301 and/or Glenn Eaton, Executive Director, MRPC, 464 Abbott Avenue, Leominster, MA (978)345-7376 extension 310. These persons are also available to discuss any concerns you may have and to provide information to you about our policy on sexual and unlawful harassment and our complaint process.*

*~~All reports received by the investigating officer will be reasonably investigated and the results furnished to the Human Resources Office.?~~*

*The MRPC views harassment as a sensitive and serious offense ~~which will be investigated by the Affirmative Action Officer (AAO) and the Executive Director.~~ The AAO and the Executive Director We will undertake an immediate investigation of any complaint from any manager, supervisor, employee, officer, policy member or other representative of the MRPC who believes that he or she has been the subject of harassment.*

### *Harassment Investigation*

*~~Upon receipt of the complaint by the AAO and the Executive Director,~~ When the MRPC receives the complaint, the allegation will be promptly investigated in a fair and expeditious manner. If it is determined that inappropriate conduct has occurred, the MRPC will act promptly to eliminate the offending conduct.*

*The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witness(es) and a separate interview will be conducted with the person alleged to have committed sexual*

harassment. Upon the completion of the investigation, ~~the AAO and Executive Director~~ we will inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

**Disciplinary Action**

MRPC will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include other forms of disciplinary action as we deem appropriate under the circumstances and where it is appropriate we will also impose disciplinary action, in accordance with the Progressive Discipline policy or Termination of Employment Policy.

~~The MRPC recognizes that the question of whether a particular action or incident is a purely personal or a social relationship without a discriminatory employment effect requires a determination based on all facts of the matter. Given the nature of this type of discrimination, the MRPC recognizes also that false accusations of harassment can have serious effects on innocent persons. Therefore, the MRPC will make every effort to protect the confidentiality of all parties involved.~~

**State and Federal Remedies**

In addition to the above, if an employee believes that s/he has been subjected to sexual or **unlawful** harassment, the complainant may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit the complainant from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - ~~480 days~~ **300 days**; MCAD - ~~6 months~~ **300 days**).

<p><b>The United States Equal Employment Opportunity ("EEOC")</b></p> <p><del>One Congress Street, 10th Floor</del></p> <p><del>Boston, MA 02114 (617) 565-3200</del></p> <p><b>John F. Kennedy Federal Building</b></p> <p><b>475 Government Center</b></p> <p><b>Boston, MA 02203</b></p> <p><b>Phone: 1-800-669-4000</b></p> <p><b>Fax: 617-565-3196</b></p> <p><b>TTY: 1-800-669-6820</b></p>	<p>The Massachusetts Commission Against Discrimination ("MCAD")</p> <p>Boston Office: One Ashburton Place, Room 601, Boston, MA 02108</p> <p><del>(617) 727-3990</del></p> <p><b>Phone: 617-994-6000</b></p> <p><b>TTY: 617-994-61996</b></p> <p><del>Springfield Office: 424 Dwight Street, Room 220, Springfield, MA</del></p> <p><del>01103 (413) 739-2145</del></p>
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A copy of this policy ~~and the name, office address and phone number of the AAO/Human Resources Officer of MRPC~~ shall be provided to each individual employee and representative of the MRPC at the beginning of service and this policy also shall be posted in area or areas where it can be reasonably expected to be viewed by all employees and representatives of the MRPC and the general public. This policy shall also be distributed annually to all employees and Representatives to the MRPC. **All employees and representatives shall acknowledge that they have received, read and understand the policy."**

## 5.2 Appointment of Representative to Wachusett Mountain Advisory Council –

G. Eaton explained that Denise Morrissey Recreation Facilities Supervisor, Wachusett Complex, MassParks of the Department of Conservation and Recreation has requested that the MRPC appoint a representative to the Wachusett Mountain Advisory Council. The Council works in partnership with all stakeholders to advise on preservation and improvements projects to Wachusett Mountain. Mr. Eaton requests that he be appointed to attend quarterly meetings.

P. Duffy moved that the Montachusett Regional Planning Commission hereby appoints Glenn Eaton, Executive Director to the Wachusett Mountain Advisory Council, Guy Corbosiero will serve as the alternate. The motion was seconded and passed unanimously.

## 5.3 Canine-Pet Policy - *Recommended*

The Executive Director indicate that he would like to institute a Canine-Pet Policy. This may either be a directive of the Executive Director or a policy so that it is included within the MRPC Personnel Policies and Employee Procedures Handbook, at the discretion of the Planning Commissioners. The proposed policy was distributed to all present.

Much discussion followed regarding proper insurance, purpose of policy, agreement of all employees, allergies to dogs not limited to employees but others who attend meetings or visit the facility, and landlord approval.

The Chairman indicated that this proposed policy will be discussed further at the February MRPC Meeting.

## 6. STATUS REPORTS

### 6.1 Geographic Information Systems (GIS)

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

MRPC continues work on adding 2-foot contours as a *MRMapper* service. 2016 & 2017 Google Imagery, courtesy of MassGIS, has been added to all public applications.

#### **COMPREHENSIVE PLANNING**

Distressed Property Identification and Revitalization (DPIR) App – We have completed WebApp creation for the communities involved in this project. Data collection is ongoing and the WebApps will be updated accordingly. This project will be ongoing through the remainder of the calendar year.

(DLTA) Harvard Water Supply Resources – No new information.

(DLTA) Royalston Zoning Update - We are currently working on an update to the Town's Zoning map. It is currently being reviewed by the Town. Updates will be completed as necessary.

(DLTA) Potential Industrial Development Site Location – Initial mapping has been completed to aid the planning staff in locating areas for potential industrial development in the region. These sites would ideally be at least 50 acres in size, within current industrial zoning districts and have access to water and sewer infrastructure and high-speed internet. We will also be reviewing any potential sites in relation to the absolute and partial environmental constraints that might exist in the area. This project is expected to be completed by the end of the year.

Community Health Needs Assessment - We made a map denoting the health service areas in our region and their overlap so that our planners can quickly see the health service area that a certain community

falls in. We've also made a map of the census tracts and block groups within the health service areas. This map will be useful to our planners when they discuss demographic data. The purpose of this project is to improve health services in our region. We will continue to work on this project as needed by the planners. This project will be ongoing into Spring.

#### **COMMUNITY-RELATED**

Fitchburg Parcel Enhancements – We are currently working on training the City to maintain its' own parcel data. This project should be complete by the end of the month.

Westminster Assessor Mapping – This project is complete.

Shirley Cemetery Mapping – We are in the beginning stage of a long-term cemetery mapping project for the Town of Shirley. We will be mapping the Center and Village cemeteries and creating a *MRMapper* application that the Town can use to populate their cemetery records in. The end result will be internal and public applications for the two cemeteries.

Lancaster Zoning Overlay Update – We are currently working on an update to the Town's Zoning Overlay map. It is currently being reviewed by the Town. Updates will be completed as necessary.

Clinton Street Map – We are currently working with the Town to create a street map. This project is expected to be completed in early 2018.

Groton Public Safety Maps – A series of maps were created for the Fire Department depicting the public Safety Districts and Landing Zones in the community. This project is complete.

#### **TRANSIT-RELATED**

Coordinated Public Transit - Human Services Plan Update – We are currently working on an update to this plan. It involves mapping the locations of several data sets (medical facilities, elderly housing facilities, early education/day care facilities, major employers, industrial parks, and then ACS data regarding poverty levels, disabled populations, elderly populations, minority populations, LEP populations and unemployment data) in relation to current public transit routes and stops. This project is expected to be completed by the end of the year.

#### **TRANSPORTATION-RELATED**

Shirley Village Railroad Crossing – Draft maps has been created for the Town of Shirley depicting the Shirley Village Railroad Crossing. The Town is reviewing the map and will advise regarding any edits. This project is ongoing.

Pavement Management – This project is complete and the *MRMapper* WebApp has been updated.

Roadway Safety Improvement Project Selection Report – We are currently working with the MRPC Transportation staff to update the high crash locations in our region. We have developed 33 map figures for the Roadway Safety Improvement Project Selection Report (2012 – 2014) (Report) which will be distributed to the communities upon its completion. The purpose of this report is to identify high crash locations and to seek safety improvement project development at those locations in the communities of the MRPC region. We will also be updating the High Crash Locations *MRMapper* WebApp. This project is expected to be completed in January.

Traffic Count Data Updates – We are currently working on updating the traffic count data for this past year. Once this has been completed the *MRMapper* WebApp will be updated.

Trail Guide Update – We are in the beginning phase of updating the trail guide, which includes existing formal trails throughout the region. We are in the process of attempting to collect relevant data from communities. There will be two meetings in January and February to aid in this process. Once the data is complete we will be working with the Graphic Design intern to update the trail guide. This project will be ongoing throughout the winter, and possibly into Spring.

## MISCELLANEOUS

Light Detection and Ranging (LiDAR) Data processing – We are still working on ‘Smoothing’ the 2-foot contour data creation and expect this to be complete early in the new year. These products will be key in future 3D modeling and printing activities.

## 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 attended the FY 2018 Community Development Block Grant (CDBG) Application Training in West Springfield Wednesday, December 13. The training is provided by the Massachusetts Department of Housing and Community Development (DHCD). The communities of Lancaster, Shirley, Townsend, and Winchendon have expressed an interest in MRPC application assistance.

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

Funds for environmental site assessments (ESA) for Hazardous Substances have been allocated to projects. However, some funds for environmental site assessments (ESA) for petroleum remain. Please contact MRPC staff person John Hume ([jhume@mrpc.org](mailto:jhume@mrpc.org)) for information on ESA funds available for petroleum.

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

It is anticipated that the Massachusetts Department of Housing and Community Development (DHCD) will execute a contract with the MRPC sometime in early January. This is the eleventh year of this State-funded initiative. MRPC issued a Request for Service Delivery (RSD) in December that was emailed/snail mailed to Mayors/Boards of Selectmen and Planning Boards with a proposal due date of January 2<sup>nd</sup> for the first round and January 30<sup>th</sup> for the second round.

P. Duffy commented that the January 30<sup>th</sup> deadline was too early more time was needed to prepare.

#### **6.2.1 District Local Technical Assistance Awards – Round 1**

G. Eaton reported that on or before January 2, 2018, a total of four (4) proposals were received for use of District Local Technical Assistance (DLTA) resources to provide a variety of services. The proposals are as follows:

1. **Athol:** Transportation Master Plan Chapter update.
2. **Ayer:** Identify and prioritize existing and potential conservation lands in the Town of Ayer.
3. **Winchendon:** Completion of previous work on individual chapters of Winchendon’s Master Plan and to compile each chapter into a complete Master Plan.



4. **MRPC:** Region – Wide Industrial Lands Analysis. MRPC will continue work on an Industrial Lands Analysis (ILA) project with financial assistance received from the Federal Economic Development Administration (EDA); financial support from the EDA will be sought in a grant proposal – a draft application is currently being reviewed by EDA.

Proposals will be forwarded to the state’s Department of Housing and Community Development (DHCD) for comments/suggestions/approval.

G. Corbosiero moved that the Montachusett Regional Planning Commission (MRPC) recommends that #1 through #4 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 and the amount of staff hours spent per project to ensure an equitable distribution of DLTA services per community. The motion was seconded and passed unanimously.

The award of services from the MRPC is subject to funding available to the MRPC from the Commonwealth of Massachusetts during the program year (2018). It should be noted that funding is anticipated but has not yet materialized for this program and that the DHCD has not yet executed a contract with the MRPC to deliver DLTA program services. A recent email communication has been received from the DLTA Project Coordinator with the Department of Housing and Community Development; the contract is anticipated to be issued to the MRPC this week.

Those requests conditionally awarded (#1 through #4) 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 (2018).
3. The award of services from the MRPC is subject to the:
  - Funding available to the MRPC during the program year (2018);
  - 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;
4. Execution of a Memorandum of Understanding (MOU) between the MRPC and the community(ies); and,
  - 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.

5. 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.
6. This is an award of services from the MRPC to the applicable community(ies). This is not a cash award.
7. If at any time DHCD determines that the project is ineligible, the award of services will be null and void.
8. 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).

**6.2.1.A. Matching Funds, Economic Development Administration (EDA) Grant Proposal**

G. Eaton indicated that the Montachusett Region has, traditionally, has been home to many manufacturers since the dawn of the Industrial Revolution. Generally, many original manufacturing sites with multi-story brick structures have been replaced by commercial and industrial parks that dot the landscape from Orange to Littleton; many historic industrial buildings still serve as places of manufacturing or have been converted to office or housing uses. Some of these more modern industrial developments have been constructed along the Route 2 corridor with excellent access to the State and Interstate Highway System. They include, but are not limited to, the following:

- Randall Pond, Orange
- North Quabbin Commons, Athol
- West Gardner, East Gardner and Summit Industrial Parks in the City of Gardner
- Tyco and Westminster Business Parks, Westminster
- 231 and Montachusett Industrial Parks, Fitchburg
- Jytek, Pioneer, Orchard Hill and others, Leominster
- Pratts Junction, Sterling
- Many other communities have a strong industrial presence such as in Ayer, Clinton, Shirley, Townsend and Winchendon

Many of the spaces identified above are full or have low vacancy rates. Industries such as those involving metals, plastics and other high-end products are thriving in this region. It is of paramount importance that existing manufacturers are provided with future expansion spaces and firms relocating to this region are provided with more choices than are currently available along major highways with other amenities that are available in the region such as rail, high speed Internet access, municipal utilities and other assets. Additional land suitable for commercial and industrial development purposes must be identified and promoted among public sector economic developers and the private sector to bolster the regional business community. To this end MRPC’s staff proposes

that the Commissioners allow the agency to submit a proposal to the Federal Economic Development Administration (EDA) to fund a Future Industrial Lands (FIL) report.

The report would include an analysis of all lands suitable for potential commercial and industrial development that have excellent strengths such as highway access, high speed Internet access, municipal water and sewer, rail, and in communities that desire business development in accordance with local plans, have an appropriate workforce, education and training programs available to the workforce for the types of industries in question, past history and/or commitment to work with expanding businesses seeking tax incentives, favorable development topography, streamlined or favorable permitting system, commercial and industrial uses allowed in local zoning “as of right” versus by “special permit” and other attributes to be determined.

All, 22 communities and Devens will be eligible to participate in the study. Analyses of sites, strengths and weaknesses, site development plans and 3D printed maps will be provided for no less than one and no more than three sites per community that has a large number of assets that would be deemed favorable by the private sector.

This project is eligible under a EDA Planning Grant. Grant proposals to the EDA must be for a minimum of \$100,000 and must also include a dollar-for-dollar cash match. MRPC’s staff request that the Commissioners authorize matching funds of \$280,898 comprised of the following resources to be used to match our proposal to the EDA to fund this 18- to 24-month study through FY18 and beyond, as follows:

- \$29,319, Local Technical Assistance (LTA), FY18 Budget, MRPC
- \$31,206, Local Technical Assistance (LTA), FY19 Budget, MRPC
- \$100,000, Program Year 11, State-Funded District Local Technical Assistance (DLTA) Program
- \$59,443, 25% of the Executive Director’s Time, including overhead, to be directly allocated to completing tasks on this proposed project in FY18
- \$60,930, 25% of the Executive Director’s Time, including overhead, to be directly allocated to completing tasks on this proposed project in FY19

It takes approximately three to six months, after the submission of a grant proposal to the EDA, to the award date.

M. Pineo moved that the Montachusett Regional Planning Commission authorizes the use of the above-named programs and dollar amounts from each source, totaling \$280,898, in order to supply the matching funds needed to match an EDA Planning Grant for the completion of a Future Industrial Lands Analysis for the benefit of the region’s communities, to provide land development opportunities for the private sector in order to maintain and expand commercial and industrial operations utilizing the labor force available to it from communities within the Montachusett Region. The motion was seconded and passed unanimously.

#### **HEYWOOD HEALTHCARE ECONOMIC IMPACT REPORT**

MRPC continues to work on an Economic Impact of Healthcare Report based upon Heywood Healthcare’s contribution the its Service Area. Economic census information has been gathered and analyzed. The Service Area includes the following communities: Ashburnham, Athol, Erving, Gardner, Hubbardston, New Salem, Orange, Petersham, Phillipston, Royalston, Warwick, Wendell, Westminster, and Winchendon.

## **COMMUNITY HEALTH ASSESSMENT OF NORTH CENTRAL MASSACHUSETTS**

MRPC staff continue to work on the update of a Community Health Assessment of North Central Massachusetts. The report will consist of a broad scope of data from multiple sources including but not limited to primary and secondary data sources, input from stakeholder interviews, community member focus groups, and survey(s) in order to provide a status of health in the service area.

## **CHEMICAL SAFETY AND CLIMATE CHANGE PREPAREDNESS TRAINING**

MRPC staff is working on a grant from the Massachusetts [Office of Technical Assistance and Technology](#) (OTA) and the US Environmental Protection Agency (EPA) to sponsor workshops designed to educate city officials, community leaders, Fire Departments, Departments of Public Works, Local Emergency Planning Committees (LEPCs) and businesses about the toxic chemicals stored, used and transported through their communities. The goal is to make our region's communities more capable of addressing climate change-related disasters by providing critical information and thoughtful preparation needed for targeted planning.

MRPC staff is developing a survey to distribute to businesses who are chemical users and will sponsor a training workshop at North Central Career Center at 100 Erdman Way in Leominster on Tuesday, March 13<sup>th</sup> from 9:00am – 12:00 pm for the training session for businesses. Fire Departments will be requested to contact any businesses needing assistance from OTA in toxic use reduction.

## **MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES (DOER)**

MRPC was awarded grant funds from the Massachusetts Department of Energy Resources (DOER) to assist the Town of Hubbardston, Royalston, and Templeton to become Green Communities and to assist with administration of existing Green Communities for Fitchburg, Lunenburg, and Westminster. To date, MRPC has assisted the Town of Royalston to submit its application to become a Green Community, scheduled a project kick-off meeting for the Town of Templeton, and assisted Lunenburg and Westminster with Green Community Annual Reports.

### ***Community Development Division***

***No new updates.***

### **MONTACHUSETT ENTERPRISE CENTER**

***No new updates.***

#### **6.3 Transit**

***No new updates.***

#### **6.4 Transportation**

## **MONTACHUSETT MPO – ADOPTION OF STATE SAFETY PERFORMANCE MEASURES**

At the Montachusett Metropolitan Planning Organization (MPO) meeting on December 20<sup>th</sup>, MPO members reviewed requirements related to state Performance Measures (PMs) and the federal regulations that require a MPO action related to Safety PM adoption by February 27, 2018. MPO's must either adopt the state PMs or their own before this date. The state has developed Safety PMs that were discussed at the meeting. At the January 17<sup>th</sup> MPO meeting, formal action by the MPO will be required. Staff will recommend that the MPO adopt the state Safety PMs based upon the process developed by MassDOT as well as the available state data. Regional PMs developed for the last Regional Transportation Plan (RTP) will be reviewed and revised to conform with state goals

but will not need to be formally submitted to federal agencies. Regional PMs will be revised during the process for the development of the next RTP in 2019.

**6.4.1 Endorsement of the FFY 2018-2022 TIP Amendment #2 – Action Required**

B. Harris stated that the Montachusett Metropolitan Planning Organization (MPO) met on December 20th at which time they reviewed a Transit Amendment to the FFY 2018-2022 Montachusett Transportation Improvement Program (TIP). The MPO then voted to release for a 21-day public review and comment period, Draft TIP Amendment #2. Amendment #2 includes a change to and an addition of projects in FFY 2018 in the Transit Element. The project added is under Section 5339 to cover Paving and Miscellaneous Rehabilitation at the Administration/Maintenance Facility for \$450,000.

The public comment period began on December 26, 2017 and will run until the close of business on Tuesday January 16, 2018.

**FFY 2018**

Add project to Section 5339

Project Number	Agency	Line Item	Project Description	Carry Over	Federal Funds	State Funds	TDC	Local Funds	Total
RTD0007341	MART	114403	ADMIN/MAINT FACILITY Paving & Misc Rehab	2016 - \$207,800 2017 - \$152,200	\$360,000	\$90,000	\$0	\$0	\$450,000
				TOTAL	\$360,000	\$90,000	\$0	\$0	\$450,000

**FFY 2018**

Remove project in Section 5339

Project Number	Agency	Line Item	Project Description	Carry Over	Federal Funds	State Funds	TDC	Local Funds	Total
RTD0006254	MART	114208	ACQUIRE – ADP SOFTWARE	2016 - \$207,800 2017 - \$152,200	\$360,000	\$90,000	\$0	\$0	\$450,000
				TOTAL	\$360,000	\$90,000	\$0	\$0	\$450,000

G.

Corbosiero moved that the MRPC has reviewed the FFY 2018-2022 Transportation Improvement Program (TIP) Amendment #2 and based upon this review as well as the review of any comments received, authorizes its Chairman to endorse the FFY 2018-2022 TIP Amendment #2 at a MPO meeting scheduled for Wednesday January 17, 2018 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

## REGIONAL POPULATION PROJECTIONS

MRPC staff has been working on and reviewing population projections as part of the development of the next Regional Transportation Plan (RTP). As part of this development, MassDOT has been working with RPA's on developing population projections for 2020, 2030 and 2040. The state is working with UMass Donahue Institute (UMDI) to derive updated figures for each RPA. Regional totals were provided to the RPA's and after review, agreement was reached on these regional totals. MRPC staff reviewed these figures as well as population projections developed last year by staff and decided to utilize the UMDI figures for the Montachusett Region. This was based upon the fact that UMDI included several factors (mortality, fertility, migration) in their projections while the MRPC projections were based solely on age change, thus providing a less "precise" figure. The MRPC is currently working on distributing these regional population projections to the individual Montachusett communities. Several distribution options have been compiled and are under review by staff. In addition, these projections will be sent to municipalities for any feedback.

**POPULATION PROJECTIONS - 2020, 2030, 2040  
BY REGIONAL PLANNING AGENCY  
Source: UMDI - UMass Donahue Institute & MassDOT**

RPA	Census 2010	Population 2020	Population 2030	Population 2040	% Change '10-'40
BRPC	131,219	127,986	128,548	128,063	-2.4%
CCC	215,888	204,625	191,949	181,278	-16.0%
CMRPC	556,698	588,141	619,815	641,260	15.2%
FRCOG	71,372	70,804	70,925	69,477	-2.7%
MAPC (98)	3,101,854	3,318,059	3,528,145	3,651,701	17.7%
<b>MRPC</b>	<b>236,475</b>	<b>243,607</b>	<b>247,899</b>	<b>245,705</b>	<b>3.9%</b>
MVC	16,535	17,216	17,766	18,654	12.8%
MVPC	333,748	357,622	370,611	380,912	14.1%
NMCOG	286,901	299,617	298,889	295,061	2.8%
NPEDC	10,172	10,874	11,497	12,907	26.9%
OCPC	348,527	366,072	377,584	382,334	9.7%
PVPC	621,570	632,012	647,277	656,992	5.7%
SRPEDD	616,670	637,719	650,104	653,966	6.0%

Massachusetts	6,547,629	6,874,354	7,161,009	7,318,310	11.8%
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**MPO SUBREGION MEETINGS**

As part of the effort to improve coordination and communication between towns in the four MPO Subregions, it was decided by the MPO to schedule separate MPO Subregion meetings where member communities can get together to discuss common issues and concerns. To help in this process, MRPC staff conducted a short online poll of the 19 subregion towns related to time of day, day of week and topics of concern for these meetings. The survey was open for the entire month of November, closing on the 30<sup>th</sup>. Final results have led to the following target times and dates:

Target Meeting Dates	Time	Day	Dates
Subregion 1	AM	Wednesday	1/24/2018 1/31/2018
	AM	Thursday	1/25/2018 2/1/2018
Subregion 2	AM	Monday	1/22/2018 1/29/2018
	AM	Wednesday	1/24/2018 1/31/2018
Subregion 3	PM	Tuesday	1/23/2018 1/30/2018
	PM	Wednesday	1/24/2018 1/31/2018
Subregion 4	AM	Tuesday	1/23/2018 1/30/2018
	AM	Thursday	1/25/2018 2/1/2018

Subregion communities will be contacted to finalize a date for the first meeting. Staff anticipates that the first meeting will be held in the municipality of the current MPO Representative, i.e. Subregion 1 – Winchendon; Subregion 2 – Ashburnham; Subregion 3 – Lunenburg; and Subregion 4 – Lancaster.

**MJTC OFFSITE MEETINGS**

The January 10, 2018 MJTC meeting will be held in Gardner at the City Hall Annex, 115 Pleasant Street, 2<sup>nd</sup> Floor, Hubbard Conference Room. This is in response to members agreeing to move the meetings to other locations and communities around the region in an attempt to boost attendance and improve outreach. The February 14<sup>th</sup> MJTC meeting is expected to be held in Sterling. As the host, a community will be asked to present and discuss local transportation/transit projects, issues and concerns with the MJTC.

**PROGRAM STATUS**

MRPC staff is continuing work on an update to the Coordinated Public Transit–Human Services Transportation Plan (CPT-HST) last updated in 2015. The CPT-HST attempts to document the region’s unmet human-service transportation needs for individuals with disabilities, low-income individuals (or persons below the poverty level) and the elderly. The CPT-HST Plan is developed by as a tool to help local transportation providers and communities improve transportation services, increase efficiency of service delivery, and expand outreach to meet growing needs. It provides a framework to guide the investment of existing transportation resources and the acquisition of future funds. The CPT-HST will be developed in coordination with MART and the North Central Regional Coordinating Council (NCRCC). All the census data was updated but a few will change due to 2016 ACS data. The narrative accompanying the census data is close to complete. GIS is working on the associated facilities list update.

The MRPC is working on updating trail data for a new regional trail guide. This guide was last produced in 2014 and 10,000 copies were distributed to local communities, residents and visitors. The MRPC is asking member

communities to please review their trail data that is currently on file and to send us any updates that they may know of or have. Two public outreach meetings have been scheduled where the current trail maps will be displayed and any changes or updates will be discussed. All communities are encouraged to attend one of these update meetings. The meeting dates and times are:

- January 25, 2018 at 6:00pm-Gardner Police Department Conference Room, 200 Main Street, Gardner, MA 01440
- February 1, 2018 at 6:00pm - Devens Enterprise Center/Mass Development, 33 Andrews Parkway, Devens, MA 01434 (1<sup>st</sup> Floor Vicksburg Conference Room)

There is a handout with all of the information regarding this project and meetings. Please feel free to distribute to anyone in your community that may be involved in trail development/mapping.

- **Next MJTC Meeting – February 14, 2018 at 6:30 p.m. in Sterling**
- **Next MPO Meeting – January 17, 2018 at 1:00 PM**

## 7. ADJOURNMENT

There being no further business the meeting adjourned at 8:47 p.m.

Meeting Attendance					
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
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			X
Gross, Allen	M	Gardner	2.2005		X



Cruz, Maribel	A	Gardner	8.2017		X
Burke, Russ	M	Groton	7.2016		X
Vacant	A	Groton			X
Maiore, Rich	M	Harvard	7.2017		X
Vacant	A	Harvard			X
Bratko, Thomas	M	Hubbardston	7.2016		X
Stauder, Michael	A	Hubbardston	7.2016		X
Christopher, Thomas	M	Lancaster	7.2016		X
Piazza, Noreen	A	Lancaster	7.2016	X	
Vacant	M	Leominster			X
Vacant	A	Leominster			X
Prokowitz, David	M	Lunenburg	7.2015		X
Jeffreys, Michael Ray	A	Lunenburg	8.2017	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	
Pineo, Michael	M	Sterling	7.2014	X	
Kilcoyne, John	A	Sterling	7.2014		X
Rich, Dennis	M	Templeton	7.2017		X
Terenzini, Carter	A	Templeton	9.2016		X
Vacant	M	Townsend			X
King, Cindy	A	Townsend	7.2016		X
Weist, Linda	M	Westminster	7.2017	X	
Vacant	A	Westminster			X

Corbosiero, Guy	M	Winchendon	7.2011	X	
Cyganiewicz, Austin	A	Winchendon	7.2015		X

Staff Present: Glenn Eaton, Brad Harris, Jason Stanton, Bobbi Jo Johnson, George Kahale

**DOCUMENTS DISTRIBUTED AT MEETING:**

- January 11, 2018 MRPC Meeting Handout
- December 7, 2017 MRPC Meeting Minutes
- Canine-Pet Policy
- Cash Schedule
- FY19 Assessments
- Population Projection Handout
- Interested Parties Meeting Memo – Trails