

**MONTACHUSETT REGIONAL PLANNING COMMISSION MINUTES
FEBRUARY 10, 2015 MINUTES**

1. INTRODUCTIONS

V. Koivumaki called the meeting to order at 7:13 p.m.

2. APPROVAL OF THE DECEMBER 2, 2014 MEETING MINUTES

J. Telepciak moved that the Montachusett Regional Planning Commission approve the minutes of the December 2, 2014 as printed. The motion was seconded and passed unanimously.

3. TREASURER'S REPORT

A. Pease read the December 2014 cash schedule. Balance after last warrant \$102,435.22; Total revenue this month \$124,397.01; Total cash on hand before this warrant \$226,832.23; Less: amount of this warrant \$114,019.99: Balance after this warrant \$111,115.74.

A. Pease read the January 2015 cash schedule. Balance after last warrant \$111,115.74; Total receipts this month \$118,051.75; Total cash on hand before this warrant \$229,167.49; Less: amount of this warrant \$129,737.84: Balance after this warrant \$96,119.82.

J. Telepciak moved to accept the December 2014 and January 2015 cash schedules as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

4. ADMINISTRATIVE MATTERS

G. Eaton presented the following updates and announcements.

- 1) District Local Technical Assistance (DLTA), Program Year 8 (2015) Funding
 - a) The first half of the DLTA funds (\$97,651) was received by the MRPC on or around January 14th.
 - b) The next 50% should be deposited in the MRPC's account on or about April 1st.
 - i) This is according to Pam Kocher, Director of Local Policy, Executive Office for Administration and Finance in an email she distributed to all regional planning agencies on December 8, 2014.
 - c) On February 3rd the regional planning agencies received a DLTA funding update from Mr. Charlie Ticotsky, Government Affairs Specialist with the Metropolitan Area Planning Council (MAPC) which stated, "the DLTA line item was held harmless during this (Governor Baker's) round of (9C) cuts".
- 2) Staffing
 - a) Five employees were terminated in December 2014 due to a reduction in funding to the agency.
 - b) A sixth employee, Samuel Lawton, Principal Planner retired effective late January 2015
 - c) The total number of employees now on the payroll is eleven.
 - d) From taking outside phone calls to stuffing envelopes and everything in between, the Executive Director deeply appreciates the efforts of all of the employees to pull together and complete tasks "outside of their pay grade/job description" during this period of declining staff capacity and rebuilding of the agency.

- 3) Deficit
 - a) The FY15 deficit of \$70,000+ could be offset by:
 - i) The balance of the remaining DLTA funds to the agency.
 - ii) Additional revenue from other new contracts in addition to revenue to be realized from MEC for auctions of at least four "receivership" properties in Athol.
 - b) All employees must continue to be diligent to aggressively market and provide services through which new revenue can be realized in order to avoid future layoffs.
- 4) Massachusetts Board of Retirement (MBR)
 - a) According to a recent update provided to the RPA Directors, special legislation will be filed in the spring in order to exempt or lessen the cost of RPA contributions to retirees (post-retirement) of these agencies essentially shifting the financial burden from the Commonwealth to the RPAs.
- 5) MRPC Meeting of February 24, 2015
 - a) FY14 Audit
 - i) We anticipate that Mr. Roland Lambalot, CPA/Auditor will present his FY14 findings at the next meeting of the Commissioners to be held on February 24th at 7:00 PM.
 - b) Cost of Living Index (COLI) Data Collection and Dissemination
 - i) Dr. Josh Spero of Fitchburg State University will be the MRPC's guest speaker after the FY14 Audit presentation.
 - ii) He will explain the University's past experience with collecting and reporting COLI data for the North Central Massachusetts Region.
 - iii) He will request that the MRPC initiate the collecting and reporting tasks during the first quarter of 2015; data is collected during the first, second and third calendar quarters.
 - iv) In a prior conversation between Dr. Spero and Mr. Eaton MRPC's Executive Director indicated a willingness to take on the COLI project so long as the University consistently provides an intern (majoring in Economics or a related field) at no cost to the MRPC; MRPC's Executive Director will oversee the intern and the process.
 - v) Dr. Spero's biography is available tonight and will also be provided on March 31st.
- 6) MRPC Meeting of March 31, 2015
 - a) Dr. Michael Greenwood and Dr. Luis Rosero of Fitchburg State University will provide an economic outlook for the region at this meeting.
 - b) Biographies of these guest speakers have been provided tonight and will also be available on March 31st.
- 7) Annual MARPA Dinner
 - a) Victor Koivumaki and Glenn Eaton will attend the annual dinner meeting of the Massachusetts Association of Regional Planning Agencies from 4:45 to 7:30 PM on February 19th.

Montachusett Enterprise Center Inc. updates

- 1) Receiverships Report
- 2) Athol
 - 112 Harvard Avenue
 - (1) During an appearance in Housing Court on December 3, 2014:
 - (a) MEC obtained approval to proceed to auction on this property.
 - (b) MEC's Director completed procurement tasks for an auction firm.
 - (c) A draft contract will be sent to Berman Auction and Appraisal this week.
 - (d) A March auction date has been planned.

- ii) 1158 Main Street
 - (1) During an appearance in Housing Court on February 4th:
 - (a) MEC obtained approval to proceed to auction on this property.
 - (b) MEC's Director completed procurement tasks for an auction firm.
 - (c) A draft contract will be sent to Berman Auction and Appraisal this week.
 - (d) A March auction date has been planned.
- iii) 1768-70 Main Street
 - (1) During an appearance in Housing Court on February 4th:
 - (a) MEC obtained approval to proceed to auction on this property.
 - (b) MEC's Director completed procurement tasks for an auction firm.
 - (c) A draft contract will be sent to Berman Auction and Appraisal this week.
 - (d) A March auction date has been planned.
- iv) 107 Stevens Street
 - (1) During an appearance in Housing Court on February 4th:
 - (a) Duetsche Bank was allowed until March 4th to assess this property and determine if it would pay off MEC's "priority lien."
 - (2) If not, MEC will seek approval on a motion to proceed to auction ASAP.
- v) 207 Adams Drive
 - (1) During rehabilitation this home caught fire last summer.
 - (2) MEC is pursuing the bank's insurance company to settle the claim for the \$17,500 in repairs to the portions of the house that were damaged.
- vi) 41 Lewis Street
 - (1) This site has been "cleaned and secured".
 - (2) MEC received 50% of the project costs from Athol's HomeCorps grant.
 - (3) MEC needs to obtain the balance of the funding prior to initiating renovations.
- vii) 119 Everett Avenue
 - (1) This site has been "cleaned and secured".
 - (2) MEC received 50% of the project costs from Athol's HomeCorps grant.
 - (3) MEC needs to obtain the balance of the funding prior to initiating renovations.
- 3) Fitchburg
 - a) SmartApp Development
 - i) On Thursday the 5th of February MEC's Director met with Liz Murphy, Director of Community Development and Steve Curry, Health Agent from the City of Fitchburg to discuss two issues:
 - (1) Local officials sought help from MRPC/MEC with collecting, maintaining and updating property information concerning 386 vacant and abandoned residential structures in Fitchburg.
 - (2) Before the end of the month, Jason Stanton, Liz Murphy and Fitchburg's I.T. Director will discuss the MRPC's creation of a SmartApp similar to that created for local officials in Athol .
 - b) Receivership Management Services for Fitchburg
 - i) The two local officials asked the Director about MEC's experience with administering the receivership program in Athol.
- 4) Templeton
 - a) MEC's Director had the same conversation in Templeton with the Town Administrator, Bob Markel, as he had with Ms. Murphy and Mr. Curry earlier that day.
 - b) Mr. Markel is interested in receiving assistance from MEC in Templeton.

4.1 Approval of Use of Matching Funds for Central Mass Data Common Project

J. Telepciak moved that the Montachusett Regional Planning Commission approve the use of \$7,500 in Local Technical Assistance (LTA) and another \$7,500 in DLTA funds to match the CMRPC's funds of \$31,500 in order to access private and public sector funds in order to fund the second phase of the Central Mass Data Common project. The Central Mass Data Common project is a key initiative establishing a data repository and web portal providing a one stop shopping data site for stakeholders on the region to access data and create visualizations to enhance productivity and advance programs to help the citizens and communities of Worcester County. Professionals in multiple sectors will benefit such as the health care industry, academic staff, municipal officials, grant proposal writers, and others. The motion was seconded and passed unanimously.

4.2 Approval of Use of Matching Funds for Central Mass Grown Project

J. Telepciak moved that the Montachusett Regional Planning Commission approve the use of \$5,000 in Local Technical Assistance (LTA) funds to match the Central Massachusetts Regional Planning Commission's (CMRPC) funds of \$15,000 in order to support the growth of the Central Mass Grown. A Board of Directors has been created and a grant from the Massachusetts Department of Agriculture (MDR) has been awarded. Farmers producing locally grown crops and those raising meat will benefit in addition to the residents of Central Massachusetts who will be the target consumers. The motion was seconded and passed unanimously.

5. REGIONAL REVIEW

The MA Department of Conservation and Recreation (DCR), has under consideration the acquisition of an interest in approximately 87 (+/-) acres of in the Town of Hubbardston. The property which is entirely wooded, has been managed through Chapter 61 forestry plans and the National Tree Farm Program. The proposed use for the property will be land managed for protection of open space including water supply protection and public access for passive outdoor recreational purposes. DCR watershed land abuts the property to the west. The western boundary of the property is formed by the East Branch of the Ware River.

R. Hoyt disclosed that he was a former employee of the MA Department of Conservation and Recreation.

A. Pease moved that the Montachusett Regional Planning Commission authorizes its Director to sign a 120 day notice waiver form for the above mentioned acquisition. The motion was seconded and passed unanimously.

6. STATUS REPORTS

6.1 COMMUNITY DEVELOPMENT AND HOUSING

6.1.1 FY12 CDBG Program

Glenn Eaton is now the team leader for all Community Development and Montachusett Enterprise Center, Inc. projects; he is receiving assistance from John Hume, Planning and Development Director, Bobbi Jo Johnson, Fiscal Director, Linda Parmenter, Administrative and Human Resources Director, and others as needed.

Phillipston (lead community) with Royalston – This grant terminated on December 31, 2014
Affordable Housing – 30 Powers Mill Road. Mr. Eaton corresponded with the Phillipston Board of Selectmen indicating that MEC will engage a Realtor to sell this property currently owned by MEC. MRPC staff will assist the Town of Phillipston with the return of the CDBG funds that were used to fund the purchase of this property.

6.1.2 Distressed Property Identification and Revitalization (DPIR) Grant Program

Working with the Attorney General’s Office (AGO), MRPC staff identify vacant bank REO residential properties, reach out to the bank-owners, press them to make necessary repairs and get the properties re-occupied quickly, or face enforcement action from the AGO. Using data from the Warren Group and the local registries of deeds, department staff and interns identified over one hundred sixty REO properties, and track their status and condition. Staff then contacts the owning banks to push for their prompt action to return the properties to productive use. Staff continues to examine the Warren Group and registry records to identify new eligible properties. This program is ongoing.

Linda Parmenter is the team leader on this project. She has been diligently managing all tasks related to this contract.

6.1.3 MEC - Receivership Projects

Mr. Eaton has been managing the daily tasks needed to keep this project moving forward. A status of each of the receivership projects in Athol follows.

1. Repairs at 112 Harvard Street have been completed. On December 3rd the Housing Court authorized MEC to sell this property. A contract between MEC and the auction firm has been executed. Auction of this house is anticipated within 30-60 days.
2. Repairs have also been completed at 107 Stevens Street. MEC will petition the Housing Court on February 4th for approval to proceed to auction.
3. A fire in the roof occurred last summer at 207 Adams Drive. MEC is dealing with the insurance company in order to receive funds for post-fire repairs.
4. The Housing Court appointed MEC receiver for 1158 Main Street and 1768-70 Main Street, Athol. These properties have been “cleaned and secured” per Court order.
5. Initial, “clean and secure” tasks are underway at 41 Lewis Street and 119 Everett Avenue.

Work has been halted on these properties until the Harvard property is sold. These projects have been taken over by the Executive Director.

MEC Ashburnham Affordable Housing Proposal. The foundation has been poured. A good deal of the framing is done. Electrical and plumbing tasks have begun.

6.1.4 FY15

DHCD announced the FY15 CDBG application round. Applications are due February 13, 2015. John Hume is the team leader for this project. He is being assisted by Ms. Parmenter, Chantell Fleck, Regional Planner, Ms. Johnson, and Mr. Eaton.

6.2 COMPREHENSIVE PLANNING

6.2.1 Federal Economic Development Administration (EDA)

As part of this contract, MRPC provides assistance to communities seeking grant funds to improve economic vitality. MRPC staff has been busy assisting Lancaster and Shirley prepare a regional FY15 Community Development Block Grant application for Housing Rehabilitation and Home Heating Fuel Assistance. If funded, beneficiaries of these programs will be low and moderate income residents in Lancaster and Shirley. This year, block grants are due on February 13th.

MRPC applied for \$400,000 in Federal grant funds from the Environmental Protection Agency (EPA) for a Brownfields Site Assessment Grant on sites to be determined and approved by MRPC and the EPA. The grant application was due and submitted to EPA on December 19, 2014. Grant awards are typically announced in late May/early June.

6.2.2 Hazard Mitigation Plan Update Project

MRPC Staff submitted a draft report to Massachusetts Emergency Management Agency and has received comments that are being addressed to fulfill requirements of the plan.

6.2.3 Federal Housing and Urban Development (HUD) Community Challenge Grant

MRPC has completed this project and is in the process of grant close-out.

6.2.4 District Local Technical Assistance (DLTA)

A Request for Service Delivery was issued to all Montachusett Region communities on December 19, 2014. The application deadline is noon January 23, 2015. The first round of awards will be made at the Planning Commission's meeting held on January 27, 2015.

V. Koivumaki reported that in January 2015, a total of three (3) proposals were received for use of District Local Technical Assistance (DLTA) resources to provide a variety of services. The three proposals received are as follows:

1. **Fitchburg:** Continuation of investigating/researching appropriate zoning changes around Wachusett Station and the new Great Wolf Lodge resort.
2. **Winchendon:** Master Plan Transportation Element.
3. **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.

Proposals were forwarded to the state's Department of Housing and Community Development (DHCD).

- A. Pease moved_ that the Montachusett Regional Planning Commission (MRPC) recommends that #1 through #3 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. The motion was seconded and passed unanimously.

Those requests conditionally awarded (#1 through #3) 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 (2015).
3. The award of services from the MRPC is subject to the:
 - a. Funding available to the MRPC during the program year (2015);
 - 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 MOUE 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 due date for the next of round of requests for service delivery is May 22, 2015 at 12:00 p.m.

6.2.5 Shirley Master Plan

A contract was signed on December 8, 2014 to work on the following Master Plan components for the Town of Shirley: Statement of Goals and Policies; Land Use; Housing; Natural and Cultural Resources; Open Space and Recreation; Services and Facilities, and; Circulation/Transportation. MRPC staff met with Shirley local officials on December 17th to review the scope of work. Work has been initiated on this project and MRPC staff will present information (Circulation/Transportation Inventory and Analysis) to local officials on

Wednesday, January 28th and discuss a community Charrette to be held sometime in late winter/early spring.

6.2.6 Royalston Zoning

MRPC has a contract with Royalston to assist and provide support to the Royalston Planning Board with the preparation of Zoning Bylaw Amendments that are anticipated to go to Town Meeting in February.

6.3 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

6.3.1 MRMapper & Mobile Apps

We have migrated all web-based GIS services to the Amazon Cloud in order to significantly improve speed, reliability and efficiency. As part of the migration we have upgraded all of the applications and added additional functionality. We are consistently adding data and applications or enhancing tools in MRMapper so please check back frequently to see what's new.

Additionally, we have recently added Mobile Apps 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.

6.3.2 Central Mass Evacuation Plan – Phase 2

Phase 2 of the project will begin soon and aid jurisdictions in practical use of the 'Tool Kit' developed in Phase 1B. This will be accomplished through the development and delivery of training workshops and exercises to assure that jurisdictions have the knowledge and capabilities to utilize this data during an actual event.

6.3.3 MassGIS Parcel Enhancements

We are currently working on a variety of tasks related to parcel enhancements for the communities of Ayer, Fitchburg, and Leominster. Work for Athol has been completed. All tasks will be completed in FY15.

6.3.4 DLTA (District Local Technical Assistance)

This project has been completed.

6.3.5 Coordinated Public Transit- Human Services Plan (Update)

This project has been completed.

6.3.6 Clinton Blight Survey Mobile App

This project has been completed.

6.3.7 Fitchburg Working Cities

The MRPC is in the beginning stages of assisting the City of Fitchburg in collecting and presenting data related to a target area in the downtown. This project will be ongoing for the next several weeks or months.

6.4 TRANSIT

6.4.1 Wachusett Commuter Rail Station and Layover Facility

The construction work on the Wachusett Commuter Rail Station in Fitchburg and on the MBTA's Commuter Rail Layover Facility at the Westminster Business Park is underway. There will be a delay for the substantial project completion to Mid-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 September 2016. 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.

6.4.2 Parking Expansion at N. Leominster Station

The North Leominster Parking Garage has been completed. The facility is for three-hundred sixty (360) parking spaces. One third of the facility is occupied daily.

6.4.3 Ayer Parking Facility

FTA officials indicated that MART has to resolve the pedestrian access issues at the station before the project can move forward. On September 9, 2014 MBTA and the property owner reached an agreement to resolve the pedestrian access issues. After months of negotiations and meetings, both parties came to common ground. The property owner will transfer approximately 16,000 square feet to MART for \$1.00 and then it will permanently be transferred to the Town of Ayer for \$1.00. 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. MART initiated a Request for Proposal (RFP) process for property appraisal for the three properties (15 Park St., 13 Park St., and 7-11 Park St.) adjacent to the Rail Trail parking lot. As soon as the property transfer for the pedestrian access takes place the process of the appraisal will start.

6.4.4 Fitchburg Commuter Rail Line Improvements

The project is currently funded at \$169 million with in State and Federal Funds for the Small Starts Project and replacement of the Route 62 Bridge in Concord. In addition, MBTA allocated another \$42 million in ARRA Stimulus and EOHED Funding to accomplish the double tracking and the improvements to Littleton Station, as well as another \$10 million for replacing CPF 43 interlocking in Lunenburg (*CPF is Control Point for Freight that enable trains to move from one track to another*) . Work on the project is continuing with the double tracking along the corridor and South Acton Station. Major construction of the Littleton Station was completed ahead of schedule; and the MBTA's commuter parking of 200 parking spaces is full to capacity daily. MAPC is conducting a parking needs assessment for the Littleton commuter rail station to determine its future parking needs.

6.4.5 Lunenburg Bus Route

Staff is assisting MART on a proposed Bus Route to serve Lunenburg residents and seniors; to connect to Lunenburg Crossing/Shopping Center, the Commuter Rail Station and Lunenburg Town Center.

6.5 TRANSPORTATION

6.5.1 Montachusett Regional Transportation Plan Update

Staff has held three public forums/workshops to discuss the bike/pedestrian and highway systems elements of the 2016 Regional Transportation Plan (RTP) Update. Two bike/ped workshops were held on January 6th and 8th while the highway systems element was discussed as part of the January 21st MJTC meeting. A second highway systems meeting will be held February 10th at the Athol Library. Please refer to the meeting notice handout for all dates and times of the RTP meetings.

Comments received at the public meetings are being used to establish the RTP Vision statement and its goals and objectives. In addition, Performance Measures are discussed in order to evaluate how the MPO is progressing towards its goals. Once all meetings are completed a final version of the Vision statement and goals will be compiled for review and discussion.

A website focusing specifically on the RTP is up and running that provides all pertinent data on meetings, documents, surveys and outreach throughout the RTP development process. It is accessible through the front page of the MRPC website at www.mrpc.org.

A survey for local officials and the general public regarding their opinions and thoughts on the Region is also now underway. The survey can be accessed through the MRPC website as well as directly at www.surveymonkey.com/s/Mont2016RTP. A Spanish version of the survey is also online at www.surveymonkey.com/s/Mont2016RTPSpanish. We encourage all to take a few minutes to take the survey as well as pass it on to their towns and organizations. Paper copies of the survey are also available. To date we have had approximately 130 Responses in just over a month.

6.5.2 Montachusett MPO Approved Coordinated Public Transit - Human Services Transportation Plan

The Montachusett MPO formally endorsed at its January 14, 2015 meeting an update to the Coordinated Public Transit - Human Services Transportation Plan (Coordinated Plan). The plan provides guidance for three target populations within the Montachusett region, individuals with disabilities, low-income individuals (or persons below the poverty level) and the elderly. The Coordinated Plan focuses on, and seeks to identify gaps in existing transportation services and needs to meet those gaps. The draft Coordinated Plan was out for a 30 day public comment period from December 15, 2014 until January 13, 2015. During that time we received seven separate comments that were reviewed and discussed by the MPO. All comments were supportive of the Plan and its recommendations and provided additional points to consider. After review of the comments, the MPO voted to add two additional recommendations to the final Plan.

6.5.3 New "3C" Transportation Planning Contract

MRPC staff has begun the process to compile the necessary information and documents as part of our request for a new four year “3C” contract. Our current contract runs until September 30, 2015 and was for an estimated total of \$2,429,837. This figure was based on our “PL” amount on October 1, 2011 of \$563,751 plus a 5 percent increase for each successive year. Unfortunately, our “PL” allotments did not follow this estimate as our current “PL” amount was only \$544,557. We will confer with MassDOT on the estimated figures to use for the new contract in order to have them in place by October 1, 2015.

Next MPO Meeting – March 11, 2015 at 1:00 PM

Next MJTC Meeting – February 18, 2015 at 7:00 PM

7. ADJOURNMENT

B. Harris mentioned that Trail Guide maps were available. He also indicated that MRPC will be distributing trail guide maps to its communities.

There being no further business the meeting adjourned at 7:55 p.m.

LIST OF DOCUMENTS DISTRIBUTED AT THE MEETING:

- December 2, 2014 MRPC Minutes
- December 2014 Warrant and Cash Schedule
- January 2015 Warrant and Cash Schedule
- February 10, 2015 MRPC Handout
- 2012 Regional Transportation Plan Chapter 1, Goals, Policies and Strategies
- Trail Guide Maps
- Connecting Communities Along our Trails Event Flyer
- 2015 MRPC Meetings Calendar
- RTP Survey
- Executive Director Announcements
- Montachusett MPO 2016 RTP Vision Statement and Goals
- Regional Transportation Plan Outreach Memorandum
- MPO Endorsed Montachusett Coordinated Public Transit Human Services Plan Update

MRPC Meeting Attendance List

Alphabetically by Community

Name	M/A	Representing	Appointment Date	PRESENT	ABSENT
Davis, Nick	A	Ashburnham	7.2014		X
Hoyt, Roger	M	Ashburnham	7.2011	X	
Pease, Alan	M	Ashby	7.2001	X	
Stacy, Wayne	A	Ashby	7.2005		X
Lee, Susannah	A	Athol	4.2014		X
Johnston, Peter	M	Ayer	12.2011		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
Manugian, David	M	Groton	7.2009		X
Hutchinson, Joe	M	Harvard	7.2012		X
Jefts, Peter	M	Hubbardston	7.2012		X
Sheipers, Anita	A	Hubbardston	7.2013		X
Christoph, Eugene	A	Lancaster	7.1992		X
Koivumaki, Victor	M	Lancaster	7.2000	X	
Bilotta, Joanna	M	Lunenburg	2.201		X
Telepciak, John	M	Phillipston	10.201	X	
Andreluinas, Vyto	M	Royalston	2.1991		X
Hardie, John	A	Royalston	7.2007		X
Hadju, Charles	M	Sterling	7.2014		X
Kilcoyne, John	A	Sterling	7.2014		X
Carroll, Charles	M	Templeton	7.2011		X
Bozicas, Jerrilyn	M	Townsend	7.2014		X
Shifrin, Laura	A	Townsend	7.2010		X
Shenk, Jay	M	Westminster	7.2014		X
Corbosiero, Guy	M	Winchendon	7.2011		X
Kreidler, James	A	Winchendon	7.2010		X

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

GUESTS PRESENT: Mark Goldstein, MRPC Legal Counsel