

**MONTACHUSETT REGIONAL PLANNING COMMISSION MEETING MINUTES
APRIL 29, 2014**

1. INTRODUCTIONS

C. Jones called the meeting to order at 7:00 p.m.

A list of those members present and absent can be found on the last page of this document.

2. APPROVAL OF THE MARCH 25, 2014 MEETING MINUTES

G. Corbosiero made a motion to approve the minutes as distributed. The motion was seconded and passed unanimously.

3. TREASURER'S REPORT

J. Bilotta read the April 2014 cash schedule. Balance after last warrant \$294,184.69; Total Receipts this month \$80,982.25; Total cash on hand before this warrant \$375,166.94; Less: amount of this warrant \$102,872.99; balance after this warrant \$258,428.74.

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

4. ELECTION OF THE NOMINATING COMMITTEE

Joanna Bilotta, John Telepciak and Roger Hoyt all volunteered to serve on the Nominating Committee.

There were no other volunteers to participate on the Nominating Committee. G. Corbosiero made a motion to approve the Election of the Nominating Committee. The motion was seconded and passed unanimously.

G. Eaton indicated that the Nominating Committee will be meeting approximately 15 minutes prior to the May MRPC Meeting.

5. ADMINISTRATIVE MATTERS

5.1 Correspondence received: Massachusetts Board of Retirement and possible retention of specialized legal counsel to advise MRPC

5.2 Correspondence received: Massachusetts Office of the Inspector General and possible retention of specialized legal counsel to advise MRPC

5.3 Office Relocation and Related Matters: Advise Planning Commission to Accept or Reject Financing and Accept or Reject Bids Received on March 19, 2014 (Advice of Executive Committee meeting will be discussed at Planning Commission meeting to be held 7PM, Tuesday, April 29, 2014)

G. Eaton summarized agenda items 5.1-5.3, as they were discussed in depth at the Executive Committee meeting earlier this evening.

Mr. Eaton indicated that the MRPC is in receipt of two letters; one from the Office of the Inspector General requesting that the MRPC provide a variety of documentation in regards to

former employees Susan Gallien and Mohammed Khan. Mr. Eaton indicated that the MRPC staff is working with its legal counsel to compile the necessary documentation while also taking into account regulations regarding the release of personal information.

The second letter received was from the Massachusetts Board of Retirement in regards to the MRPC paying for its retirees pensions, which included a statement of liability for 2013 of \$147,000. MRPC staff spoke with the Executive Directors of other Regional Planning Agencies, who had also received the same letter in regards to their own retirees. Staff attended the MARPA meeting this past Friday. At this meeting the RPA's directors indicated that the matter should be approached as a whole and that the RPA's should seek legal representation as one entity.

R. Hoyt made a motion to approve \$1,000.00 for legal representation on this matter along with the other effected RPA's.

The motion was seconded and passed unanimously.

G. Eaton discussed that now that the MRPC is in receipt of both of these letters, the pursuit of funding for relocating to the North Main Street location is on hold since the MRPC is unsure of what its future liability will be in regards to the Massachusetts State Retirement and also the outcome of the Office of the Inspector General. Mr. Eaton also stated that due to these potential upcoming liabilities, the Planning Commission needs to reject all bids for construction received for the work to be performed at 840 North Main Street.

R. Hoyt made a motion to reject all bids for construction at 840 North Main Street. The motion was seconded and passed unanimously.

5.4 Review of Proposed Policy: Advise Planning Commission to/not to adopt Policy for Establishing Fee System for Preparing Grant Proposals (i.e. CDBG)

K. Flynn distributed a fee proposal for CDBG grant writing. He explained that the proposal is being presented to help recover some of MRPC's costs for preparing CDBG applications. Preparation of applications takes a substantial amount of staff resources, and although we are trying to keep the fees as reasonable as possible, it is necessary for the MRPC to implement this. Mr. Flynn proposed the following:

- Base fee of \$3,000 per town for an application.
- Town designates a local coordinator, a point person through which we direct all information, who responds to our requests for materials, information, support letter, etc. and who channels responses for the Town.
- Town pays for advertising, mailings.
- Town provides architectural/engineering bid ready plans and specs as required by DHCD.

- Town conducts the fieldwork required for the application, including the local income surveys, windshield surveys and slum and blight surveys. MRPC can provide technical assistance training and forms at a pre-grant workshop, or conduct surveys for the town for a separate fee.

This would be set forth in an MOU signed by the Town and MRPC before starting

J. Bilotta made a motion to approve the fee for CDBG grant preparation. The motion was seconded and passed unanimously.

5.6 Announcements

5.6.1 Budget Adjustment Requested to increase the telecommunications line item from \$9,300.00 (FY14 budgeted amount) to \$16,000 (new, requested amount to pay for improved telecommunications service (more bandwidth), providing enhanced communications for staff on- and off-site and storing back-up data in 'the cloud'.

J. Bilotta made a motion to increase the telecommunications line item by \$6,700 in order to accommodate improved service and transition to the cloud. The motion was seconded and passed unanimously.

6. STATUS REPORTS

6.1 COMMUNITY DEVELOPMENT AND HOUSING

6.1.1 FY11 CDBG Programs

Phillipston (lead community) with Royalston

All grant activities are completed. This grant is in closeout.

Townsend

One project is complete. A second project started. Work was suspended because the homeowner has asked for additional changes in the approved scope of work.

Clinton

All housing rehab projects are completed. Case files have been transferred to the Clinton Office of Community and Economic Development. This grant is ready to be closed.

6.1.2 FY12 CDBG Program

Phillipston (lead community) with Royalston

Affordable Housing – 30 Powers Mill Road. MEC and the Town have executed loan documents for the acquisition portion of this project and loan funds have been drawn down. Closing is scheduled for May 7.

Housing Rehabilitation Program. Three rehab projects are complete. The last project is under construction, scheduled for completion in the next 30 days. We are placing new applicants on the waiting list. We advertised for additional contractors for this and related programs.

Infrastructure projects.

Blossom and Park Streets, Royalston. All work is complete.

Brooks Village Road, Phillipston. All work is complete.

6.1.3 FY14 CDBG Program

We submitted two applications for five communities: Phillipston with Royalston (road reclamation and repaving, regional housing rehab); and Ashby, Ashburnham and Lancaster (regional housing rehab, road reclamation and repaving, ADA compliance). Awards are usually announced in late summer.

6.1.4 Distressed Property Identification and Revitalization (DPIR) Grant Program

The Attorney General's Office revised the purpose of the grant. Grantees will now focus on bank REO residential properties only with the goal of getting REO properties re-occupied quickly. Department staff and interns identified one hundred sixty-six REO properties through the Warren Group and the local registries of deeds. These properties are being tracked through the program.

6.1.5 Receivership Projects

The Housing Court has granted MEC preliminary receivership status for 107 Stevens Street, Athol, so that MEC staff and consultant inspectors can inspect the property, determine the repair work necessary to rehabilitate the property, develop a project budget, and report back to the Court for permission to proceed with repairs. At the request of the bank in possession, the March court date was postponed to April to allow the bank time to review the proposed scope of work.

6.1.6 Hubbardston Community Development Needs Assessment.

This is a joint project with the Comprehensive Planning division. Our portion of the project is to survey Hubbardston residents to identify local community demographics and needs in employment, housing, social service and health; compose and present a summary report of our survey findings; and prepare a resource guide for community and social services available to Hubbardston residents. We distributed mailed surveys through April 15, 2014.

6.2 COMPREHENSIVE PLANNING

6.2.1 Federal Economic Development Administration (EDA)

MRPC held a workshop about Renewable Energy and New Development at Devens at the Vicksburg Square Conference room at 33 Andrews Parkway on April 10. Specific Topics/Speakers included:

- *Net Zero Energy Housing – Presentation by Carter Scott, Transformations, Inc.*
- *Roof Mounted Solar – Presentation by Jonathan Abe, Blacksmith Solar*
- *Design, Engineering, and Implementation of Renewable Energy for New Construction, Steven J. Strong, President, Solar Design Associates, LLC, Harvard, MA*

A Montachusett Energy Advisory Committee Meeting will be held on May 2nd at 12:30 pm at MRPC offices. The following presentations will be made in regards to the on-going Siting of Renewable Energy Project:

- *Biomass Energy Presentation – Stephanie Brundige, Intern, MRPC*
- *Geothermal Energy Presentation – Thomas Roufos, Grant Writer, MRPC*

MRPC also submitted a grant application to the Department of Environmental Protection (DEP) to develop an Otter River Non-Point Source Pollution Study. If this grant is funded, impervious

surfaces would be identified within a one half mile buffer of the Otter River and its tributaries utilizing GIS land use data (earliest available and most current). Sites would then be field checked to verify the existence of these sites. Bylaws of three communities would then be read and analyzed as they relate to sites identified.

6.2.2 Department of Environmental Protection (DEP), promoting Low Impact Development (LID) in the Millers River Watershed

MRPC's contract with DEP concludes in June 2014. MRPC staff is currently putting together a draft report on the project to be submitted to DEP on May 1, 2014.

6.2.3 Hazard Mitigation Plan Update Project

MRPC Staff continues to work on draft plans to be presented to communities for input/adoption in the spring/summer. This contract with the Massachusetts Emergency Management Agency (MEMA) concludes in September 2014.

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

Wachusett Corridor Smart Growth Analysis project (Fitchburg, Leominster, and Westminster). A steering committee meeting was held on March 27th at 12 pm at CanAm Machinery, 44 Old Princeton Road, Fitchburg where a draft land use element was presented. The final element to be completed (Implementation) will be presented sometime later in May.

6.2.5 District Local Technical Assistance (DLTA)

Meetings continue to be scheduled and held with communities to define a scope of work.

6.2.6 Hubbardston Needs Assessment

MRPC has a contract to assist the Town of Hubbardston to evaluate its community needs. The project will consist of a town-wide survey, research on a number of demographic indicators (population trends, household income, educational attainment, etc.), focus group meetings, and an action plan as well as a resource manual. The project must be completed by June 30, 2014. To date, the town-wide survey has been drafted and distributed and demographic indicators are being researched.

6.3 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

6.3.1 MRMapper & Mobile Apps

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 require the ArcGIS app and are custom designed by the MRPC to the users' field of work or area of interest.

We plan on moving all web-based GIS services to the Amazon Cloud in order to significantly to improve speed and efficiency.

We have recently added BioMap2 and NHESP applications and continuously work on updates to these systems and adding additional applications and functionality to the site.

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 Hazard Mitigation Plan Five-Year Update Project

The MRPC has been working on Hazard Mitigation Plan Five-Year updates for all of the MRPC Communities, including Devens. The GIS Department will be working directly with the planners and local officials to update all relevant data for the project. All 23 Local Hazards meetings have been completed to date. In conjunction with the Central Mass Evacuation Plan, we are also currently working on updating Critical Facility data for the region. 19 of the 23 Critical Facility Data meetings have been completed (all Worcester County Communities) to date and we expect the remainder (Middlesex County Communities) to be completed in early May. This project will be ongoing for the next several months.

6.3.4 Westminster Master Plan Update Mapping

The MRPC has been working on assisting the Town of Westminster with a series of maps that will be included in their Master Plan update. All maps have been completed and are awaiting final approval from the town. This project is expected to be completed by June 30th.

6.3.5 MART System Comprehensive Update

This project is approximately 90% complete.

6.3.6 Wachusett Corridor Planning Study

The HUD Challenge Grant project has been completed.

The Open Space/Recreation, build-out study and Services & Facilities elements of the Wachusett Smart Growth Corridor Analysis has been completed in draft format and will be finalized by the end of the month. This project is anticipated to be complete by June 30, 2014.

6.3.7 MRPC Regional Trail Inventory Update

The MRPC has finalized the formal trail inventory along with all community maps. We are currently assisting in the creation of a region-wide brochure with the finalized trail data for 2014. This phase project will continue through September 2014.

6.3.8 Clinton Open Space Update

The MRPC is currently working on mapping updates to the Clinton Open Space Plan. Currently the Environmental Justice Populations, Zoning, Open Space, Unique Features and Plant & Wildlife Habitat maps have been completed. The Action Plan map will be completed upon receipt of data from the town. It is anticipated that this project will be completed this Spring.

6.3.9 Leominster Open Space Update

The MRPC is currently working on mapping updates to the Leominster Open Space Plan. Currently the Regional Context, Justice Populations, Soils & Geologic Features, Unique Features Map, Water Resources and Action Plan maps have been completed. The Open Space

map is in draft format and is being reviewed by the City of Leominster. It is anticipated that this project will be completed in April 2014.

6.3.10 Montachusett Region Emergency Planning Committee (MREPC) Mapping

The MRPC is currently working on HazMat mapping for the MREPC. Maps include Tier II & Places of Concern Locations, Tier II Facility Buffers and Evacuation Routes. This project is expected to be completed by June 30th.

6.3.11 Clinton Assessor's Mapping

The MRPC is currently working on a comprehensive mapping project for the Assessors' Department. Tasks include (1) the implementation of an advanced MRMapper site for internal purposes, including the integration of Property Record Cards, creation of an advanced MRMapper site for the public for testing purposes prior to implementation in early FY15, update parcels to current FY in the MassGIS Level 3 standards, the creation of a map book to automate the process of updating and printing assessor sheets and the delivery of one paper set of all assessor sheets. This project is expected to be completed by June 30th.

6.3.12 MassGIS Parcel Enhancements

The MRPC has been awarded a contract to complete Parcel Mapping Enhancements for a number of communities in the region. The communities of Ashburnham, Harvard, Hubbardston, Lancaster, Lunenburg, Sterling, Townsend and Winchendon will be completed in FY14. The communities of Athol, Ayer, Fitchburg, and Leominster will be completed in FY15.

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 well underway. The construction phase has been awarded to S&R Construction Enterprises for \$22.9 million. HNTB consultant has completed the track and signal design to the 60% level which is the level to which the plans are turned over to Pan Am for construction. Substantial project completion is expected by early 2015, with full completion in spring of 2015. Staff continues to work with Pan Am Railways and the City of Fitchburg to transfer 5th Mass Turnpike property to MART; also assisting MART and the Consultant in obtaining a temporary construction easement from the adjacent properties owners.

MassDOT has requested MRPC the Planning Commission to amend their Transportation Improvement Program (TIP) for FFY 2014 to add the construction project of the sidewalk on Authority Drive for a total cost of \$370,000 to link Princeton Road (Route 31) to Station. MassDOT will flex the fund to MBTA for change order to construct the Sidewalk.

6.4.2 Parking Expansion at N. Leominster Station

Mr. Kahale continues to assist MART and provide technical assistance on this construction project of N. Leominster parking garage structure facility for Three-hundred Sixty (360) parking spaces; Staff continues to work with Consultant, Engineers and Contractor to complete this project. Over the past several weeks, there are contractual and legal issues which have essentially shut down the project. MART is working with its attorney on the project to get the work completed and the facility opened. MART anticipated completion of the project by May of 2014.

6.4.3 Ayer Parking Facility

At the present time MART has to procure an access between Main Street and the current Train Station in Ayer through private property. FTA officials indicated that MART has to resolve this access issues as soon as possible before the rest of the project can move forward. MART is discussing this matter with Ayer officials for a procurement of an access path, without any easement or any other condition. MART, MBTA and Town Officials had a visit to the proposed project site at the Station; and MBTA indicated their concerns for the lack of ADA accessibility and Safety issues on the proposed pathway and requested a meeting with FTA Civil Right Officer to discuss these issues. Mr. Kahale continues to assist MART, FTA and Town of Ayer to move forward the construction of the proposed project of Ayer Commuter Rail Surface Parking Lot for 200 parking spaces at Ayer Rail Trail parking lot Location at Park Street; the State has awarded Ayer the Mass Works Infrastructure Program Grant in the Amount of \$266,667 to be used as matching funds; and combined with Town and MART funds to utilize the \$3.2 million federal grant.

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 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 in Lunenburg. Work on the project is continuing with the double tracking along the corridor getting underway this construction season and scheduled for completion in the fall of 2014. Major construction of Littleton Station was completed ahead of schedule; and the MBTA's commuter parking of 200 parking spaces is full to capacity daily.

6.4.5 MART Advisory Board

The next meeting of the MART Advisory Board will be held at 10:30 AM on Wednesday, April 30, 2014 at MART Water Street offices.

6.5 TRANSPORTATION

6.5.1 Montachusett Metropolitan Planning Organization (MMPO) Meeting

The MPO met on Wednesday April 16, 2014. At that meeting, the MPO voted to endorse the Amendment to the FFY 2014 Highway Element of the FFY 2014-2017 Montachusett Transportation Improvement Program (TIP) as reviewed by the MRPC last month.

Additionally, the MPO reviewed a third proposed Amendment to the FFY 2014 Transit Element of the FFY 2014-2017 Montachusett TIP. After discussion, the MPO voted to release for a 30 day public review and comment period, the Amendment to the FFY 2014 Transit Element. The Amendment addresses funding amounts for various projects as well as updates/new transit projects. A separate handout outlines the proposed Amendment. The comment period for this Amendment runs from Monday April 28, 2014 until the close of business on Tuesday May 27, 2014. It is expected that the MPO will consider endorsement of this Amendment at their June 18, 2014 meeting. The Montachusett Joint Transportation Committee (MJTC) will discuss the Amendment and any comments received at their meeting of May 21, 2014.

In addition, the MPO discussed another possible amendment to the FFY 2014 Highway Element that would add a new project to the Highway Safety Improvement Program (HSIP)

target funded category for the design of project #607960 Ashburnham Route 101 at Williams and Corey Hill Roads, Intersection Improvements. This project would utilize approximately \$278,000 of our available HSIP target of \$613,189. After some discussion, it was decided that additional information is needed as to how the project needs to be carried to meet FHWA requirements. Once that information is received, an amendment will be discussed for release.

6.5.2 FFY 2015-2018 Montachusett Transportation Improvement Program (TIP) Development

The Montachusett MPO and the Montachusett Joint Transportation Committee (MJTC) continued the development of the FFY 2015-2018 Montachusett TIP. At both meetings, a first round of funding scenarios for FFY 2015, 2016, 2017 and 2018 were discussed. These scenarios were based upon final TEC priorities, project status and information received at TIP Day held on March 25th at MassDOT District 3 offices. After initial discussions and feedback, additional refinements are to be made and brought back to the MPO. At the May 14th MPO meeting, a final draft TIP will be reviewed and hopefully released for a 30 day public comment period.

6.5.3 2014-2015 Unified Planning Work Program (UPWP)

The MPO and the MJTC discussed the development of a draft UPWP for the upcoming program year to run from October 1, 2014 to September 30, 2015. The UPWP is a programming and budget tool that outlines what we plan to work on as part of our 3C transportation planning contract. A handout was provided that summarized what is being considered for this UPWP. The handout outlined those tasks that we traditionally undertake each year such as the preparation of the TIP and the UPWP, liaison work and meetings, fulfillment of requirements of Title VI and Environmental Justice, GIS Mapping, and Data Collection. In addition, we expect to continue work on developing MAP-21 Performance Measures, Climate Change analysis and Local Technical Assistance. In response to local requests and state/federal guidance, additional tasks were developed. These include an update to the 2012 Regional Transportation Plan and a Regional Freight Plan. The communities of Harvard and Lancaster expressed interest in addressing issues regarding bike and pedestrian access, traffic flow and parking. Finally, through the Regional Trail Coalition, the idea of taking the regional trail map further to address the idea of healthy transportation was discussed. The result is a task to identify trails that the medical community can recommend to individuals for exercise.

We received our "PL" allotment for FFY 2015 from MassDOT on April 17th. Our apportionment is \$544,557. This is down from our FFY 2014 apportionment of \$570,098; a reduction of \$25,541. A budget for the 2014-2015 UPWP will be developed based upon the \$544,557 amount.

As with the TIP, a draft will be developed for the May 14th MPO meeting that can then be released for a 30 day public review and comment period.

6.5.4 Planned Weekend Service Stoppage on the Fitchburg Commuter Rail Line

The Montachusett Joint Transportation Committee (MJTC) continued discussions related to the planned stoppage of service of the Fitchburg Commuter Rail Line on weekends from May to November by the MBTA. The MBTA is planning to halt weekend trains between Fitchburg and North Station for several months as repairs and upgrades are made to the rail line. The

MJTC has asked that a letter be prepared and sent to communities along the line in order to solicit support for discussion with the MBTA at their upcoming meetings.

6.5.5 Next MPO Meeting – May 14, 2014 at 1:00 PM
Next MJTC Meeting – May 21, 2014 at 7:00 PM

7. ADJOURNMENT

There being no further business, C. Jones adjourned the meeting at 8:10 p.m.

LIST OF EXHIBITS DISTRIBUTED AT THIS MEETING:

March 25, 2014 Meetings Minutes
April 29, 2014 Handout
Executive Director Announcements
CDBG Schedule of Fees Proposal
April 2014 Warrant
Letter to MRPC from OIG
Letter to MRPC from Massachusetts State Retirement
Public Input Memo FFY2015-2018 TIP
Draft TIP Project Elements

April 29, 2014 – MRPC MEETING ATTENDANCE

| NAME | MUNICIPALITY | DELEGATION | APPOINTMENT DATE | PRESENT | ABSENT |
|----------------|--------------|------------|------------------|---------|--------|
| R. Hoyt | Ashburnham | Member | 7.2011 | X | |
| D. Phyfe | Ashburnham | Alternate | 7.2013 | | X |
| A. Pease | Ashby | Member | 7.2001 | | X |
| W. Stacy | Ashby | Alternate | 7.2005 | | X |
| S. Lee | Athol | Member | 4.2014 | | X |
| | Athol | Alternate | | | |
| P. Johnston | Ayer | Member | 12.2011 | | X |
| | Ayer | Alternate | | | |
| P. Duffy | Clinton | Member | 12.2011 | | X |
| | Clinton | Alternate | | | |
| P. Lowitt | Devens | Non-Voting | 7.2001 | | X |
| P. Caron | Fitchburg | Member | 7.2002 | X | |
| | Fitchburg | Alternate | | | |
| A. Gross | Gardner | Member | 2.2005 | | X |
| | Gardner | Alternate | | | |
| D. Manugian | Groton | Member | 7.2009 | | X |
| A. Eliot | Groton | Alternate | 7.2008 | | X |
| J. Hutchinson | Harvard | Member | 7.2012 | | X |
| T. Clark | Harvard | Alternate | 7.2011 | | X |
| A. Sheipers | Hubbardston | Member | 7.2013 | X | |
| | Hubbardston | Alternate | | | |
| V. Koivumaki | Lancaster | Member | 7.2000 | | X |
| E. Christoph | Lancaster | Alternate | 7.1992 | | X |
| | Leominster | Member | | | |
| | Leominster | Alternate | | | |
| J. Bilotta | Lunenburg | Member | 2.2010 | X | |
| R. Bowen | Lunenburg | Alternate | 7.2003 | | X |
| R. Rocheleau | Petersham | Member | 7.2011 | | X |
| E. Anderson | Petersham | Alternate | 7.2004 | | X |
| J. Telepciak | Phillipston | Member | 10.2010 | X | |
| | Phillipston | Alternate | | | |
| V. Andreliunas | Royalston | Member | 2.1991 | | X |
| J. Hardie | Royalston | Alternate | 7.2007 | | X |
| J. Greeno | Shirley | Member | 7.2011 | | X |
| | Shirley | Alternate | | | |
| M. Radzicki | Sterling | Member | 7.2011 | | X |
| B. Pattachiola | Sterling | Alternate | 9.2012 | | X |
| C. Carroll | Templeton | Member | 7.2011 | | X |
| | Templeton | Alternate | | | |
| C. Jones | Townsend | Member | 2.2011 | X | |
| L. Shifrin | Townsend | Alternate | 12.2010 | | X |
| M. Fortin | Westminster | Member | 7.2011 | | X |
| | Westminster | Alternate | | | |
| G. Corbosiero | Winchendon | Member | 7.2011 | X | |
| J. Kreidler | Winchendon | Alternate | 7.2010 | | X |

STAFF PRESENT: George Snow, George Kahale, Brad Harris, Bobbi Jo Johnson, Kevin Flynn, Stephanie Brow, Brian Doherty, Sheri Bean, Glenn Eaton, John Hume

GUESTS: Mark Goldstein, MRPC Legal Counsel