

**MONTACHUSETT REGIONAL PLANNING COMMISSION
APRIL 28, 2015 MINUTES**

V. Koivumaki called the meeting to order at 7:00 p.m.

1. INTRODUCTIONS

All present introduced themselves.

2. APPROVAL OF THE MARCH 24, 2015 MEETING MINUTES

A motion was made to approve the minutes of March 24, 2015 as printed. The motion was seconded and passed unanimously.

3. TREASURER'S REPORT

A. Pease read the March 2015 Warrant and Cash schedule. Balance after last warrant \$178,325 ; Total receipts this month \$214,693; Total cash on hand before this warrant \$72,653; Less: amount of this warrant \$\$165,487: Balance after this warrant \$178,325.

A motion was made and seconded to accept the cash schedules as read subject to audit and to be placed on file. The motion was passed unanimously.

4. ADMINISTRATIVE MATTERS

• **4.1 Announcements from the Executive Director – INFORMATION ONLY**

- Governor Baker's first Executive Order created the Community Compact program (see handout provided at tonight's meeting).
- "Speed dating-format" staff meetings have been held with Mayor Wong, Fitchburg, Ryan McNutt, town Administrator and Noreen Piazza, Town Planner of Lancaster, and Steven Boudreau, Administrative Coordinator, Petersham. The exchange of information between the municipalities and MRPC employees has been fruitful.

G. Eaton indicated that Governor Baker's new Community Compact program has been included in the State Budget under review for FY16. More information in addition to the handout will be provided if the program is funded at the State level.

• **4.2 FY15 And FY16 Cash Flow and Surplus/(Deficit) Projections – INFORMATION ONLY**

- A six month cash flow and surplus/(deficit) projection shows a monthly surplus whether the agency remains with eleven employees or hires a new full-time planner and two "traffic technicians." Pp. 30-32 of the accompanying handout accounts for eleven, existing employees and pp. 33-35 include the existing eleven employees plus a new Planner/GIS individual and two, temporary and seasonal Traffic/Turning Movements Counting Program employees (see related matter under section 4.4,

below). On p. 31 and p. 34 can be found “bottom-line” surplus amounts for both scenarios; staying with eleven employees and adding three more, respectively.

G. Eaton informed the Commissioners that a six month cash flow and surplus/(deficit) project has been prepared by B. Johnson for the last quarter of FY15 and the first quarter of FY16. The ratio of revenue over expenses has been and continues to be healthier than six months ago.

- **4.3 FY15 Budget - Proposed Adjustments to Payroll and Expense Line Items Possible – ACTION REQUESTED**
 - **REPORT**
 - The FY15 Budget that was approved last summer can be found on pp. 3-4 for reference
 - On p. 10 of the accompanying handout please find a summary of proposed decreases in the salaries line item of \$121,746.00 and decreases in certain non-salary (“Expense”) line items of another \$87,329.13 and a total increase of non-salary expenses by \$8,536.41
 - The FY15 budget has improved due in large part to the Decline in revenue resulting in the loss of five employees (December 2014) and one retirement [January 2015])
 - **RESOLUTION REQUIRING COMMISSION ACTION:**
 - **BE IT RESOLVED that the Montachusett Regional Planning Commission** authorizes the following:
 - Adjustments to the salary and non-salary line items as presented in a separate handout prepared by Ms. Bobbi Jo Johnson, Fiscal Director

G. Eaton provided the Commissioners with a handout of the FY15 budget with proposed changes to a variety of expense line items and the total salary budget in accordance with the relevant handout (see attached). G. Eaton and B. Johnson fielded a handful of clarifying questions. At 7:26 p.m., after Mr. Eaton’s explanation of the proposed changes, P. Caron proposed a motion to accept the resolution including the Communications line item that had a minor math error; Mr. Telepciak seconded the motion which passed unanimously.

- **4.4 Hiring Of One Full-Time Planning Individual and Two Temporary and Seasonal Traffic Technicians – ACTION REQUESTED**
 - **REPORT**
 - The Executive Director terminated five employees in December 2014 due to a lack of revenue available to the organization throughout the entire fiscal year (FY15). A sixth employee retired in January 2015 from the agency’s Comprehensive Planning Department. A projection of all contracted revenue indicates that the agency has the financial capacity to hire one, new full-time employee to complete comprehensive and transportation planning and GIS services. Relevant contracts are DLTA, EDA, Shirley Master Plan, and an increase in funding from the MassDOT/”3C” beginning on October 1, 2015

(approximately \$49,00+/-). The new employee must have both planning and GIS skills for a Regional or Principal Planner position.

- **RESOLUTION REQUIRING COMMISSION ACTION:**

- **BE IT RESOLVED that the Montachusett Regional Planning Commission** approves of the Executive director's request to advertise for and hire:
 - Two, temporary Traffic Technicians for the Traffic and Turning Movement Counting season under the supervision of Ms. Sheri Bean in the Transportation Department; and,
 - A new full-time (37.5 hours weekly) Planner ("Regional" or "Principal" as deemed appropriate by the Executive Director) to deliver planning and GIS services as directed by the Executive Director where starting compensation shall be no lower than \$45,428 (grade 4/step 1) and no higher than \$56,733 (grade 4/step 10), depending upon a combination of education and relevant experience that meet both the short and long term needs of the Commission.

G. Eaton provided a report and related resolution for consideration by the Commissioners to hire a new Planner (w/both planning and GIS skills). At 7:37 p.m. J. Telepciak proposed a motion to accept the resolution as printed for the two Traffic Technicians and Planner; Mr. Duffy seconded the motion which passed unanimously.

- **4.5 FY16 Budget – Presentation of Updated Draft – INFORMATION ONLY**

- In February 2015 a draft FY16 budget was presented to the Planning Commissioners
- An updated draft is available this evening (see handout pp. 37-38)
- Key differences from the February draft include a payment into a trust fund of \$60,062+/- for "paying-down" a portion of our accruing liability for the Other Pension Employment Benefits (OPEB, also previously referred to as the GASB 45 matter) versus "booking our liability as we have done in the past
- This draft budget also includes one new staff person (Planner/GIS individual).
- Only contracted revenue has been included in this draft
- A projected deficit of \$54,886.78 is the projected bottom line for FY16 which is expected to change as additional revenue is realized (i.e. "DLTA 09" estimated to be about \$96,751.00 in FY16) or small to potentially large expenses (such as if the Mass Board of Retirement "bills" become due and payable [approximately \$147,000+/- for FY13]).
- A final version of the proposed FY16 Budget will be presented on June 30, 2015 (or June 23rd should the Commissioners reschedule the June meeting due to the vacation period surrounding the Independence Day Holiday).

All of the above information was presented by G. Eaton. Credit to B. John was given to the Commissioners by Mr. Eaton for her efforts creating a draft of the FY16 Budget, including the MRPC's first substantial payment into a trust fund for \$60,062. G. Eaton continues to work with the other

Executive Directors of the State's RPA's and COG's concerning filing legislation to ensure that future payments to retirees remain in the State budget as they have been for more than four decades.

G. Eaton provided the Commissioners with a draft of the FY16 budget that will ultimately be proposed for approval at the meeting of the Commissioners to be held in June 2015. The draft budget is healthier than the FY15 budget. At this point time the MRPC has at least 95.4% of the funding that it needs for FY16 (Projected Contracted revenue = \$1,133,835; Projected Expenses = 1,188,722; Projected surplus/(deficit) = (\$54,887); and, Potential New Revenue = \$459,946).

5. STATUS REPORTS

COMMUNITY DEVELOPMENT AND HOUSING

At 8:00 p.m. V. Koivumaki offered the following topics to the Commissioners for discussion, in the order that they appear, below.

- **MEC, Inc. - Receivership Projects**

Mr. Eaton has been managing the daily tasks needed to keep this project moving forward. He is being assisted by Bobbi Jo Johnson, Fiscal Director. A status of each of the receivership projects in Athol follows.

Athol

112 Harvard Avenue - An auction at this property at Noon, Tuesday, March 31st. Three bidders in addition to the MEC staff were present. None of the three other bidders submitted a bid for the property. MEC's Director submitted a bid of \$41,000 to protect its current investment and to allow more flexibility in the sale of the property in the spring.

1158 Main Street - An auction at this property was held at 1:00 PM, Tuesday, March 31st. There were no bidders.

1768-70 Main Street - An auction at this property was held at 1:00 PM, Tuesday, March 31st. There were no bidders.

107 Stevens Street - Duetsche Bank appraised the property and is considering paying off the superior lien held by MEC; if the bank does not pay MEC's lien then MEC will petition the Housing Court on April 22nd to proceed to auction. (A verbal update will be provided to the Commissioners on April 28th.)

207 Adams Drive - 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 by fire. It may be plausible to auction this property "as-is" to a "fix-and-flip" contractor. Staff is researching this option.

41 Lewis Street - This site has been "cleaned and secured," MEC received 50% of the project costs from Athol's HomeCorps grant and MEC needs to obtain the balance of the funding prior to completing all renovations. The front and rear entrances have been replaced with small porches, stairs and hand-railings all in accordance with the State's Building Code.

119 Everett Avenue - This site has been “cleaned and secured,” MEC received 50% of the project costs from Athol’s HomeCorps grant, and MEC needs to obtain the balance of the funding prior to initiating renovations.

- **MEC Ashburnham Affordable Housing Project – 32 Whitney Drive**

32 Whitney Drive. The framing and roof have been completed to facilitate the completion of interior work. Electrical and plumbing tasks continue. MEC got a late start and did not pour a foundation until late fall. MEC will be sub-contracting the following jobs, insulating, sheet-rocking, interior painting, and pouring of concrete to create basement and garage floors. This should enable the Monty Tech instructors and students to complete their work by June 2015. If not, MEC may consider allowing Monty Tech to finish this job in September/October 2015.

Mr. Eaton informed the bank that future funding would be needed to complete affordable project #2 in this neighborhood during the 2015-2016 school year.

- **Community Development Block Grants**

Mr. Eaton has been fielding phone calls from: Prior clients concerning roof warranty issues; local officials concerning CDBG program income funds management; and, new projects for the 2016 funding round.

- **Distressed Property Identification and Revitalization (DPIR) Grant Program**

Linda Parmenter, Administrative and Human Resources Director volunteered to become the team leader for this project. Meetings have been held with local officials from Athol and Fitchburg concerning this program. Future meetings have been planned to update municipal staff. The semi-annual report was recently forwarded to the Attorney General’s office. This project will continue through December 2015.

COMPREHENSIVE PLANNING

At 8:02 p.m. V. Koivumaki offered the following topics to the Commissioners for discussion, in the order that they appear, below.

- **Federal Economic Development Administration (EDA)**

EDA has reviewed the Montachusett Region Planning Commission (MRPC) Draft update of the Comprehensive Economic Development Strategy (CEDS) and it was determined by EDA that overall the plan meets the EDA requirements and demonstrates a comprehensive view of the region. The document has been posted on the MRPC web site (www.mrpc.org).

- **Hazard Mitigation Plan Update Project**

MRPC Staff received comments from Massachusetts Emergency Management Agency that continue to be addressed.

- **Federal Housing and Urban Development (HUD) Community Challenge Grant**

MRPC has completed this project and closed it out on April 15th.

- **District Local Technical Assistance (DLTA)**

The following DLTA projects were approved at the February 10th Commission Meeting. MRPC has issued award letters to the following communities:

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.

Contracts with the three communities have been executed and work has been initiated. A second DLTA request for Service Delivery was issued to all Montachusett communities on April 1st and proposal due dates is scheduled for Noon, May 22, 2015. Awards will be made at the May 26th Planning Commission meeting.

- **Shirley Master Plan**

The Town of Shirley is in the early stages of updating its Master Plan and a Master Plan Public Forum is scheduled to gain insight from the public. The Forum will be held on Thursday, May 7th from 6 p.m. to 9 p.m. at the Shirley Middle School Cafeteria, 1 Hospital Road, Shirley, MA. This initial event will focus on Shirley's Strengths, Weaknesses, Opportunities, and Threats (SWOT) in terms of housing, economic development, open space and recreation, services and facilities, natural and cultural resources, land use, and transportation. Public input is a critical element of the study. The Forum is open to the general public and everyone with an interest in the community is highly encouraged to attend including citizens, local and state officials, business owners and others.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

At 8:03 p.m. V. Koivumaki offered the following topics to the Commissioners for discussion, in the order that they appear, below.

- **MRMapper & Mobile Apps**

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

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

- **Central Mass Evacuation Plan – Phase 2 & Evacuation Apps**

Phase 2 of the project has begun 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.

Additionally mobile and desktop application will be created to allow the communities to map real-time evacuation scenarios, edit Critical Infrastructure data and allow other authorized users and organizations to view these applications for monitoring purposes.

- **MassGIS Parcel Enhancements**

This project is complete.

- **Shirley Master Plan – Transportation Element**

This project is complete.

- **Distressed Properties Identification & Revitalization (DPIR) Mapping Update**

We recently completed updates to the DPIR maps for the communities of Ashburnham, Athol, Fitchburg, Leominster and Winchendon.

- **(Cost of Living Index) COLI App**

We recently completed a mobile app to aid in the data collection for the COLI project that was recently discussed at an MRPC Commission Meeting. The app allows the user to easily and efficiently collect necessary pricing information in the field saving valuable time and resources.

- **RTP 2016 Mapping**

We are currently working on a number of maps to be included in the RTP 2016 project. This project will be ongoing for the next few months.

TRANSIT

At 8:05 p.m. V. Koivumaki offered the following topics to the Commissioners for discussion, in the order that they appear, below.

- **Wachusett Commuter Rail Station and Layover Facility**

The construction work on the Wachusett Commuter Rail Station in Fitchburg and the MBTA’s Commuter Rail Layover Facility at the Westminster Business Park is ongoing. There will be a delay for the substantial project completion to 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 to obtain a temporary construction easement from the adjacent properties owners to construct the sidewalk on

Authority Drive and continues to attend and assist at the monthly project coordination meeting with FTA, MBTA and the Engineers.

- **Ayer Parking Facility**

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

- **Fitchburg Commuter Rail Line Improvements**

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 along the Fitchburg Line 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. Also the double tracking work along the corridor has been completed.

- **MART Fare and Bus Route Changes**

MART has prepared changes to bus routes and a proposed fare increase for public review and comment. A table of these changes will be made available for review starting from the first public meeting during normal business hours at the MART offices located at 1427R Water Street, Fitchburg, and 555 Main Street, Gardner and at www.mrta.us. Three public meetings will be held to discuss these changes in an open forum. The first meeting will be held on April 15, 2015 at 5:30 PM in the MART Intermodal Center at 100 Main Street, Fitchburg, MA. The second meeting will be held on April 21, 2015 at 5:30 PM at the Gardner City Hall, 95 Pleasant Street, Room 128 - First Floor, Gardner, MA. The third meeting will be held on April 22, 2015 at 5:30 PM at the Leominster City Hall, 25 West Street, Second Floor Conference Room, Leominster, MA. All meeting locations are accessible by MART's Fixed Route Bus. Public transportation to/from the meeting(s) can be arranged by calling MART at 978-345-7711 X3 by at least the day before the meeting(s). MART will accept written comments on the changes until May 8, 2015. Comments may be sent to MART, 1427R Water Street, Fitchburg, MA 01420.

- **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.

- **MART Advisory Board**

The next meeting of the MART Advisory Board will be held at 10:30 AM on Tuesday, May 5, 2015 at MART Water Street offices.

- **MBTA Fitchburg Commuter Rail Line Suspension of Weekend Train Service**

Beginning Saturday, April 25, through Sunday, November 22, 2015 weekend Fitchburg Line service will be suspended along the entire line due to the Fitchburg Commuter Rail Line Improvement Project to allow work to be performed between North Station and Fitchburg. Busing will not be provided during weekend service interruptions. Customers are advised to seek alternate modes of transportation. Weekday service is not affected by the ongoing improvement work. Regular weekend service will be provided on Memorial Day weekend (May 23-24), Fourth of July weekend (July 4-5), Labor Day weekend (September 5-6), and Thanksgiving weekend (November 28-29).

TRANSPORTATION

At 8:10 p.m. V. Koivumaki offered the following topics to the Commissioners for discussion, in the order that they appear, below.

- **Montachusett Regional Transportation Plan (RTP) Update**

MRPC is continuing development of the 2016 RTP Update. Draft chapters are under review and we have received financial figures for the 25 year life of the Plan, i.e. funding projections to 2040. In addition, the state has provided us with population and employment projections for our communities for 2020, 2030 and 2040. Staff has reviewed the figures as well as the projection methods and compared these to those developed for the 2012 RTP. A copy of the projections is available. The projections have been forwarded to our communities and have been posted to our RTP website accessible through www.mrpc.org.

Additionally, do to time issues; MassDOT has reset the RTP completion date to July 31, 2015. A MPO endorsed RTP is required from all MPO's by that date. This one month change has resulted in a change to our development schedule. The draft RTP will be put out for a 30 day comment period on June 22nd and it will end on July 21st. Consequently, the dates of the June and July MPO meetings have changed accordingly. The June MPO meeting will now be held on June 17th (instead of June 10th) and the July meeting will be July 22nd (instead of July 8th). Endorsement will be sought at the July 22nd meeting for the RTP as well as the Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP).

- **Transportation Improvement Program (TIP) FFY 2015-2018 Amendment #1 and #2**

The MRPC previously released for a 30 day public comment period, an Amendment to the FFY 2015 Highway Element. This Amendment #1 is for the removal of project 607114 LANCASTER - FULL BRIDGE REPLACEMENT, L-02-018, JACKSON ROAD OVER ROUTE 2 from Section 1B Federal Aid Bridge Projects. MassDOT had indicated that the funding for this project was already obligated and therefore it is no longer necessary to be programmed on the TIP. The comment period ran from March 16th to the close of business on April 14th. In addition, the MJTC reviewed Amendment #1 and any comments received at its meeting on April 15th and voted to recommend that the MRPC and the MPO authorize its formal endorsement.

At the MPO meeting on April 8th, the MPO reviewed a proposed Amendment #2 to the FFY 2015 Transit Element as a result of recent Transit Grant Application awards and additional project updates by MART. The MPO then voted to release Amendment #2 for a 30 day public review and comment period. The comment period began on Monday April 13th and will close on Tuesday May 12th. Again the MJTC reviewed the proposed Amendment #2 and any comments received to date and voted to recommend that the MRPC and the MPO authorize its endorsement at the May 13th MPO meeting. A summary of Amendments #1 and #2 are available.

RESOLUTION REQUIRING COMMISSION ACTION

BE IT RESOLVED that the MRPC has reviewed Amendments #1 and #2 to the FFY 2015-2018 Transportation Improvement Program (TIP) and based upon this review of comments received and the recommendation of the MJTC, authorizes its Chairman to endorse Amendment #1 to the FFY 2015 Highway Element and Amendment #2 to the FFY 2015 Transit Element of the FFY 2015-2018 TIP at a MPO meeting scheduled for Wednesday May 13, 2015 at 1:00 PM at the MRPC offices.

After the report and resolution, above, presented by B. Harris the above resolution was offered, seconded and passed unanimously at 8:15 p.m.

- **Transportation Improvement Program (TIP) FFY 2016-2019**

MRPC staff is continuing work on the development of the next TIP that will cover FFY 2016-2019. As with the RTP, the endorsement date has been moved to July 31st. This allows us to review possible funding scenarios with the MPO in May and June with a Draft released for public comment between June 22nd and July 21st. Staff attended TIP Day on April 10th and reviewed the status of possible target projects with MassDOT. Target figures were provided to us prior to the last MPO meeting. Figures are constant for FFY 2016 at approximately \$7.7 million but increase to \$9.6 million in FFY 2018 and 2019. Prioritization of projects was reviewed by the MJTC at their April 15th meeting. A list of projects has been compiled and is available.

- **Unified Planning Work Program (UPWP) 2015-2016**

The MRPC is continuing work on the development of the next UPWP that will cover October 1, 2015 to September 30, 2016. The UPWP is a budget and programming tool that outlines our work activities for the year. Some tasks remain constant from year to year such as the development of the TIP and UPWP as well as our Data Collection efforts. The UPWP will also follow the schedule to be used for endorsement as the RTP and TIP. Our PL allocation for FY 2016 is set at \$536,779. This represents a \$7,778 reduction from our FFY 2015 allocation of \$544,557. A preliminary task and budget list has been developed to illustrate some of the tasks we will continue this next program year. We are still encouraging communities to discuss with us potential studies for their town.

One formal request from the town of Shirley regarding a safety issue at the Groton Road (Route 225)/Townsend Road intersection has been incorporated in the UPWP. This area is the site of a crash cluster that was highlighted in their recent Master Plan. As such, town selectmen have raised concerns and have approached us to initiate a study of the situation. We have also identified an additional trail task that will focus on identifying and prioritizing trail connections to enhance mobility through communities and from town to town.

- **Next MPO Meeting – May 13, 2015 at 1:00 PM**
- **Next MJTC Meeting – May 20, 2015 at 7:00 PM**
- **Next MPO Meeting – June 17, 2015 at 1:00 PM - NOTE: DATE CHANGE**
- **Next MJTC Meeting – June 17, 2015 at 7:00 PM**
- **Next MPO Meeting – July 22, 2015 at 1:00 PM - NOTE: DATE CHANGE**
- **Next MJTC Meeting – July 15, 2015 at 7:00 PM**

G. Eaton informed the Commissioners that the June meeting would fall on June 30th, near the peak of the Independence Day Holiday period. After some discussion a motion was offered, seconded and passed hold the June meeting of the Commissioners on June 23rd. A brief discussion occurred about the May meeting date; staff confirmed that the meeting will take place on Tuesday, May 26th, one day after the Memorial Day Holiday.

9. ADJOURNMENT

There being no further business the meeting adjourned at 8:17 p.m.

LIST OF DOCUMENTS DISTRIBUTED AT THE MEETING:

- MRPC Meeting Minutes of 3/24/15
- Agenda – MRPC Executive Committee Meeting of 4/28/15 at 6:00 PM
- MRPC Handout for 4/28/15 meeting
- MRPC Warrant and Cash Schedule March 2016 prepared by B. Johnson
- Multiple budget-related documents prepared by B. Johnson and G. Eaton (FY15 Budget; FY15 Proposed Adjusted Budget; FY15 Administrative Matters; Six Month Cash Flow Projection Including Surplus/(Deficit) Projections from 4/1/15 through 9/30/15 with No New Employees; Six Month Cash Flow Projection Including Surplus/(Deficit) Projections from 4/1/15 through 9/30/15 with One New Full Time Planner and Two Traffic Technicians; and, FY16 Draft MRPC Budget Dated 4/10/15 Including One New Full Time Planner and Two Traffic Technicians)

MRPC Meeting Attendance List

Alphabetically by Community

Name	M/A	Representing	Appointment Date	PRESENT	ABSENT
Davis, Nick	A	Ashburnham	7.2014		
Hoyt, Roger	M	Ashburnham	7.2011	X	
Pease, Alan	M	Ashby	7.2001	X	
Stacy, Wayne	A	Ashby	7.2005		
Dodge, Alan	A	Athol	4.2014		
Grosky, Mitch	A	Athol		X	
Johnston, Peter	M	Ayer	12.2011		
Maher, David	A	Ayer	7.2014		
Duffy, Phil	M	Clinton	12.2011	X	
Lowitt, Peter	N/V	DREZ	7.2001		
Caron, Paula	M	Fitchburg	7.2002	X	
Gross, Allen	M	Gardner	2.2005		
Manugian, David	M	Groton	7.2009		
Hutchinson, Joe	M	Harvard	7.2012		
Sheipers, Anita	A	Hubbardston	7.2013		
Christoph, Eugene	A	Lancaster	7.1992		
Koivumaki, Victor	M	Lancaster	7.2000	X	
Bilotta, Joanna	M	Lunenburg	2.201		
Telepciak, John	A	Phillipston	10.201	X	
Andreluinas, Vyto	M	Royalston	2.1991		
Hardie, John	A	Royalston	7.2007		
Greeno, Jonathan	M	Shirley	7.2014		
Pineo, Michael	M	Sterling	7.2014		
Kilcoyne, John	A	Sterling	7.2014	X	
Carroll, Charles	A	Templeton	7.2011		
Bozicas, Jerrilyn	M	Townsend	7.2014		
Shifrin, Laura	A	Townsend	7.2010		
Shenk, Jay	M	Westminster	7.2014		
Corbosiero, Guy	M	Winchendon	7.2011		
Kreidler, James	A	Winchendon	7.2010		

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

GUESTS PRESENT: Mark Goldstein, MRPC Legal Counsel