

**MONTACHUSETT REGIONAL PLANNING COMMISSION MINUTES
JUNE 23, 2015 MINUTES**

1. INTRODUCTIONS

V. Koivumaki called the meeting to order at 7:00 p.m. All present were introduced.

2. APPROVAL OF THE MAY 26, 2015 MEETING MINUTES

G. Corbosiero moved that the minutes of May 26, 2015 be approved as printed. The motion was seconded and passed unanimously.

3. TREASURER'S REPORT

A. Pease read the May 2015 cash schedule. Balance after last warrant \$99,387.13; Total receipts this month \$80,537.46; Total cash on hand before this warrant \$179,924.59; Less: amount of this warrant \$60,726.91: Balance after this warrant \$108,123.17.

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

4. SLATE OF OFFICERS AND ELECTION OF OFFICERS

R. Hoyt of the Nominating Committee presented the Slate of Officers as follows:

Chairman – Victor Koivumaki
Vice Chairman – Guy Corbosiero
Treasurer – Alan Pease
Assistant Treasurer – Laura Shifrin
Secretary – John Telepciak

The Nominating Committee did not have nominations for two member at large positions.

After some discussion, R. Hoyt moved that to nominate Paula Caron as a Committee Member at Large on a temporary basis. The motion was seconded and passed unanimously.

J. Telepciak moved that the Montachusett Regional Planning Commission elect the Slate of Officers for the upcoming fiscal year as presented: Chairman – Victor Koivumaki; Vice Chairman – Guy Corbosiero; Treasurer – Alan Pease; Assistant Treasurer – Laura Shifrin; Secretary – John Telepciak; Committee Member at Large – Paula Caron. The motion was seconded and passed unanimously.

5. ADMINISTRATIVE MATTERS

5.1 FY15 Budget – Presentation of final adjustments for this year's budget and related FY15 Budget Issues

5.1.1 REQUEST FOR CORRECTION OF RESOLUTION ADOPTED BY THE COMMISSIONERS ON FEBRUARY 10, 2015

G. Eaton explained that on February 10, 2015 the Executive Director requested and received approval of the Commissioners for the use “Local Technical Assistance (LTA) funds” to support the Central Mass Grown Project.

The proposed RESOLUTION should have read as follows, “BE IT RESOLVED that the Montachusett Regional Planning Commission approves the use of \$5,000 in **District 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.”**

The Executive Director requests that the Commissioners approve of the use of **District** Local Technical Assistance (DLTA) dollars versus Local Technical Assistance (LTA) funds.

G. Corbosiero moved that the Montachusett Regional Planning Commission approves the use of \$5,000 in **District** Local Technical Assistance (DLTA) 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. The motion was seconded and passed unanimously.

5.1.2 FY 15 BUDGET – Final Adjustment

G. Eaton distributed and explained in detail a handout entitled FY2015 administrative expenses as of June 23, 2015. At least every other month, and sometimes monthly, the Executive Director has provided updates concerning the FY15 budget. Several amendments were endorsed throughout FY15. The FY15 budget adopted in June 2014 and the final budget adjustment for this fiscal year will be used by MRPC’s CPA/Auditor to complete the FY15 Audit by February or March 2016. FY15 began with seventeen employees. The labor force was reduced to twelve in December 2014. Another employee retired at the end of January 2015, reducing our labor force to eleven full time employees. Two traffic counting technicians were hired as part-time, temporary employees for the summer of 2015.

A part-time, temporary intern was hired this summer to provide assistance to the Transit, Transportation, Comprehensive Planning, and GIS Departments, as needed.

After much discussion, G. Corbosiero moved that the Montachusett Regional Planning Commission authorize its Director to utilize monies from budget line items that have a surplus to zero out those budget line items that are in the negative and require the Director present a final budget after June 30, 2015. The motion was seconded and passed unanimously.

5.2 FY16 Budgetary Matters – Presentation of upcoming year’s budget

5.2.1 FY 16 PROMOTIONS/SALARY INCREASES FOR THREE EMPLOYEES AND ONE STEP INCREASED FOR REMAINING EIGHT EMPLOYEES

G. Eaton explained that the Executive Director has reviewed three employees. All three of these employees have grown tremendously in their emerging roles; Mr. Eaton provided the MRPC with the details of each of their many accomplishments.

Bobbi Jo Johnson, Fiscal Director, Administration Department

Proposal: Provide this individual with a new level of compensation that matches her abilities. She not only meets expectations, but excels in her “new” position as Fiscal Director.

Sheri Bean, Transportation Planner, Transportation Planning Department

Proposal: Provide this individual with the new title of Principal Planner with a corresponding level of compensation that matches her growing role with this agency.

Chantell Fleck, Regional Planner, Comprehensive Planning Department

Proposal: Provide this individual with the new title of Principal Planner with a corresponding level of compensation that matches her expanding with this agency.

G. Corboseiro inquired as to the Grades and Steps the employees were currently at on the pay scale and where they would be moved to. P. Caron provided that information.

G. Eaton added that Linda Parmenter, Administrative and HR Director and John Hume, Planning and Development Director have also undertaken additional work responsibilities due to the layoff of staff members and he recommended that their salaries be increased to reflect added duties.

P. Caron added MRPC should also address Brad Harris, Transportation Director as he is at Step 10 and at the end of the position’s grade. Last year MRPC adopted a bonus payment for those employees that were at the end of their grade so that payment needs to be addressed.

G. Eaton replied he budgeted 1.5% for that payment which is the same as last year.

P. Caron commented that MRPC’s current pay scale is static as it has not been updated since 2011. MRPC needs to look at revising the pay scale and look at a percentage increase across the entire pay scale as the current one is not keeping pace.

G. Eaton indicated he would undertake this analysis by the September meeting.

Guy Corbosiero moved that the Montachusett Regional Planning Commission approves the promotions and/or pay increases as presented by the Executive Director effective July 1, 2015 as follows:

- Bobbi Jo Johnson, Fiscal Director, Grade 4 Step 8 \$54,000 to Grade 6, Step 3 \$63,001.
- Sheri Bean, Promotion from Regional Planne to Principal Planner and an increase in compensation from Grade 4 Step 4 \$48,921 to Grade 4 Step 6 \$51,398.
- Chantell Fleck, Promotion from Regional Planner to Principal Planner and an increase in compensation from Grade 3 Step 2 \$44,347 to Grade 3 Step 4 \$46,592.
- Linda Parmenter, Administrative and HR Director, salary increase from Grade 7 Step 3 \$74,341 to Grade 7 Step 5 \$78,105.

- John Hume, Planning and Development Director, salary increase from Grade 6 Step 3, \$63,001 to Grade 6 Step 5 \$66,190.
- Brad Harris, Transportation Director, Grade 7, Step 10, a 1.5% annual bonus.

The remaining MRPC staff, Glenn Eaton, Executive Director; George Kahale, Transit Director; Jason Stanton, GIS and IT Director; Brian Doherty, Regional Transportation Planner and George Snow, Principal Transportation Planner will receive a one-step increase.

The motion was seconded and passed unanimously.

5.2.2 Rebuilding GIS Capacity

G. Eaton reported that in December the Executive Director terminated the employee filling the GIS Analyst position due to a lack of funds available to the agency. Revenue to the MRPC allows us to increase capacity in the GIS Department. The Executive Director requests that the Commissioners authorize him to advertise a part-time GIS Analyst position at a rate of \$24.48 / hr., for ten hours per week or twenty hours per pay period (ten business days/two weeks).The hiring of this individual will provide needed support to the GIS and IT Director. He has been working diligently on both GIS and IT matters. However, since the loss of the full-time GIS Analyst, a backlog of GIS projects has grown and an additional human resource is needed to maintain the GIS Department’s unofficial motto of “meeting very deadline, on time, and every time.”

J. Telepciak moved that the Montachusett Regional Planning Commission approves of the Executive Director’s request to advertise and hire a part-time GIS Analyst at the hourly rate and for the hours stated above in the report. The motion was seconded and passed unanimously.

5.2.3 TRAINING IN FY 16 BUDGET

G. Eaton explained that attendance at higher cost training conferences has been eliminated since November 2014 due to a reduction in revenue to the agency. As of the date of this meeting the MRPC has, under contract, at least 109% of the funding that it needs for FY16 to pay for all salary and non-salary costs for the 11 existing employees, the new Regional Planner position, the two traffic technicians for this season, and the part time intern providing assistance to the Transit and Transportation Departments. The agency’s budget is much healthier than it has been in the recent past. As the agency’s finances have stabilized the Executive Director recommends that attendance at targeted training sessions be reinstated where the dollars exist to do so.

The training conference budget for FY16 has been proposed to be \$10,000. Within this budget includes funding from the two US EPA Environmental Site Assessment grant awards, from MassDOT/3C Transportation Planning Grant, dollars from EDA, and some funding from Administrative costs.

GMS Training Summit

The GMS Summit is a financial management conference open to all GMS clients such as the MRPC. The 31st summit will provide attendees the opportunity to receive in depth training.

The Executive Director, Fiscal Director, and former Administrative Assistant attended the 2013 GMS Conference; he saw firsthand that that the GMS Conference provided an excellent training opportunity for the staff both for accounting and human resources management issue. He recommends that Ms. Johnson attend the 2016 GMS Conference to be held from June 12 through 17, 2016 in St. Petersburg, FL for a total cost of \$2,000.

EPA GRANTS AND BROWNFIELDS CONFERENCE

G. Eaton reported that in May MRPC was awarded two, \$200,000 Environmental Site Assessment (ESA) grants from the US Environmental Protection Agency (EPA). Both grants include funding for staff to attend the regular brownfields conference held every 18 to 24 months; \$8,000. He recommends that Mr. Hume and Ms. Fleck and he attend the 2015 brownfields conference to be held from September 2 through 4, 2015 in Chicago, IL for a total cost of \$2,000 per employee or \$6,000 for all three employees.

BECOMING YOUR BEST: EXECUTIVE DIRECTOR TRAINING – NATIONAL ASSOCIATION OF REGIONAL COUNCILS AND NATIONAL ASSOCIATION OF DEVELOPMENT ORGANIZATIONS

G. Eaton reported that FY15 has been a very challenging year both fiscally and human resources management-wise. The Executive Director should attend more training for executive directors seminars versus general planning conferences. He recommends that he attend the NADO/NARC 2015 Conference; a collaborative training event developed by the National Association of Development Organizations (NADO) and the National Association of Regional Councils (NARC). to be held in August 2015 in Austin, TX for a total cost of \$1,800; \$340 for conference registration, \$560 for airfare and related on-land travel costs, \$600 for lodging, \$200 for meals, and \$100 for related conference costs.

G. Corbosiero moved that the Montachusett Regional Planning Commission approve of the attendance at the US EPA 2015 Brownfields Conference in Chicago, IL by John Hume and Chantell Fleck and Glenn Eaton from September 2 through 4, 2015 for a total cost of \$2,000 per employee or \$6,000 for both all three employees. The motion was seconded and passed unanimously.

G. Corbosiero moved that the Montachusett Regional Planning Commission approve of the attendance at the annual GMS Conference in St. Petersburg, FL by Bobbi Jo Johnson, Fiscal Director from June 12 through 17, 2016 for a total cost of \$2,000 including registration, travel, lodging, meals, and related conference costs. The motion was seconded and passed unanimously.

G. Corbosiero moved that the Montachusett Regional Planning Commission approve of the Glenn Eaton's attendance at the annual NARC and NADO Executive Directors Training Conference in Austin, TX by Glenn Eaton, Executive Director from August 9 through

11, 2015 for a total cost of \$2,000 including registration, travel, lodging, meals, and related conference costs. The motion was seconded and passed unanimously.

5.2.4 FY 16 BUDGET PROPOSAL

G. Eaton presented and explained the FY16 Budget. He explained that in FY16 the Executive Director is rebuilding revenue to the organization, increase capacity, and return to a level of normalcy. Included in this budget are overdue promotion and compensation matters, as well as one-step increase to the remaining employees, maintain the required traffic counting program, re-establish training programs for staff in all departments, increase the agency's promotion, marketing, and outreach efforts to increase revenue. Each expense line item has been reviewed to ensure that the agency can accommodate all operational and recurring costs. Strengths, weaknesses, opportunities, and weaknesses of the FY15 Budget follow:

- a. The strength(s) of the proposed budget is/are first-time funding of the Other Pension Retirement Benefits (OPEB) under GASB 45 and FY16 will be a rebuilding year.
- b. A weakness of the proposed budget is that is insufficient revenue to address all tasks being completed on time.
- c. The opportunity of the proposed budget is a real increase in revenue from MEC to MRPC and a possible CDBG award for the Shirley-Lancaster program.
- d. The threat(s) of the proposed budget is/are MBR- payment of retiree pension benefits of \$148,000 for CY13 (calendar year), and an unknown amount for CY14 (invoice not yet received from MBR).

He noted that at this time we have 109% of funds under contract for the upcoming fiscal year. However, we are not a full staff capacity.

Discussion occurred regarding the EPA Brownfields Grant. B. Johnson indicated that MRPC receives \$57,000 for administration for this contract; the remainder of funds is for a consultant. Discussion took place regarding insufficient revenue to address tasks being completed on time. G. Eaton explained we can deliver for contracted items, but there are some extra administrative items we are struggling to keep up with because of reduced staff.

	TOTAL REVENUE	TOTAL EXPENSES	SURPLUS / (DEFICIT)
FY 16 Budget	\$1,317,752	\$1,251,341	\$66,412

J. Telepciak moved that the Montachusett Regional Planning Commission hereby adopts the FY16 budget as summarized by the Executive Director and presented as a handout. The motion was seconded and passed unanimously.

5.3 Announcements from the Executive Director and/or Operational Issues

G. Eaton reported that at the beginning of June the MRPC changed its utility company providing phone and data services (from One Communications to Comcast Business). We have been experiencing some glitches that are in the process of being rectified.

L. Parmenter distributed a draft 2015 Affirmative Action Plan. She explained changes to the Plan and indicated she would ask the MRPC to adopt the revised Plan at the next MRPC Meeting.

5.4 MRPC Meeting Attendance Survey Results

Proposal. To Hold Quarterly Meetings of the Full Commission and Monthly Meetings of the Executive Committee

G. Eaton distributed and explained a handout entitled MRPC Meeting Attendance Survey Results.

After much discussion regarding the results of the survey, how to gain better attendance at meetings and re-surveying members by email, it was decided to table the resolution regarding holding MRPC Meetings quarterly and revisit the matter in August.

6. COMMISSIONERS PEER TO PEER TRAINING AND DISCUSSION

G. Eaton stated we will provide at future meetings an opportunity for peer to peer discussions.

7. STATUS REPORTS

7.1 COMMUNITY DEVELOPMENT AND HOUSING

7.1.1 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.

112 Harvard Avenue – On June 3rd MEC received the Housing Court's approval to take legal ownership of this property. MEC's Attorney John Barrett is in the process of preparing the deed and other paperwork that will need to be executed by MEC's President (V. Koivumaki) and Director (Glenn Eaton) to be recorded at the Registry of Deeds to document MEC's legal ownership of this property. After MEC has received title to the property it will engage a Realtor to market the property for sale this summer.



Renovations Completed at 112 Harvard Avenue, Athol

1158 Main Street – MEC is in the process of seeking relief from the community for its clean-and-secure investment into this property. On May 5th Mr. Eaton sent a letter to the Town of Athol seeking

reimbursement for its \$13,137.36 investment in cleaning and securing this property. On May 6th the Housing Court Judge directed the attorney representing the Town of Athol to work with the receiver (MEC) and provide some sort of relief to this non-profit organization as it has worked in partnership and good faith with the community to secure this property.



Prior to MEC's Appointment as Receiver Summer 2014



Boarding-up and Securing 1158 Main Street January 2015

1768-70 Main Street – MEC is in the process of seeking relief from the community for its clean-and-secure investment into this property. On May 5th Mr. Eaton sent a letter to the Town of Athol seeking reimbursement for its \$12,097.93 investment in cleaning and securing this property. On May 6th the Housing Court Judge directed the attorney representing the Town of Athol to work with the receiver (MEC) and provide some sort of relief to this non-profit organization as it has worked in partnership and good faith with the community to secure this property.



Prior to MEC's Appointment as Receiver Summer 2014



Boarding-up and Securing 1768-70 Main Street January 2015

107 Stevens Street – Duetsche Bank (DB) sent MEC, Inc., the Town of Athol, and the Attorney General's Office of Worcester executed a settlement agreement to pay MEC for its full investment of \$60,475.12 for cleaning, securing, and rehabilitating this property. DB needs to sign the agreement and will then send MEC a check to reimburse it for all of its costs. A check is anticipated to be received in mid-July.

Renovations at 107 Stevens Street were completed in the Winter 2014-2015



41 Lewis Street – MEC applied for financing in early May to complete the necessary repairs to this property and proceed to auction upon the completion of rehabilitation. MEC's planned investment, to be secured by a "priority lien" that will be superior to existing lienholder, is \$61,350.



MEC is Awaiting Approval of Financing to Complete Renovations

119 Everett Avenue – MEC applied for financing in early May to complete the necessary repairs to this property and proceed to auction upon the completion of rehabilitation. MEC’s planned investment, to be secured by a “priority lien” that will be superior to existing lienholder, is \$85,325.



MEC is Awaiting Approval of Financing to Complete Renovations

207 Adams Drive – MEC applied for financing in early May to complete the necessary repairs to this property and proceed to auction upon the completion of rehabilitation. MEC’s planned investment, to be secured by a “priority lien” that will be superior to existing lienholder, is \$77,003.



Fire Damage Occurred on August 29, 2014



Post-Fire Repairs

MEC is Awaiting Approval of Financing to Complete Renovations

7.1.2 MEC Ashburnham Affordable Housing Project – 32 Whitney Drive

This single-family home being constructed in partnership with local land developer Mark Dymek is nearly complete. Remaining tasks include installing the exterior propane gas tank, furnace, baseboards, kitchen cabinets, and carpeting on the first and second floors. The roof is on, the windows have been installed, and electrical and plumbing tasks are nearly completed. The pouring of concrete creating the garage floor has been completed.

Mr. Eaton is in the process of hiring a consultant to provide marketing and sale services that need to be completed in accordance with the State's Affordable Housing Statute (MGL Chapter 40B, Sections 20 through 23). A summer sale is planned.

7.1.3 MEC Ashburnham Affordable Housing Project – 10 Monroe Drive

With approval of the MEC Board of Directors on May 5th, Mr. Eaton applied for financing for this second “40B” project with Mark Dymek (developer) and Monty Tech to finance the construction of this single-family home in the upcoming school year (2015-2016). Mr. Eaton’s goal is to have the foundation poured by August 14, 2015 to enable Monty Tech to begin home construction no later than September.

7.1.4 MEC – 30 Powers Mill Road

The intent of this project was to acquire this property with FY12 CDBG funds (completed in June 2014) and convert the single family home to a two unit building. The Board of Selectmen approved program and budgets amendments to the CDBG program; the amendments allowed the community to use CDBG funds that were left over upon the completion of the paving of two local roads. MEC intended to maintain the ownership of the property after conversion and rent both units to senior citizens in accordance with Phillipston’s Affordable Housing Plan adopted in 2013/2014? The DHCD approved of the program amendment allowing Phillipston and MEC to proceed with this project.

At a meeting held in November 2014 between the former Community Development Director, MEC’s Architect, and the local Building Inspector MEC received a verbal green light to proceed with the project from the Inspector. Staff completed all necessary procurement for the hiring of a general contractor to complete the work. In the summer 2014 staff approached the Building Inspector for a building permit; the Building Inspector denied the application and advised MEC to file an application for a variance with the Zoning Board of Appeals (ZBA). The ZBA held a hearing regarding MEC’s application to convert this single family home into two units of senior housing. Abutters voiced their collective opposition to the project. Staff withdrew the application without prejudice.

MRPC’s Executive Director is in the process of obtaining an estimate for water damaged areas in the basement that occurred in January 2015 due to a water leak. Financing will then be pursued to renovate the basement and sell the property on the open market.

7.1.5 Community Development Block Grants

The Federal fiscal Year 2015 (FFY15) Shirley-Lancaster CDBG proposal, prepared by Mr. John Hume and others in February 2015, is still pending. Announcements of awards, and non-awards, are typically made in July.

7.1.6 Distressed Property Identification and Revitalization (DPIR) Grant Program

Linda Parmenter, Administrative and Human Resources Director volunteered to become the team leader for this project. Ms. Parmenter met with Steve Curry, Health Agent and Liz Murphy, Community Development Director both with the City of Fitchburg in May 2015 to share information gathered by her related to distressed properties in Fitchburg. Additional meetings will be held with local officials from Athol and Fitchburg concerning this program. Future meetings have been planned to update municipal staff. This project will continue through December 2015.

7.2 COMPREHENSIVE PLANNING

7.2.1 Federal Economic Development Administration (EDA)

The federal Environmental Protection Agency (EPA) has selected the MRPC for a \$400,000 Community-wide Brownfields Assessment grant for hazardous substances and petroleum contaminated sites. Community-wide hazardous substances grant funds will be used to inventory and prioritize sites and to conduct Phase I and Phase II environmental site assessments. Grant funds also will be used to conduct community outreach activities and cleanup planning. Community-wide petroleum grant funds will be used to conduct the same tasks at sites with potential petroleum contamination.

7.2.2 Hazard Mitigation Plan Update Project

MRPC Staff received comments from Massachusetts Emergency Management Agency (MEMA) that have been addressed. The plan was resubmitted to MEMA.

7.2.3 District Local Technical Assistance (DLTA)

MRPC staff is working on the following DLTA projects:

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

Winchendon: Master Plan Transportation Element.

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

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

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

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

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

A third DLTA request for Service Delivery was issued to all Montachusett communities on May 28th and proposal due date is scheduled for Noon, June 22nd, 2015. Awards will be made at the June 22nd Planning Commission meeting.

V. Koivumaki reported that **in** June 2015, a total of six (6) proposals were received for use of District Local Technical Assistance (DLTA) resources to provide a variety of services. It should be noted that MRPC had a total beginning balance of \$195,302 in DLTA Funds and a total of eight (8) projects were approved at the January and May 2015 MRPC Commission Meetings. Moreover, \$7,500 in DLTA funds are being utilized for Central Mass DataCommon Project and \$5,000 in DLTA funds are being utilized for Mass Grown project. MRPC staff anticipates that if the six proposals received in June are approved, all DLTA funds/staff time will have been allocated to projects and no additional projects can be undertaken. The six proposals received in June are as follows:

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

2. **Ashby:** Preparing a Land Use Chapter, Future Land Use Plan and Consolidation of Economic Development Plan into the update of Ashby's 2004 Community Development Plan.
3. **Winchendon:** Research the potential of establishing a zoning district for the Central Street corridor.
4. **Harvard:** Preparation of a zoning amendment to allow assisted living residences.
5. **Sterling:** Sign bylaw update to reflect current needs and preferences, and encourages economic growth.
6. **Townsend:** Assistance in reviewing applicable bylaws to see if more housing opportunities could be made available.

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

G. Corboseiro moved that the Montachusett Regional Planning Commission (MRPC) recommends that #1 through #6 of the above-named proposals and project requests for District Local Technical Assistance (DLTA), if eligible, be **conditionally** awarded based upon further communication/ clarification with the applying communities and approval from the Massachusetts Department of Housing and Community Development (DHCD). All activities in some applications may not be awardable under the DLTA program: MRPC staff reserves the right to negotiate an awardable detailed scope of services.

Those requests conditionally awarded (#1 through #6) are subject to the conditions listed below.

1. The services to be delivered to the communities will be completed commencing no earlier than a fully executed Memorandum of Understanding (MOU) between the subject (lead) community and the MRPC.
2. Services will be delivered to the subject community (ies) during the implementation of the District Local Technical Assistance (DLTA) program year (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 MOU between the subject (lead) community and the MRPC but must agree to participate in order to receive the results of the report.)

4. Where and when possible the MRPC will deliver the tasks related to “analysis, preparation and presentation ... report(s) ...” as indicated above. The MRPC and the community requesting services will “outsource” consulting services only when absolutely deemed to be necessary by both the lead community and the MRPC.
5. This is an award of services from the MRPC to the applicable community (ies). This is not a cash award.
6. If at any time DHCD determines that the project is ineligible, the award of services will be null and void.
7. The municipality and all municipal departments shall provide MRPC with cooperation/access/assistance to public data applicable to the DLTA project including the provision of such materials. Related costs associated with this (data collection, photocopying, etc.) will be at the expense of the municipality(s).

The motion was seconded and passed unanimously.

7.2.4 Shirley Master Plan Update

MRPC drafted a report on a public forum held in May and the report was forwarded to the town for inclusion on the town web site. The report documented input regarding Shirley’s strengths, weaknesses, opportunities, and threats in terms of housing, economic development, open space and recreation, services and facilities, natural and cultural resources, land use, and transportation. MRPC staff is now working with the town on the Housing Chapter and the Services and Facilities Chapter.

7.3 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

7.3.1 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.

Currently the MRPC is working on creating internal-only and public sites for the Town of Westminster and recently updated the Town of Shirley’s internal-only site as well as created a public site.

7.3.2 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. These events have been completed.

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. These applications were be highlighted at the exercises noted above.

7.3.3 RTP 2016 Mapping

Draft versions of maps to be included in the RTP 2016 project have been completed. Edits will be completed as necessary based on the feedback during the comment period.

7.3.4 MART Bus Route Shelter Maps

The MRPC completed updates to the MART bus routes as well as maps that will be displayed inside the bus shelters showing a users' current location in relation to the bus route and interchanges.

7.4 TRANSIT

7.4.1 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 ongoing. There will be a delay for the substantial project completion to December of 2016 due to Pan Am's schedule. Pan Am will not be able to complete work on the tracks and signalization until 2016, with full completion scheduled for Early 2017. The Development Road Extension is approximately 98% complete. Staff is working with the City of Fitchburg and Westminster to transfer the ownership of the property. Staff continues to work with Pan Am Railways and the City of Fitchburg to transfer 5th Mass Turnpike property to MART. Staff is also assisting MART and the Consultant in obtaining a temporary construction easement from the adjacent properties owners to construct the sidewalk on Authority Drive and continues to attend and assist at the monthly project coordination meeting with FTA, MBTA and the Engineers.

7.4.2 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.

7.4.3 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 EOHEE 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. The construction of 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.

7.4.4 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).

7.4.5 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.

7.4.6 Westminster Bus Route

Staff is assisting MART on a proposed Bus Route to serve Westminster residents; to connect to Mount Wachusett Community College (MWCC), the Commuter Rail Station and Gardner City Center.

8. TRANSPORTATION

8.1 Montachusett Regional Transportation Plan (RTP)

MRPC staff provided information and chapter data to the Metropolitan Planning Organization (MPO) related to the 2016 RTP Update. Various topics were discussed related to chapters provided as well as financial analysis information. The MPO then voted to release the draft RTP for a 30 day public review and comment period. That comment period will run from June 22nd until July 21st. The MPO will then meet on July 22nd to review comments received and to vote on whether to endorse the RTP. Draft documents related to the RTP are available on our website at www.mrpc.org.

Staff plans to hold a public meeting to present the draft document as well as explore other options to disseminate the RTP.

G. Eaton reported that the 2016 Montachusett RTP is a long range planning document that identifies anticipated needs, recommendations and projects for the transit and highway systems in the region. A draft of the 2016 Montachusett RTP was released for a 30 day public review and comment period that runs from Monday June 22, 2015 until the close of business

on Tuesday July 21, 2015. The MPO voted to release a draft RTP at its meeting of June 22, 2015. The MJTC will review comments received to date at its July 15, 2015 meeting and it is anticipated that the MJTC will recommend to the MPO that the Draft 2016 Montachusett RTP be endorsed. Due to time constraints and schedules, it is requested at this meeting for the MRPC to authorize its Chairman and the MPO to endorse the Draft 2016 Montachusett RTP at a meeting of the MPO scheduled for Wednesday July 22, 2015 at 1:00 P.M. at MRPC offices.

G. Corboseiro moved that the MRPC has reviewed the draft 2016 Montachusett Regional Transportation Plan (RTP) and based upon this review of comments received to date and the anticipated recommendation of the MJTC authorizes its Chairman to endorse the 2016 Montachusett RTP at the MPO meeting scheduled for Wednesday July 22, 2015 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

8.2 Transportation Improvement Program (TIP) FFY 2016-2019

MRPC staff presented to the MPO a draft FFY 2016-2019 TIP based upon input from the MPO and revised MassDOT cost estimates. The MPO then agreed upon a fiscally constrained option for the final draft. The MPO then voted to release the final draft for a 30 day public comment period. That comment period will run from June 22nd until July 21st. The MPO will then meet on July 22nd to review comments received and to vote on whether to endorse the FFY 2016-2019 TIP. The Draft TIP is available on our website at www.mrpc.org.

G. Eaton reported that the TIP is a prioritized listing of transportation and transit projects proposed for implementation during the next four federal fiscal years and is the product of a comprehensive, continuing and cooperative effort to improve the regional transportation system by local officials, the Montachusett Joint Transportation Committee (MJTC), the Montachusett Regional Transit Authority (MART), the Montachusett Regional Planning Commission (MRPC) and the Massachusetts Department of Transportation (MassDOT). It is required to be updated annually by Federal Regulations issued jointly by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The Montachusett Metropolitan Planning Organization (MPO) at its meeting on June 17, 2015 voted to release for a 30 day public review and comment period the draft FFY 2016-2019 TIP. The comment period runs from Monday June 22, 2015 until the close of business on Tuesday July 21, 2015. The MJTC will review the draft document as well as any comments received to date at its July 15, 2015 meeting. Based upon comments received to date and expect review by the MPO, it is requested that the MRPC authorize its Chairman and the MPO to endorse the Draft FFY 2016-2019 TIP at a meeting of the MPO scheduled for Wednesday July 22, 2015 at 1:00 P.M. at the MRPC offices.

J. Telepciak moved that the MRPC has reviewed the FFY 2016-2019 Transportation Improvement Program (TIP) and based upon this review of comments received to date authorizes its Chairman to endorse the FFY 2016-2019 TIP at a MPO meeting scheduled for Wednesday July 22, 2015 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

8.3 Unified Planning Work Program (UPWP) 2015-2016

The MRPC presented a final draft UPWP that will cover the October 1, 2015 to September 30, 2016 program year. 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 budget for the UPWP is set at \$664,656 based on a "PL" allocation for FFY 2016 of \$585,871 and a FTA 5303 and Local allocation of \$78,785. The MPO then voted to release the final draft for a 30 day public comment period. That comment period will run from June 22nd until July 21st. The MPO will then meet on July 22nd to review comments received and to vote on whether to endorse the Draft UPWP. The Draft UPWP is available on our website at www.mrpc.org.

G. Eaton reported that the UPWP is a budget and task tool that outlines work responsibilities for the upcoming program year. The UPWP for the Montachusett Metropolitan Planning Organization (MPO) is a financial programming tool developed annually as part of the federally certified transportation planning process. This document contains task descriptions of the transportation planning program of the MPO, with associated budget information and funding sources for the 2015-2016 program year. At the June 17, 2015 MPO meeting, the MPO voted to release a Draft 2015-2016 UPWP for a 30 day public review and comment period. The comment period began on Monday June 22, 2015 until the close of business on Tuesday July 21, 2015. The MJTC will review the draft document as well as any comments received to date at its July 15, 2015 meeting. Based upon comments received to date and expect review by the MPO, it is requested that the MRPC authorize its Chairman and the MPO to endorse the Draft 2015-2016 UPWP at a meeting of the MPO scheduled for Wednesday July 22, 2015 at 1:00 P.M. at the MRPC offices.

G. Corbosiero moved_ that the MRPC has reviewed the 2015-2016 Unified Planning Work Program (UPWP) and based upon this review of comments received to date authorizes it Chairman to endorse the 2015-2016 UPWP at a MPO meeting scheduled for Wednesday July 22, 2014 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

- **Next MPO Meeting – July 22, 2015 at 1:00 PM**
- **Next MJTC Meeting – July 15, 2015 at 7:00 PM**

7. ADJOURNMENT

There being no further business the meeting adjourned at 8:45 p.m.

LIST OF DOCUMENTS DISTRIBUTED AT THE MEETING:

June 23, 2015 Handout
May 26, 2015 Minutes
MRPC Meeting Attendance Survey Results
MRPC Payscale
FY2016 Budget
FY2015 Administrative Expenses
MRPC Draft Affirmative Action Plan
List of new MRPC Appointees
2016 RTP Visions, Goals, Objectives, Performance Measures and Challenges
Town Representation at Meetings List
Affordable Housing Case Studies Report

MRPC UPWP
Cultural Economic Development Policy in three MA Communities Report

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
Dodge, Alan	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
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	A	Phillipston	10.201	X	X
Andreluinas, Vyto	M	Royalston	2.1991		X
Hardie, John	A	Royalston	7.2007		X
Greeno, Jonathan	M	Shirley	7.2014		X
Pineo, Michael	M	Sterling	7.2014		X
Kilcoyne, John	A	Sterling	7.2014		X
Carroll, Charles	A	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, Linda Parmenter, Bobbi Jo Johnson

GUESTS PRESENT: David Prokowieiw, Lunenburg