

**MONTACHUSETT REGIONAL PLANNING COMMISSION
AUGUST 25, 2015 MINUTES**

1. INTRODUCTION

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

2. APPROVAL OF THE JULY 28, 2015 MEETING MINUTES

G. Corbosiero moved that the Montachusett Regional Planning Commission approve the July 28, 2015 minutes with the following correction that Austin Cyganiewicz of Winchendon was present. The motion was seconded and passed with four abstentions.

3. TREASURER'S REPORT

A. Pease read the July 2015 cash schedule. Balance after last warrant \$81,576.91; Total receipts this month \$208,939.62; Total cash on hand before this warrant \$290,516.53; Less: amount of this warrant \$67,608.21: Balance after this warrant \$160,807.21.

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

4. PEER-TO-PEER TRAINING FOR PLANNING BOARD MEMBERS AND CHIEF ELECTED OFFICIALS IN THE REGION

G. Eaton indicated the topics for tonight's peer to peer training are the vacant homes crisis, planning board operations and Community, Economic, and Housing Development.

Discussion followed regarding funding planning board operations with revolving accounts versus general funds, issues that occur and how to resolve those matters.

Conversation took place regarding the severity of the vacant homes crisis in the region.

5. ADMINISTRATIVE MATTERS

- **Reports and Requested Resolutions of MRPC Corporate Guarantees for Borrowing of Funds by MEC, Inc. for Receivership Projects in Athol and New Affordable Home Construction in Ashburnham**

G. Eaton reported that On May 5th the MEC Board of Directors authorized MEC's Director (Eaton) to apply for an amount not to exceed \$61,350 to complete all repairs to 41 Lewis Street; to apply for an amount not to exceed \$85,000 to complete repairs at 207 Adams Drive, Athol; and to apply for an amount not to exceed \$165,000 to construct a new home at 10 Monroe Avenue in Ashburnham. The loan approval process being conducted by Enterprise Bank and Trust Company is nearly complete. The loan approval process being conducted by Enterprise Bank and Trust Company is nearly complete. Enterprise Bank requires that the MRPC provide a corporate guarantee of MEC's loan for this property. For historical reference, MRPC has provided corporate guarantees for past affordable housing projects such as: 32 Whitney Drive, Ashburnham; 34 and 48 First Street, Fitchburg; and, 1236 Water Street, Fitchburg. All homes were constructed in partnership with Monty Tech. Loan closings should take place in September and renovations

would take place in the fall so that MEC could auction this property early winter in order to reduce MEC's caseload.

A. Pease asked if there is any guarantee that MRPC gets repaid.

G. Eaton replied real estate is a risk. He was confident in repayment but indicated he could not guarantee.

A. Pease asked if appraisals were done on the properties and what they were appraised at.

G. Eaton responded the bank has ordered the appraisals but those numbers are not available yet. He added from past experience, usually the value of the properties far exceeds what is borrowed. He explained that he would not be borrowing the full amounts for the two receiverships because we have already received half the funds from Athol on both properties. However, the bank wanted to see the numbers match up with the superior lien amounts. Before closing he will request those numbers be reduced.

P. Duffy asked if MEC as the receiver was in the first position.

G. Eaton responded MEC's position is after the municipal liens but before the banks.

P. Duffy questioned if there were any existing bank notes on these properties.

G. Eaton responded all have existing bank notes.

P. Duffy asked why the bank wants a guarantee from MRPC for MEC.

G. Eaton replied because MEC is an affiliate of MRPC and we are intertwined with payroll and expenses.

P. Duffy asked if Board members held any individual responsibility.

G. Eaton replied there are no financial repercussions on individual members of MRPC. The MEC Board of Directors have much more fiduciary involvement and responsibility.

A. Pease inquired as to the implications of a government agency providing a guarantee to a non-profit entity.

M. Goldstein responded as a receiver MEC does not own these properties. The Bank is trying to secure their loan. MRPC does not have assets but does have cash.

A. Pease asked who appoints MEC Board of Directors.

G. Eaton replied the Chairman and the Executive Director appoint the board of directors. Currently we have five vacant slots out of twelve. We are trying to rebuild.

P. Duffy asked if the money received from the Athol Home Care Program has to be paid back.

G. Eaton responded yes with a 6% repayment restructure. Our goal is to recoup our investments, payoff the municipal liens, go to auction, sell the property and reduce caseloads.

G. Corbosiero moved that the Montachusett Regional Planning Commission approves of the request to provide a corporate guarantee for loans for properties at for the amounts stated above for 41 Lewis Street, Athol; 207 Adams Drive, Athol and 10 Monroe Drive, Ashburnham. The motion was seconded and passed with P. Duffy opposing.

- **Personnel Regulations – Reinstatement Requested for Reversal of Unintentional Deletion of Narrative to Holiday Policy**

G. Eaton reported that the MRPC’s Personnel Policies and Employee Procedures Handbook were revised on April 29, 2008. As part of the revision the following narrative was unintentionally deleted from handbook, under Section E. Employee Leave Benefits, 1. HOLIDAYS “

“If a holiday falls on a Saturday or a Sunday, either the Friday before or the Monday after the weekend as determined by the Director, shall be considered the holiday. The Director will follow the schedule followed by the Fitchburg City Hall. However, the office may remain open with a limited number of employees on an equivalent time off basis. An employee may work a holiday with the prior approval of the Director, If such is approved, equivalent time off will be given upon prior arrangement with the Director.”

G. Eaton recommended that “Fitchburg City Hall” be changed to “Commonwealth of Massachusetts”.

J. Telepciak moved that the Montachusett Regional Planning Commission authorizes its Director to re-insert the above paragraph with the change from “Fitchburg City Hall” to “Commonwealth of Massachusetts” in the MRPC’s Personnel Policies and Employee Procedures Handbook. The motion was seconded and passed unanimously.

- **MRPC Meeting Attendance Survey – Information and any Potential Action Steps Deferred Until September 29, 2015**

G. Eaton indicated that we still have to send out the survey so we will defer this until September 2015.

- **Executive Director Announcements**

- **Tablet Training for Commissioners and Staff**

- This fiscal year, MRPC will undergo a transition from the 100% distribution of paper handouts at MRPC public meetings to electronic display and interaction with documents on tablets purchased a few months ago. Paper handouts will still be provided to those parties requesting them and to comply with the Open Meeting Law. The minimization of paper and use of tablets is intended to lower the agency’s costs for paper, printer toner, lessen staff time preparing handouts, and is environmentally sensitive.
- Training will be held on September 19th for employees and September 25th for Commissioners

- **New Organizational Chart**

- G. Eaton distributed a staff organizational chart.

- **Updated Contact Information**

- G. Eaton distributed a list of contact names and information for MRPC staff.
- **Other Administrative Matters**
 - Executive Director Training Jointly Sponsored and Coordinated by the National Association of Development Organizations (NADO) and National Association of Regional Councils (NARC)
 - Sources of revenue
 - Transit planning funds used differently by other organizations
 - Organizations from 3 to 100+ employees represented at an intimate conference attended by 70 executive directors from coastal and interior states
 - Some organizations include annual transitions of all executive officers in their bylaws; 50% or more of those in attendance
 - Several organizations have created non-profit affiliates for real estate redevelopment projects
 - Additional information will be provided to the Commissioners in September
- **For Information Purposes: Upgrading Cell Phone Technology**
 - We'll be upgrading the two, existing cell phones with replacements within a month. The Samsung Galaxy S3's will be replaced two, new Samsung Galaxy S6's. The S3's were purchased on June 19, 2013.
 - The Communications line item in MRPC's FY16 budget started at a beginning balance of \$11,000 (July 1st, 2015); the current budget balance is \$10,431.01. The total amount of monthly expenses charged to this line item is \$626.16. The costs for the ten remaining months (for billing purposes) in this fiscal year will bring the current balance down to \$4,169.41 by June 16, 2016. A one-time payment for two, new cell phones at \$299.98 will be charged to this line item; the year-end balance has been estimated at \$3,869.43 for all, presently known costs.
- **Promotional Items for Commissioners and Staff**

The Promotions line item in the FY16 budget started at \$2,000 and that is where it remains, today. Every three to four years the immediate past and current Executive Directors have authorized the acquisition of shirts for staff and Commissioners. The colors of fast shirts purchased and work were purple and yellow pullover shirts (Ms. Michaud) and blue dress shirts (Mr. Eaton).The purchase of the garments is meant to increase awareness of the agencies and their services. Also, they will instill senses of pride and teamwork among staff and commissioners. In the near future procurement tasks will be completed to purchase a combination of dress shirts (male and female), pullover shirts (male and female), and/or polar fleece jackets. On all clothing to be purchased the MRPC, and in some cases MEC, names and logos on up to two positions on the shirts and one location on the jackets. A budget will be developed in order to stay within the budget of \$2,000.The first shirt will be provided at no costs to staff and commissioners; additional shirts will be paid for by the staff and commissioners requesting additional garments.If it is possible to provide polar fleece jackets then a shared cost of between the agency and staff/commissioners, at a 50:50 ratio, will probably be instituted in order to stay within budget. A payroll deduction system may be offered to the employees to pay for additional garments.

6. STATUS REPORTS

6.1. GEOGRAPHIC INFORMATION SYSTEMS (GIS) DEPARTMENT

6.1.1 MRMapper & Mobile Apps

Significant upgrades were just completed to the MRMapper site in order to increase the speed of the services.

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' fields of work or areas 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.

6.1.2 Central Mass Evacuation Plan – Phase 2 & Evacuation Apps

This project has been completed.

6.1.3 RTP 2016 Mapping

This project has been completed. No further reporting is necessary after this date as this project has been completed.

6.1.4 DLTA

We are currently working on mapping for two DLTA projects:

- Sterling Rt. 12 Corridor Economic Development Analysis
- West Fitchburg Corridor Overlay District

6.1.5 Lancaster Complete Streets

We are currently in the beginning stages of mapping for a Complete Streets project for the Town of Lancaster and in cooperation with the Transportation Department.

6.1.6 Athol Potential Receiverships Mobile App

We are currently in the process of creating an app for MEC to be used in tracking potential receivership properties in the Town of Athol. This project should be completed in early September.

6.2 PLANNING AND DEVELOPMENT DEPARTMENT

6.2.1 COMMUNITY DEVELOPMENT AND HOUSING SECTION

Glenn Eaton, Executive Director is pinch-hitting in this section due to the loss of staff last winter.

- Three interviews have been held for a Community Development Manager. We believe that we will be in a position to make a job offer during the week of August 31st in order to hire the C.D. Manager no later than October.
- Interviews for the Community Development Administrative Assistant will be held from August 26th through mid-September with the objective of filling this position no later than October.
- The Executive Director's goal is to fill these two positions by this October.

6.2.1.1 MEC, Inc. - Receivership Projects

- 107 Stevens Street
- In July MEC, Inc. received a check for its entire investment for this property from the bank of record (Deutsche Bank).
- A legal document must be discharged prior to MEC paying-off its Athol HomeCorps Grant loan to MEC; this payment should be made by September.
- MEC will seek termination of this receivership in Housing Court in September or October. When the recording of the legal document has been completed at the Registry of Deeds and after MEC repays the full loan amount, then MEC and MRPC will consider this case closed and no further reports will be necessary.
- 112 Harvard Avenue
- MEC took legal ownership of this property on July 1st of this year. This property is now on the market for sale.
 - MEC believes that this property will sell this fall in order for MEC to recover its investment, pay off the Athol HomeCorps Grant loan, and reduce our receiverships caseload.
- 41 Lewis Street
- Financing is being pursued to renovate this home. On August 18th MEC provided information requested by the bank on August 7th.
- A loan closing should take place in September and renovations would take place in the fall so that MEC could auction this property early winter in order to reduce MEC's caseload.

207 Adams Drive

- Financing is being pursued to renovate this home. On August 18th MEC provided information requested by the bank on August 7th.

- A loan closing should take place in September and renovations would take place in the fall so that MEC could auction this property early winter in order to reduce MEC's caseload.

119 Everett Avenue

- The bank of record has expressed an interest in paying off the receiver's lien. MEC is awaiting the bank's final decision if it will or will not pay off the receiver's lien. As of this date, MEC has been waiting to hear from the bank for approximately two months. MEC's Attorney John B. Barrett, III will contact the bank's legal representative this week.
 - MEC is interested in selling this property back to the bank to reduce MEC's caseload.
 -

1158 Main Street

- This property is not subject to a local hearing concerning forgiveness of back taxes. My previous reports have been incorrect on this point. The bank that owns the property wants to submit a bid at auction. MEC is holding a second auction at 11:00 AM on September 28th in an effort to sell this property.
 - A fall 2015 sale of this property, post-auction, will help to reduce MEC's caseload.

1768-70 Main Street

- On March 31st, an abutter is interested in bidding on this property if there were no back taxes owed on the property. This property is subject to a local meeting concerning forgiveness of back taxes at MEC's request. The meeting was held on August 18th by the Town of Athol's Board of Selectmen; representatives from the Board of Assessors and MEC (Director and Attorney) attended this meeting. If Athol and the MA Department of Revenue agree to forgive the back taxes, then MEC would hold a second auction as soon as possible with the intent of selling this property.

6.2.1.2 MEC - Ashburnham Affordable Housing Project – 32 Whitney Drive

MEC is in the process of hiring a consultant to market and sell the property to a buyer meeting the 40B statute and accompanying regulations. MEC will receive a proposal in August. The hiring of the consultant and other matters will be the subjects of a MEC Board of Directors meeting to be held in August.

6.2.1.3 MEC - Ashburnham Affordable Housing Project – 10 Monroe Drive

Financing is being pursued to construct this new home in cooperation with Monty Tech and the developer beginning this August. On August 18th MEC provided information requested by the bank on August 7th.

- A loan closing should take place in September and renovations would take place in the fall so that MEC could auction this property early winter in order to reduce MEC's caseload.

6.2.1.4 MEC – 30 Powers Mill Road

Financing will be pursued to renovate and sell property this year.

6.2.1.5 Community Development Block Grants

Mr. Hume and Mr. Eaton met with local officials from Shirley and Lancaster this month to discuss that need to take place prior to the executive of a grant agreement between the Town of Shirley (lead community) and the MA Department of Housing and Community Development (DHCD). MRPC believes that this agreement may be in place as early as September. As soon as the agreement has been executed, MRPC will then contract with Shirley to deliver CDBG-funded work tasks (the delivery of Housing Rehabilitation of 20 eligible homes [10 in Shirley and 10 in Lancaster] and the provision of heating fuel assistance to 40 eligible clients [20 in Shirley and another 20 in Lancaster]). (The Federal Fiscal Year 2015 [FFY15] Shirley-Lancaster CDBG proposal, prepared by Mr. John Hume and other staff in February 2015, was awarded to the Towns of Shirley and Lancaster on July 16, 2015.)

6.2.1.6 Distressed Property Identification and Revitalization (DPIR) Grant Program

Staff continues its research and exchange of information with banks regarding REO Properties in the communities of Ashburnham, Fitchburg, Leominster, Winchendon and Athol. This project will continue through December 2015.

6.2.2 COMPREHENSIVE PLANNING SECTION

6.2.2.1 Federal Environmental Protection Agency (EPA), Montachusett Region Brownfields Assessment Program

According to EPA, a Cooperative Agreement could be executed as early as October 1, 2015. A Request for Qualifications for Qualified Environmental Professional Services for Phase I and Phase II Environmental Site Assessments and Remedial/Reuse Planning/Plans was made available by MRPC on July 27, 2015. Six firms submitted qualification and cost proposals on August 21st. In October of this year MRPC will be able to move forward with completing environmental site assessments in the region using the funds awarded by the US EPA and Congresswoman Nikki Tsongas on June 22nd of this year.

6.2.2.2 Hazard Mitigation Plan Update Project

MRPC Staff received comments from Massachusetts Emergency Management Agency (MEMA) that have been addressed. The plan was resubmitted in the spring to MEMA and is currently under review by Federal Emergency Management Agency (FEMA).

6.2.2.3 District Local Technical Assistance (DLTA)

MRPC staff is working on the following DLTA projects that will be completed by the end of this year:

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.

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

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.

Winchendon: Research the potential of establishing a zoning district for the Central Street corridor. Transit to and from work is a key part of land use and zoning planning. Routes throughout the region are created for MART by Mr. Kahale, Transit Projects Director and Jason Stanton, GIS & IT Director ; their collaborative work assists MRPC's Planners with incorporating transit into their planning for Winchendon and other communities.

Townsend: Assistance in reviewing applicable bylaws to see if more housing opportunities could be made available.

6.2.2.4 Shirley Master Plan Update

MRPC staff is now working with the town on the Housing Chapter and the Services and Facilities Chapter and a Town – Wide Master Plan Survey. A charrette held by MRPC this summer in Shirley was attended by local residents and officials

6.3 TRANSIT DEPARTMENT

6.3.1 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 are negotiating to resolve the pedestrian access issues. 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.

D. Maher indicated he did not have any new information on this matter. It is basically being held up by an easement problem. MBTA and the other entity are still working on the issue.

6.3.2 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.

6.3.3 Fitchburg Commuter Rail Line Improvements

The project is currently funded at \$169 million with 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. 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.

6.3.4 MBTA Fitchburg Commuter Rail Line Suspension of Weekend Train Service

Beginning Saturday, April 25, through Sunday, November 22, 2015 Fitchburg Line weekend 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).

6.3.5 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 Center.

6.3.6 Athol Fixed Bus Route

Staff is assisting MART on a proposed Fixed Bus Route service in the Town of Athol to better serve the need of Athol residents; to be connected to medical facilities and shopping centers.

6.4 TRANSPORTATION DEPARTMENT

6.4.1 Montachusett Regional Transportation Plan (RTP)

The 2016 RTP was formally endorsed by the Montachusett Metropolitan Planning Organization (MPO) at a meeting held on Thursday July 30, 2015. All comments received were reviewed and addressed in the final draft version of the document. Staff was able to address the comments received from MassDOT thus allowing for endorsement. The final endorsed RTP is now available for download from the MRPC website at www.mrpc.org. Due to the size of the document, chapters are provided as individual file downloads.

6.4.2 Transportation Improvement Program (TIP) FFY 2016-2019 and Unified Planning Work Program (UPWP) 2015-2016

The Montachusett MPO formally endorsed both the FFY 2016-2019 TIP and the October 1, 2015 to September 30, 2016 UPWP at their meeting on July 30, 2015. All comments received during the

30 day comment period were reviewed and addressed for both draft documents. Final endorsed versions of the TIP and UPWP are available on the MRPC website, www.mrpc.org.

6.4.3 Amendment to the Montachusett Public Participation Plan (PPP)

As a result of a recent review by the Federal Transit Administration (FTA) of the Montachusett Regional Transit Authority (MART) it was determined that additional wording/revision/clarification was needed to the Public Participation Plan (PPP) for the Montachusett MPO. Federal regulations require metropolitan planning areas to have a Continuing, Comprehensive, and Coordinated (“3C”) transportation planning process that results in plans and programs that consider all transportation modes, supports metropolitan community development and social goals and that establish a “proactive public involvement process the provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement.” Based upon these requirements, a Public Participation Plan was developed for and endorsed by the Montachusett Metropolitan Planning Organization (MPO) in June 2007 and Amended in April 2010. This PPP outlines the process for public involvement in the development of Regional Transportation Plans (RTP), Transportation Improvement Programs (TIP), Unified Planning Work Programs (UPWP) and long range plans. The MPO determined that any change to the PPP would require an amendment to the document and to allow for the needed correction voted at their July 30th meeting to release the PPP for a 45 day public comment period. Provisions within the PPP establish a forty-five (45) day public comment period for amendments to the plan. The 45 day public review and comment period runs from Saturday August 1, 2015 to the close of business on Monday September 14, 2015. Copies of the full PPP and the Draft Amendment are available as a handout and are also available on our website at www.mrpc.org. To date no comments have been received regarding this proposed Amendment.

G. Corbosiero_moved_that the MRPC has reviewed the proposed Amendment to the Montachusett MPO Public Participation Plan (PPP) and based upon this review and a review of comments received to date authorizes its Chairman to endorse the Amendment to the PPP at a MPO meeting scheduled for Wednesday September 16, 2015 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

6.4.4 Upgrading Traffic Counting Equipment

MRPC’s Traffic Technicians, working under Ms. Sheri Bean, Principal Planner use MRPC’s traffic counters with air hoses and MioVision hardware and software to collect traffic counts, speeds of vehicles, and types of vehicles. With approval received from the Massachusetts Department of Transportation (MassDOT) MRPC’s Transportation Department purchased two, new traffic counting devices.

- **Next MPO Meeting – September 16, 2015 at 1:00 PM**
- **Next MJTC Meeting – September 16, 2015 at 7:00 PM**

B. Kenyon spoke about her issues and concerns with MART and asked whom she should speak to about this.

G. Eaton advised that she speak to the MART Advisory Board.

7. ADJOURNMENT

There being no further business the meeting adjourned at 8:50 p.m.

LIST OF DOCUMENTS DISTRIBUTED AT THE MEETING:

July 28, 2015 MRPC Minutes

August 25, 2015 MRPC Handout

MRPC Organizational Chart

Staff Contact Information List

2016 RTP Executive Summary

Interested Parties Memo Draft PPP Amendment

Proposed Amendment Public Participation Plan

July 2015 Cash Schedule

Montachusett Enterprise Center Corporate Resolution to Guarantee

MRPC Meeting Attendance List

Alphabetically by Community

Name	M/A	Representing	Appointment Date	PRESENT	ABSENT
Johnson, Kyle	A	Ashburnham	7.2015		X
Hoyt, Roger	M	Ashburnham	7.2011	X	
Pease, Alan	M	Ashby	7.2001	X	
Stacy, Wayne	A	Ashby	7.2005		X
Knapik, Garrett	M	Athol	7.2015	X	
Grosky, Mitch	A	Athol	5.2015		X
Callahan, Jeremy	M	Ayer	7.2015		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
Cormier, Joshua	A	Gardner	7.2015		X
Collette, Michelle	M	Groton	7.2015		X
Graham, Don	M	Harvard	7.2015		X
Wallace, Lucy	A	Harvard	7.2015		X
DiPinto, Mary Ann	M	Hubbardston	7.2015		X
Sheipers, Anita	A	Hubbardston	7.2013		X
Christoph, Eugene	A	Lancaster	7.1992		X
Koivumaki, Victor	M	Lancaster	7.2000	X	
Prokowitz, David	M	Lunenburg	7.2015	X	
Allen, Nancy	A	Petersham	7.2015		X
Telepciak, John	A	Phillipston	10.201	X	
Andreluinas, Vyto	M	Royalston	2.1991		X
Hardie, John	A	Royalston	7.2007		X
Widing, Sarah	M	Shirley	7.2015		X
Pineo, Michael	M	Sterling	7.2014	X	
Kilcoyne, John	A	Sterling	7.2014		X
Carroll, Charles	A	Templeton	7.2011		X
Shifrin, Laura	A	Townsend	7.2010		X
Fortin, Mike	M	Westminster	7.2015		X
Corbosiero, Guy	M	Winchendon	7.2011	X	
Cyganiewicz, Austin	A	Winchendon	7.2015		X

STAFF PRESENT: Glenn Eaton, Bobbi Jo Johnson, John Hume, George Kahale, Sheri Bean, Brian Doherty, Noam Goldstein

GUESTS PRESENT: Mark Goldstein, MRPC Legal Counsel; Athol Daily News, Carol Kenyon, Leominster