

**MINUTES OF THE MEETING OF THE
MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)
TUESDAY, DECEMBER 13, 2016
7:00 PM**

1. OPEN MEETING AND INTRODUCTIONS

J. Telepciak called the meeting order at 7:00 p.m. All present were introduced.

2. APPROVAL OF NOVEMBER 22, 2016 MRPC MEETING MINUTES

N. Piazza moved to approve the November 22, 2016 minutes as printed. The motion was seconded and passed unanimously.

3. TREASURER'S REPORT

3.1 Approval of Cash Schedule

A. Pease read the November 21, 2016 – December 12, 2016 cash schedule. Balance after last \$58,630.40; Total receipts this month \$4,005.73; Total cash on hand before this warrant \$62,636.16; Less: amount of this warrant \$80,799.14: Balance after this warrant (\$18,163.01).

G. Corbosiero moved to accept the November 21, 2016 – December 12, 2016 cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

After some discussion, the Treasurer asked the Fiscal Director to provide a six month profit/loss statement to him at the next meeting.

3.2. FY17 Budget Update and Amendments

G. Eaton reported that MRPC's revenue outlook has improved. The Massachusetts District Local Technical Assistance (DLTA) program survived the most recent round of cuts proposed by the Governor. Subject to confirmation from the Department of Housing and Community Development (DHCD) MRPC anticipates receiving the same amount this fiscal year that it did in FY16; about \$197,640. Instead of addressing a potential shortfall of 6% mid-fiscal year the funding of the DLTA program stabilizes the organization's budget.¹

At the meeting of the Commissioners held on October 25, 2016 it was voted that \$10,000 be transferred out of several line items in order to shore-up the Rent line item as MART passed along a mid-fiscal year increase to MRPC to the cost of our annual lease; \$3,000 was removed from Major Events, \$2,000 from Consultant Fees, \$500 from Travel, \$1,000 from advertising and

¹ In addition, the pursuit of a competitive grant from the Economic Development Administration (EDA) and planning funding available from MassDOT for the creation of Complete Streets plans for at least two towns will augment this year's projected revenue. An updated FY17 Budget will be proposed to the Commissioners at their monthly meeting to be held at 7:00 PM, Thursday, February 2, 2017.

\$3,500 from Conference/Meetings. Since that time the agency has incurred and paid for some costs that were unforeseen at the time of the transfer, notably:

- An increase in **Liability Insurance** of \$3,015.44; there are no more anticipated expenses from this line item so the **\$10,015.44** that we've expended this year should carry us through June 30th
- \$299.99 for **Advertising** for new staff; additional dollars are needed to hire one or more interns and traffic technicians between now and the end of this fiscal year therefore a total budget of **\$1,000** is requested
- \$100 related to **Moving Expenses** for a new employee who moved from New York to Massachusetts; the total of **\$600** expended should be all of the funds needed for this account this fiscal year
- \$1,000 was originally forecasted in the **Computer Software Expenses**. An additional \$2,403.07 was expended on the agency-wide computer upgrades project and allocated to this line item as these costs could not be allocated as "direct charges" to grants) bringing total expenditures in this line item for this fiscal year to \$3,403.07. A new balance of **\$4,000** is requested in case there are any software expenses needed between now and the end of the fiscal year.
- \$422.49 in additional Interest Expense on the organization's line of credit plus another \$500 in anticipated costs increasing this line item to **\$1,422.49**
- An expense of **\$1,181.00** in Training and Education for one employee

The agency's most recent (FY15) audited indirect cost ("overhead rate") is 2.5 (or 250%). However, the hiring of five, new employees all of whom charge directly to contracts, and not to administration (indirect costs), has lowered our current indirect cost rate to approximately 2.125 (or 212.5%). The decline in our overhead rate frees up administrative funds and enables the proposed line item increases to be funded.

G. Corbosiero moved that the Montachusett Regional Planning Commission approves of the following increases to the agency's administrative budget: Liability Insurance to **\$10,015.44**; Advertising to **\$1,000**; Moving Expenses to **\$600**; computer software expenses to **\$4,000.00**; Interest Expense to **\$1,422.49**; and, Training and Education to **\$1,181.00**. The motion was seconded and passed unanimously.

FY 2017 BUDGET					
BUDGET VS. ACTUAL INDIRECT EXPENSES					
12/12/2016					
	<u>Approved</u>	<u>Expended</u>	<u>% Expended</u>	<u>Balance</u>	<u>New Balance</u>
Expenditures:					
Salaries (Including Leave)	1,051,665.40	469,655.97	45%	582,009.43	582,009.43
Fringe benefits - Health/Dental Insurance	170,920.48	36,681.24	21%	134,239.24	134,239.24
Retiree health Insurance	52,111.20	7,689.51	15%	44,421.69	44,421.69
Medicare Tax	13,600.00	6,228.25	46%	7,371.75	7,371.75
Unemployment Comp	6,500.00	2,687.69	41%	3,812.31	3,812.31

Worker's Comp Insurance	2,000.00	1,837.00	92%	163.00	163.00
Consultant Fees	3,000.00	-	0%	3,000.00	3,000.00
Service/Maintenance Contracts	6,000.00	3,740.82	62%	2,259.18	2,259.18
Travel	3,500.00	1,837.67	53%	1,662.33	1,662.33
Accounting/Legal	20,800.00	4,500.00	22%	16,300.00	16,300.00
<i>Advertising</i>	-	<i>299.99</i>		<i>(299.99)</i>	1,000
Conference/Meetings	9,500.00	3,714.08	39%	5,785.92	5,785.92
Major Events	2,000.00	-	0%	2,000.00	2,000.00
Depreciation	1,000.00	-	0%	1,000.00	1,000.00
Equipment Rentals	1,000.00	482.00	48%	518.00	518.00
Equipment Repair	1,000.00	466.00	47%	534.00	534.00
<i>Insurance</i>	<i>7,000.00</i>	<i>10,015.44</i>	<i>143%</i>	<i>(3,015.44)</i>	10,015.44
Dues/Memberships	3,000.00	3,006.00	100%	(6.00)	(6.00)
License Fees	1,500.00	817.47	54%	682.53	682.53
Subscriptions/Periodicals	1,000.00	486.29	49%	513.71	513.71
Equipment Purchase	20,000.00	11,896.25	59%	8,103.75	8,103.75
<i>Miscellaneous</i>	<i>500.00</i>	<i>600.00</i>	<i>120%</i>	<i>(100.00)</i>	600
Office Supplies	10,000.00	3,877.40	39%	6,122.60	6,122.60
Printing	200.00	171.42	86%	28.58	28.58
Postage/Shipping	2,000.00	816.89	41%	1,183.11	1,183.11
Rent	31,912.00	11,929.10	37%	19,982.90	19,982.90
Communications	9,000.00	3,322.73	37%	5,677.27	5,677.27
<i>Computer Software</i>	<i>1,000.00</i>	<i>3,403.07</i>	<i>340%</i>	<i>(2,403.07)</i>	4,000.00
<i>Interest of LOC</i>	<i>500.00</i>	<i>922.49</i>	<i>184%</i>	<i>(422.49)</i>	1,422.49
<i>Training & Education</i>	-	<i>1,181.00</i>		<i>(1,181.00)</i>	1,181.00
Total	1,432,209.08	592,265.77		839,943.31	865,584.23
			Expended	41%	

4. ADMINISTRATIVE MATTERS

4.1 Public Records Law – Designation of MRPC Records Officers

L. Parmenter indicated that Effective January 1, 2017, new provisions to the MA Records Law will occur. One of those provisions is that agencies must designate one or more Records Access Officer to (including but not limited to): coordinate responses and requests for access to public records, assist individuals seeking public records; and preserve public records. The Executive Director is recommending that the MRPC designate MRPC's positions Administrative and Human

Resource Director (Linda Parmenter) and GIS/Information Technology Director (Jason Stanton) as MRPC's Public Records Officers.

G. Corbosiero moved that the Montachusett Regional Planning Commission designate the positions of Administrative and Human Resource Director (Linda Parmenter) and GIS/Information Technology Director (Jason Stanton) as MRPC's Public Records Officers. This information will be forwarded to the MA Secretary of State's Office. The motion was seconded and passed unanimously.

4.2 Bylaw Amendment – Check Signing

G. Eaton stated that At the November MRPC Meeting members discussed language for a bylaw amendment regarding the signing of MRPC checks. After a lengthy discussion, members asked that the Director and Attorney revise the proposed language of the bylaw amendment and bring it to the Board for their review at the December MRPC Meeting. The language has been revised by the Director and Attorney as follows:

Bylaw Language Proposed:

- The Treasurer and the Assistant Treasurer (see titles and responsibilities below) shall co-sign checks. In the absence of either or both the Treasurer and/or Assistant Treasurer the Commissioners authorize the Executive Director and Transportation Director to sign the agency's two-party checks. In the absence of either the Executive Director or Transportation Director, then the remaining officers of the Commission are authorized to sign checks.

Bylaw Language Current:

- The Treasurer and the Assistant Treasurer (see titles and responsibilities below) will normally co-sign checks. In order to assure that there will be two signatures on each check, whenever it is particularly difficult or physically impossible for either the Treasurer or Assistant Treasurer to sign checks, the Chairman, Vice Chairman, and Secretary, in that order, are authorized to sign checks. The Commission may also authorize the Executive Director and other staff (at the discretion of and in absence of the Executive Director) be allowed to sign checks along with Commission officers.

G. Corbosiero moved that the Montachusett Regional Planning approve the revised language as depicted above and authorize its Director to proceed with the bylaw amendment process. The motion was seconded and passed unanimously.

5. STATUS REPORTS

5.1 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

MRMAPPER & MOBILE APPS (GENERAL)

No new information.

COMPREHENSIVE PLANNING

Distressed Property Identification and Revitalization (DPIR) App – No new information.

District Local Technical Assistance (DLTA) –

Central Mass Grows (CMG) App – We have begun working on a downloadable app for CMG that will allow the public to easily locate and find relevant information regarding CMG members. This project is expected to be completed by the end of the month.

Templeton Future Industrial Lands – We are currently working on maps to show potential sites, along with relevant development constraints. This project is expected to be completed by the end of the month.

CENTRAL REGION HOMELAND SECURITY ADVISORY COUNCIL

Evacuation and Critical Infrastructure App Trainings – Trainings regarding the Evacuation and Critical Infrastructure Apps have begun, and are scheduled to be completed by the end of the month.

COMMUNITY-RELATED

Fitchburg – No new information.

Royalston – No new information.

Shirley – We are currently working on creating and/or updating a number of maps related to their Open Space Plan update. We anticipate this mapping to be completed by the end of the month.

Templeton – We recently updated a series of maps for the Transportation element of the Master Plan. This project will be ongoing as necessary.

Westminster – We have completed the MassGIS Level 3 parcel enhancement for the Town of Westminster. Additionally, we have updated their parcel data to MassGIS Level 3 compliance and updated their MRMapper sites with this data.

TRANSPORATION-RELATED

Stormwater App – We have finalized the apps and training manuals. We anticipate holding a training in January. Interested parties should contact Jason Stanton to request access to the app, or if they have any questions.

5.2 PLANNING AND DEVELOPMENT

FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)

There will be a meeting on **Thursday, December 8th at 5:30 pm** (MRPC Conference Room) to discuss a grant application to be submitted to the Federal EDA for an Industrial Lands Inventory and Analysis. MRPC is seeking input regarding opportunities and barriers of locations for economic development in your community; developing criteria for parcel screening to identify locations where businesses are likely to succeed with good access to transportation, infrastructure and utilities; and developing a work plan to include in the grant application.

FEDERAL ENVIRONMENTAL PROTECTION AGENCY (EPA), MONTACHUSETT REGION BROWNFIELDS ASSESSMENT PROGRAM

No activity to report. Funds for additional ESA's for Montachusett communities remain available.

DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA)

MRPC staff is working on the following DLTA projects:

1. **Templeton:** Master Plan Land Use Element – This project has been completed.
2. **Shirley:** Feasibility Study comprised of recommendations to potentially join or not join a regional dispatch center. A draft report has been completed. The final report will be completed December 15.
3. **Sterling:** A DLTA report near completion for Sterling consists of recommendations to update zoning bylaws to encourage the development and redevelopment of commercial property in a manner that reflects the interests and needs of the community. This proposed project would implement recommendations. MRPC staff met with the Sterling Economic Development Committee on November 28th and then with the Sterling Economic Development Committee and Planning Board on November 30th to review draft next steps.
4. **Townsend:** A DLTA report near completion for Townsend consists of recommendations to update bylaws to increase opportunities in Townsend. This proposed project would implement recommendations. MRPC staff met with the Townsend Planning Board on November 28 to review work completed to date.
5. **Central Mass Grown:** Work with the Central Massachusetts Regional Planning Commission on Central Mass Grown by utilizing \$7,500 in DLTA funds. The mission of Central Mass Grown is to strengthen the purchases and awareness of local goods in Worcester County.
6. **Winchendon:** Master Plan Land Use Element. MRPC staff met with the Winchendon Master Plan Committee on December 5th to review a draft.
7. **Westminster:** Planning assistance to prepare a senior housing feasibility study for land behind the new senior center at 69 West Main Street. MRPC staff will present the study to the Westminster Board of Selectmen on December 19.
8. **Winchendon:** Design Guidelines for the Central Street commercial area to be known as “The Winchendon Village District”. MRPC met with the Planning Board last month and is working to finalize the project.
9. **Ashby:** Identify how Ashby can accommodate Compact Development/ Investigate how Ashby can promote Open Space Residential Development (OSRD) through ANR development. MRPC has been meeting with local officials to complete a final product.
10. **Fitchburg:** Assist Fitchburg to meet requirements for becoming designated as a “Green Community”. The City of Fitchburg, with MRPC assistance, submitted the grant application on November 18th.

11. **Lancaster:** Economic Development Self-Assessment Tool (EDSAT). MRPC provided \$500 in funds for this project and also facilitated administration between the town and Northeastern University Dukakis Center. Work is being finalized on this project by Northeastern University Dukakis Center.

12. **Harvard:** Cluster Bylaw Revisions. MRPC staff met with the Planning Board in November and again on December 5th to discuss a draft bylaw.

SHIRLEY MASTER PLAN UPDATE

The town voted at Fall Town Meeting on November 19th to appropriate additional funds to contract with MRPC to complete an Implementation Element and a contract has been executed.

SHIRLEY LANCASTER FY2015 CDBG HOUSING REHAB PROGRAM

The program staff has conducted an intake for its 20th project. If this homeowner is approved and the project moves forward the program will have met its contracted goal of completing 20 units for the housing Rehab program

MEC

AG Receiverships Program, 40 B projects, and 30 Phillipston Rd Affordable Housing. No changes to the previous status report. We are awaiting approval for mortgage for 207 Adams Dr. and construction loan for 30 Phillipston Rd

5.3 TRANSIT

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 was substantially completed on September 30, 2016; MBTA anticipate a full completion of the project by Mid-2017.

On November 21, 2016 MBTA started the full-service operation from Wachusett Station with seventeen (17) inbound trips and seventeen (17) outbound trips. The first inbound trains to Boston depart from the Wachusett station at 4:50 a.m. and the last train depart at 10:35 p.m., while the first outbound train departing Boston at 6:25 a.m. arrive at Wachusett station at 7:45 a.m. and the last train depart Boston at 12:10 a.m. arrive at 1:44 a.m. weekdays. Saturday and Sunday service has six (6) inbound trips to Boston and six (6) outbound trips to Wachusett. The new station is fully accessible and includes 360 parking spaces.

Also, MART started a Wachusett commuter rail shuttle service connecting Gardner with nine (9) inbound trains and nine (9) outbound trains, the service starting at 5:15 a.m. and ending at 8:30 p.m. on weekdays only. The Wachusett shuttle schedule is available online at MART's website at www.mrta.us.

AYER PARKING FACILITY

MART has hired the consultant Weston & Sampson of Foxboro for Architectural and Engineering services to construct the Ayer commuter rail surface parking lot for 200 parking spaces at the Ayer Rail Trail parking lot location on Park Street. Staff continues to assist MART in working with FTA, MBTA, EOEEA, DCAMM, DCR, Town of Ayer and the Engineer to move forward with the construction of the proposed project. On

November 30, staff attended a meeting with EOEEA undersecretary, DCAMM and DCR staffs to discuss project issues.

AYER/SHIRLEY/DEVENS/ FIXED BUS ROUTE

Staff continues work on development of a bus route to connect Devens industries with the MBTA commuter rail station for the reverse commute (Last Mile) and with the Fitchburg/Leominster labor force; and also, to connect the residents of Ayer, Shirley and Devens with the Shopping Centers in Leominster. On November 21, 2016, staff attended a meeting with Devens Businesses, Mass Development and Devens Enterprise Commission representatives and presented a Bus Route Service scenarios.

5.4 TRANSPORTATION

Montachusett TIP Amendment #2

No new information at this time.

Montachusett FFY 2018-2022 TIP Development Schedule

The MRPC has developed a draft schedule for the development of the next transportation Improvement Program (TIP) for FFY 2018 – 2022. The schedule will be adjusted as the process moves along but it does identify the process that will be followed in order to produce a Metropolitan Planning Organization (MPO) endorsed TIP by the middle of 2017.

Montachusett Bicycle Rack Program – Examination of Interest

The Montachusett Regional Planning Commission (MRPC) is looking into developing a bike rack procurement program using Congestion Mitigation Air Quality (CMAQ) funds from our Transportation Improvement Program (TIP). This would be a reimbursement program that would be implemented through the Metropolitan Area Planning Commission (MAPC). Communities would purchase through a specific vendor list, install the bike racks themselves, and submit a reimbursement form once the work is completed. Because this program uses CMAQ funds, the bike rack locations would only be allowed at public facilities. At this time, we are surveying our communities to gauge interest. Interested parties should respond to the MRPC at either sbean@mrpc.org or bharris@mrpc.org and with the following:

- A. Are you're interested in this program?
- B. Is there a need for new or additional bike racks in your communities?
- C. How many bike racks or what size budget amount are you looking at?
- D. Do you have an idea of the type of rack and/or the number of bikes that need to be accommodated?

Further details will be sent out once we judge the region-wide need. If you have any questions in the meantime, please contact Sheri Bean at sbean@mrpc.org or 978-345-7376 x315. An email notice was sent to each community's planning board/department, DPW, schools and town administrators or mayors.

D. Prokowiew indicated that Lunenburg was interested. G. Corbosiero indicated that Winchendon was interested.

Complete Streets Prioritization Planning Assistance

The MRPC is soliciting communities to assess the need for assistance with the development of the municipalities Complete Street Prioritization Plan. Municipalities that wish to receive funding under the Complete Streets program for construction of projects, must have an approved Prioritization Plan in place before applying for any of the construction money (up to \$400,000). Each community is eligible to receive up to \$50,000 (possibly being reduced to \$35,000 in the near future) to develop their Prioritization Plan. The MRPC is available to assist any community with preparation of these plans. This is a reimbursement program so communities will need to invoice MassDOT to recover their funds. Any community interested should contact the MRPC to discuss your status in the Complete Streets program and how the MRPC will be able to help.

- **Next MPO Meeting – December 14, 2016 at 1:00 PM** *(subject to change)*
- **Next MJTC Meeting – January 18, 2017 at 7:00 PM** *(subject to change)*

6. ADJOURNMENT

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

DOCUMENTS DISTRIBUTED AT MEETING

MRPC Handout, December 13, 2016

Meeting Minutes November 22, 2016

11/21/2016-12/21/2016 Warrant

Bike Rack Memo

MPO Changes Process

MPO Upcoming Actions

Meeting Attendance					
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
Truehart, Duane	M	Athol	7.2016		X
Dodge, Alan	A	Athol	7.2016		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
Burke, Russ	M	Groton	7.2016		X
Graham, Don	M	Harvard	7.2015		X
Bratko, Thomas	M	Hubbardston	7.2016		X
Stauder, Michael	A	Hubbardston	7.2016		X
Christopher, Thomas	M	Lancaster	7.2016		X
Piazza, Noreen	A	Lancaster	7.2016	X	

Prokowieiw, David	M	Lunenburg	7.2015	X	
Allen, Nancy	A	Petersham	7.2015		X
Telepciak, John	A	Phillipston	10.201	X	
Natrowicz, Kyle	M	Royalston	7.2015		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	
Terenzini, Carter	A	Templeton	9.2016		X
King, Cindy	A	Townsend	7.2016		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, George Kahale, Brad Harris, Linda Parmenter, Bobbi Jo Johnson

GUESTS PRESENT: Mark Goldstein, MRPC Legal Counsel; Scott Graves, City of Gardner