

**MINUTES OF THE MEETING OF THE
MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)
THURSDAY, JANUARY 5, 2017
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 DECEMBER 13, 2016 MEETING MINUTES

G. Corbosiero moved to approve the December 13, 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 December 13, 2016 – January 3, 2017 cash schedule. Balance after last \$51,356.84; Total receipts this month \$103,242.39; Total cash on hand before this warrant \$154,599.23; Less: amount of this warrant \$76,567.74: Balance after this warrant \$78,031.69

G. Corbosiero moved to accept the December 13, 2016 – January 3, 2017 cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

4. ADMINISTRATIVE MATTERS

4.1 Bylaw Amendment – Check Signing

J. Telepciak reported that in accordance with the bylaws of the MRPC, Section VIII., Amendments to the Bylaws, members and alternates were emailed a memo on December 15, 2016 regarding a proposed bylaw amendment to Article II. Commission Organization, Section 3.D. c. of the April 29, 2008 MRPC Bylaws. The memo detailed the language change to the bylaws which would be voted on by members at the MRPC Meeting on January 5, 2017.

G. Corbosiero moved that the Montachusett Regional Planning Commission by two thirds vote of those voting, a quorum being present, approve the amendment to the MRPC Bylaws Article II. Commission Organization, Section 3. D. c. as described below.

Existing Language of this section will be changed from:

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.

To:

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.

The motion was seconded and passed unanimously.

4.2 Attendance of Executive Director at 2017 National Conference of Regions in Washington D.C. February 12 -15

J. Telepciak reported that the National Association of regional Councils (NARC) will hold its annual legislative conference from February 12th through the 15th. The national election brought sweeping changes to Washington. Broad political and policy shifts will have major implications for federal programs and Hill relations. MRPC's Executive Director wishes to join the National Association of Regional Councils in Washington, D.C. for the 2017 National Conference of Regions to hear from administration officials, members of Congress, and other policy leaders to discuss legislative and policy issues facing local government and funding matters as they relate to regional planning agencies. The trip includes a congressional breakfast, meetings with Cabinet Representatives and visits to Capitol Hill and federal agencies.

Topics on the agenda include: Joint National City-County Task Force on the Opioid Epidemic; Legal Issues Impacting Local Governments; Federal Experts in Federal Budget and Urban and Transportation Policy; U.S. Department of Defense's Office of Economic Adjustment; Health Determinants; Supporting Economic Development; Transportation; Workforce Incentives; Public Safety; Municipal Finance; Tools to Plan for Community Resilience; and, Alternative Fuel Vehicles.

The conference cost is \$692.70 (non-member rate), the lodging cost at the conference hotel is anticipated to be \$1,196 plus hotel tax, air fare about \$141.20 (\$116.20 + \$25 [baggage fee]) and meals and incidentals about \$250 for a total, estimated conference and travel budget of \$2,279.90.

G. Corbosiero moved that the Montachusett Regional Planning Commission hereby authorizes its Executive Director's request to attend the 2017 National Conference of Regions held by the National Association of Regional Councils in Washington, D.C. from February 12-15, 2017 for a budget of \$2,300. The motion was seconded and passed with T. Bratko opposing.

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 – No new information.

Templeton Future Industrial Lands – No new information.

CENTRAL REGION HOMELAND SECURITY ADVISORY COUNCIL

Evacuation and Critical Infrastructure App Trainings – Five trainings regarding the Evacuation and Critical Infrastructure Apps have been completed.

COMMUNITY-RELATED

Fitchburg Parcel Enhancements– No new information.

Royalston Parcel Enhancements– No new information.

Shirley Open Space – No new information.

Templeton Master Plan– No new information.

Westminster Parcel Enhancements – No new information.

TRANSPORTATION-RELATED

Storm water Apps – We will be scheduling a training on the apps likely in January or February.

5.2 PLANNING AND DEVELOPMENT

FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)

As part of this contract, MRPC provides assistance to communities seeking grant funds to improve economic vitality. MRPC staff is assisting Lancaster, Shirley, Townsend and Winchendon to prepare FY17 Community Development Block Grant applications. This year, block grants are due on March 10th, 2016.

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)

It is anticipated that the Massachusetts Department of Housing and Community Development (DHCD) will execute a contract with the MRPC sometime in January. This is the tenth year of this State-funded initiative. MRPC is drafting a Request for Service Delivery (RSD) that will be

emailed/snail mailed to Mayors/Boards of Selectmen and Planning Boards prior to the end of December 2016.

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. MRPC staff met with the Shirley Planning Board on December 14th to discuss the project.

TEMPLETON MASTER PLAN

A draft Templeton Master Plan has been completed. Comments from the public will be taken at the final Public Forum to be held at the Narragansett Middle School Cafeteria at 6 p.m. on January 10th, 2017.

SHIRLEY LANCASTER FY2015 CDBG

Housing Rehab Program

The program has received an extension of time from DHCD to complete the program. The original grant completion date was 12/31/2016. An extension has been granted to 6/30/2017 in order to complete all housing rehab projects. Five projects are being started or are ongoing at this time. Once these five projects are completed the program will have met its goal of twenty units of housing. There is sufficient funding for an additional 2-3 units that could be completed in the Shirley target area.

Fuel Assistance

The program is requesting a budget revision to transfer \$16,500 from the fuel assistance program to the housing rehab program. It was decided to transfer these funds instead of opening the application process to a new heating season. Since the LIHEAP restrictions would again apply it is unlikely that these funds would be spent down by the new grant end date of 6/30/2017. \$5,000 of fuel funds are being held in the program to address emergency cases for new or existing customers in Shirley or Lancaster.

MEC

AG Receiverships Program, 40 B projects, and 30 Phillipston Rd Affordable Housing.

Enterprise Bank notified MEC that an extension to the loans for 207 Adams Drive and 32 Whitney Drive are imminent. Staff is still awaiting approval for the loans to complete the construction of 2017 Adams in order to put it on the market. MEC is also awaiting confirmation of the loan to complete the repairs at 30 Powers Mill Rd. The servicer of the first mortgage for 119 Everett Ave has indicated it may be interested in paying off the receiver's lien. The Housing Court has allowed the bank four weeks to complete their assessment of the property and to return a decision to the court.

5.3 TRANSIT

WACHUSETT COMMUTER RAIL STATION AND LAYOVER FACILITY

No new information.

AYER PARKING FACILITY

On December 5 & 19, staff attended two meetings with Town officials regarding the Ayer Depot Square access improvement project. Also, 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.

AYER/SHIRLEY/DEVENS/ FIXED BUS ROUTE

Staff continues work on development of a bus route to connect Devens industries with the Fitchburg/Leominster labor force through the MBTA commuter rail station for the reverse commute. Staff is also working on connecting the residents of Ayer, Shirley and Devens with the Shopping Centers in Leominster. On December 16, 2016, staff attended a meeting with Devens Businesses, Mass Development and Devens Enterprise Commission representatives and presented bus route Service scenarios.

HARVARD COMMUTER SHUTTLE

On December 16, 2016, staff attended a meeting with Harvard Town officials regarding a Commuter Rail Shuttle service to the MBTA Commuter Rail Station for Harvard's residents.

5.4 TRANSPORTATION

MONTACHUSETT TIP AMENDMENT #2

B. Harris reported that At the MPO meeting on December 14, 2016, the MPO reviewed a proposed Amendment #2 to the FFY 2017-2021 TIP that reflects changes to various projects in the FFY 2017 Transit Element. The Montachusett MPO then voted to release Amendment #2 for a 30-day public review and comment period. The comment period began on Monday December 19th and will close on Tuesday January 17, 2017. The MJTC will review the proposed Amendment #2 at their January 18th meeting, to date, no comments have been received. The MPO will meet on Wednesday January 25, 2017 at which time formal action on the Amendment will be taken. A summary of Amendment #2 is available.

G. Corbosiero moved that the MRPC has reviewed Amendment #2 to the FFY 2017-2021 Transportation Improvement Program (TIP) and based upon this review of comments received to date, authorizes it Chairman to endorse Amendment #2 to the FFY 2017-2021 TIP at a MPO meeting scheduled for Wednesday January 25, 2017 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

MONTACHUSETT MPO MEETING SCHEDULE – 2017

MassDOT is asking all MPO's in the state to adjust their regular meeting schedules in order to have them occur in the last two weeks of the month and to coordinate regions geographically to simply state attendance and participation. Towards that end, they are asking our Region to coordinate with the Central MA Regional Planning Commission (CMRPC) in order to see if our MPO meetings could be scheduled for the third or fourth Wednesday of the month as opposed to the current schedule of the second Wednesday of the month. MPO signatories will be polled to determine if there is a preference among the members and this will be a point of discussion at the January 25th MPO meeting. At this time, it appears that the preferred option may be the third Wednesday at the same current time of 1:00 PM. This would coincide with our current

schedule for the Montachusett Joint Transportation Committee (MJTC) which meets on the third Wednesday at 7:00 PM.

MONTACHUSETT FFY 2018-2022 TIP DEVELOPMENT SCHEDULE

MassDOT is seeking to establish changes to the TIP development schedule in order to bring it in line with the state's Capital Improvement Program (CIP). This will alter our prior time schedules and result in changes in order to have an endorsed TIP by the end of May 2017. The MRPC is adjusting its work schedule to meet the state's request.

MONTACHUSETT PUBLIC PARTICIPATION PLAN (PPP) – PROPOSED AMENDMENT

Federal laws and 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 and supports metropolitan community development and social goals. As part of these requirements, Metropolitan Planning Organizations (MPOs) must establish a "proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement."

In order to ensure opportunities for any and all interested individuals to participate in the transportation decision making process, a Public Participation Plan (PPP) was developed and endorsed by the MMPO in May 2016. The PPP outlines the process for public involvement in, specifically, the Regional Transportation Plans (RTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP) and as well as any other major transportation study undertaken by the MMPO. The PPP outlines the process that the MMPO uses to reach out to persons identified under the regulations/laws of Title VI, Environmental Justice (EJ), Limited English Proficiency (LEP), Americans With Disabilities Act (ADA) and as well any other traditionally underrepresented population.

As part of the PPP, key documents and amendments are released for 30-day public review and comment periods. In order to maintain a more consistent MPO meeting schedule, MassDOT is recommending the MPO's amend their current PPP's to change the public comment period to 21 days from their current 30 days. This would allow for meeting dates to remain relevant and avoid the shifting of dates in order to accommodate the 30-day periods. The Montachusett MPO will consider this proposed amendment at the January 25, 2017 meeting and decide whether or not to release an Amendment to the PPP for its required 45-day public review and comment period.

- **Next MPO Meeting – January 25, 2017 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 7:40 p.m.

DOCUMENTS DISTRIBUTED AT MEETING

MRPC Handout, January 5, 2017

Meeting Minutes December 13, 2016

December 13, 2016 – January 3, 2017 cash schedule Bike Rack Memo
DLTA Request for Services Packet
Division of Ecological Restoration Memo
Draft TIP Amendment Memo
MPO Changes Process 12 2016
MPO Upcoming Actions 12 2016
Transit FFY2017 TIP Amendment #2

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: John Hume, Brad Harris, Linda Parmenter, Bobbi Jo Johnson
GUESTS PRESENT: Mark Goldstein, MRPC Legal Counsel