

**MINUTES OF THE MEETING OF THE  
MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)  
THURSDAY, MARCH 23, 2017  
7:00 PM**

**1. OPEN MEETING AND INTRODUCTIONS**

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

**2. APPROVAL OF MARCH 2, 2017 MRPC MEETING MINUTES**

M. Pineo moved that the Montachusett Regional Planning Commission approve the March 2, 2017 minutes as printed. The motion was seconded and passed unanimously.

**3. PRESENTATION BY ROLAND LAMBALOT, CPA ON MRPC FY16 AUDIT**

R. Lambalot distributed the Year Ended June 30, 2016 Audit Report to all present.

Summary of his presentation follows:

- Statement of Net Position: Since last year's audit some receivables have been moved from current assets to non-current assets. Reason is current assets are usually recovered within one year of the date of the statements. Receivables that are not current is money due from the contracts with MassDOT and Montachusett Enterprise Center. In terms of long term liabilities, he noted post-employment retiree health benefits continue to grow due to inability to fund. Regarding commitments and contingencies the State Retirement is still an issue. Current liabilities are higher than current assets which means that agency is technically insolvent. It would help if MRPC could collect some of the non-current assets.
- Statement of Revenues, Expenses and Changes in Net Position: Total operating revenues and total operating expenses note the Pension expense which is for presentation purposes only as this is an assumption that this a special funding situation and that the Commonwealth will continue to pay for retiree's pensions. Currently, MRPC is not required to contribute. There was a positive excess of \$13,000 to MRPC's bottom line.
- New Accounting Pronouncements: Post Employment Benefit Reporting - MRPC has \$435,000 in post-retirement health benefits that is unfunded which will require additional disclosures in FY2017 audit. Discussion took place requiring funding post-employment retiree health benefits – GASB 45. Although there is no requirement to fund it, other RPAs are funding it through their local assessments.
- Cash Investments: Recommends MRPC consider adopting a policy regarding a policy of custodial risk in the event of bank failure.
- Commitments and Contingencies: Regarding the State Retirement dispute, State Retirement is looking for \$423,000 from the MRPC for the years 2013-2015. This matter continues to linger as it remains unsettled. This liability is not reflected in the financials.

- Project Grants on Completed Projects: MassDOT 4-year contract concluded during the fiscal year. Essentially, there is a \$82,000 receivable due from which is the reason it is noted as a non-current asset in the audit. MassDOT needs to audit to resolve this type of issue.
- Schedule of Expenditures of Federal Awards: MRPC's total expenditures of federal awards was \$766,804. Requirements for a single audit is \$750,000. It is important on to monitor federal money on an ongoing basis to determine what type of audit will be needed.
- Five Year Comparison of Statement of Revenues and Expenditures: Indirect cost rate is 101.27%. Reason is direct payroll has gone up and indirect payroll has been reduced. Also, five health insurance bills were paid in one year instead of four and the bill is significant.
- Discussion took place about the receivable of \$135,000 due from MEC to MRPC. Auditor explained that money has not been generated by MEC to pay MRPC for advances by MRPC to MEC. Four years ago, \$85,000 was written off for the same reason. Executive Director explained that receiverships MEC has undertaken have been a drain and MEC will no longer do receiverships.
- Auditor brought up some matters in his management letter that have to be addressed, particularly changes to the Uniform Guidance rules for federal awards. These changes become effective July 1, 2017. MRPC also needs to develop revised procedures and policies regarding conferences attended by employees to include a number of areas. He indicated he would follow-up on this matter during next year's audit.

G. Corbosiero moved to accept the Accept Year Ended June 30, 2016 Audit Report as presented. The motion was seconded and passed unanimously.

#### **4. TREASURER'S REPORT**

##### **4.1 FY2017 Budget Line Item Adjustments**

- **Moving Expenses**

G. Eaton reported that It is likely that, if the MRPC relocates its office away from its current location, the move will take place after July 1<sup>st</sup>, in FY18. The amount of \$10,000 has been included in the draft FY18 budget presented to the Commissioners on February 2, 2017. It is feasible that the MRPC may move prior to June 30<sup>th</sup>; within FY17. In this event, we would need to increase the Moving Expense line item by \$6,800 for moving expenses. Funds will be transferred from the following line items and at these amounts: Consultant Fees \$3,000; Major Events, \$2,000; Office Supplies \$1,000; Postage/Shipping \$673; and, Workers Compensation Insurance \$163. Please see the accompanying handout for impacts upon all administrative line items.

P. Duffy moved that that the Montachusett Regional Planning Commission hereby transfers a total of \$6,800 from the above-named line items in the amounts indicated into the Major Events line item for potential office relocation costs if the agency relocates to new quarters prior to June 30, 2017. If the agency's relocation and related costs take place in both fiscal years (17 and 18) then only the applicable portions related to costs occurring in each respective fiscal year will be used for a total cost in moving expenses not to exceed \$6,800. The motion was seconded and passed unanimously.

- **Subscription for GIS Software Expenses**

G. Eaton reported that earlier in FY17 the Executive Director announced that the agency would provide new services to its clients. One of these services is the creation and production of three dimensional maps for land planning purposes; the creation of the 3D maps would be done with the aid of the appropriate computer hardware and software apps while the production of the 3D map refers to the physical construction of such a map via a 3D printer. The MRPC's existing subscription cost for current Esri software is \$7,189, annually. This fee annual subscription price does not include two GIS modules needed for the manipulation of the data used to create 3D maps. Two, additional modules, Spatial Analyst and 3D Analyst, would be needed. The total, annual cost for these additional components is \$3,060; \$2,060 for Spatial Analyst and \$1,000 for 3D Analyst. The Executive Director respectfully requests the Commissioners' approval to pay \$3,060 in FY17 and include this fee in future fiscal years to ensure that the MRPC maintains this capability for the future, total annual cost of \$10,249.

The cost of the two, new GIS modules can be addressed by transferring \$2,103.07 out of the existing Equipment line item (reducing the existing balance from \$8,103.75 to \$6,000.68) plus another \$956.93 out of the Computer Software line item (zeroing-out this line item); these two transfers equal the \$3,060 for the Spatial Analyst and 3D Analyst modules. Please see the accompanying handout for impacts upon all administrative line items.

It should be noted that the FY17 Equipment Purchase line item, originally budgeted at \$20,000, has been used to in addition to some funds used in FY16 budget pay for computers, a plotter and related equipment; \$6,000.68 would remain in this line item if this transfer request is approved. The manufacture of 3D-printed maps will require either the purchase of a 3D printer and/or leasing of 3D printer's "machine time" from an outside vendor. Purchasing or leasing a 3D printer or renting "machine time" is not being proposed at this time.

A lengthy discussion occurred between the Commissioners and the Executive Director regarding the demand/need for 3D printing and the cost.

G. Corbosiero moved that the Montachusett Regional Planning Commission hereby transfers a total of \$3,060 from the above-named line items in the amounts indicated into the License/Fees line item for obtaining Spatial Analyst and 3D Analyst Esri GIS modules to create three-dimensional mapping products. The motion was seconded and passed unanimously.

## **5. ELECTION OF NOMINATING COMMITTEE**

At the MRPC Meeting held on March 2, 2017 John Telepciak and Roger Hoyt volunteered to serve on the Nominating Committee to present a Slate of Officers for the upcoming fiscal year. Three members are needed to serve on the Nominating Committee.

G. Corbosiero volunteered to serve on the Nominating Committee.

M. Pineo moved that the Montachusett Regional Planning Commission elect John Telepciak, Roger Hoyt and Guy Corbosiero to serve on the Nominating Committee.

**6. ADMINISTRATIVE MATTERS**

**6.1 Leasing of Office Space for MRPC**

L. Parmenter explained that at the February MRPC Meeting members authorized its Executive Director to, in accordance with the Commonwealth's Procurement Statute (MGL Chapter 30B), issue a Request for Proposal for lease of a minimum of 5,000 square feet of office space. Members also authorized the review of all proposals received and based on that review and all associated costs, the Executive Director would provide a recommendation regarding relocation of the MRPC offices to the Board.

An RFP was prepared and notice of its availability was published on February 8, 2017 in the State's Central Register. A Legal Notice was also published in the local newspaper, namely, the Sentinel on Enterprise on February 8 and 15, 2017. Proposals were due to MRPC at 2:00 p.m. on March 10, 2017.

MRPC received two proposals: 1) Colebrook Realty Services on behalf of the Trustees of Reservations for space known as the Doyle Center located at 464 Abbott Avenue, Leominster; and 2) Sargent Road Realty Trust on behalf of Margot Xarras-Trustee for space formerly known as McNally's Grille and Pub located at 88 Sargent Road, Westminster.

Three staff members reviewed the qualification proposals for both locations based on a set of evaluation criteria. All three were in agreement that the qualification proposal for the Doyle Center was rated as "highly advantageous" and the qualification proposal for former McNally's Grille and Pub was rated as "advantageous".

Subsequent to that price proposals from each were opened. Both entities provided an initial five-year lease with an optional five-year extension term as depicted below.

	Annual Lease Amount	
	Doyle Center*	McNally's**
Year 1	\$30,000	\$86,000
Year 2	\$30,900	\$87,720
Year 3	\$31,827	\$89,474.40
Year 4	\$32,781.81	\$91,263.88
Year 5	\$33,765.26	\$93,089.15
Year 6	\$34,778.22	\$94,950.93
Year 7	\$35,821.57	\$96,849.94
Year 8	\$36,896.22	\$98,786.93
Year 9	\$38,003.11	\$100,762.66
Year 10	\$39,143.20	\$102,777.91

\*Doyle Center – Electricity/cleaning not included. Annual estimate for electricity cost is \$3,500. Annual Estimate for cleaning is \$7,200.

\*\*McNally's – everything included.

The staff recommend the Doyle Center be chosen as the MRPC's next office location.

C. King moved that the Montachusett Regional Planning Commission authorize its Executive Director to enter into a lease agreement with the Trustees of the Reservations for the Doyle Center property and terminate its lease with the Montachusett Regional Transit Authority with a 90-day written notice. The motion was seconded and passed unanimously.

## **6.2 Cash Match for EDA Planning Assistance Grant - \$17,500**

G. Eaton indicated that on March 1, 2017 MRPC received an email from the federal Economic Development Administration (EDA) to submit its EDA Capacity Building grant proposal to the EDA-Philadelphia Office. The Application was due no later than March 15, 2017 and a \$17,500 cash match is required.

P. Duffy moved that the Montachusett Regional Planning Commission will authorize up to \$17,500 in cash to match a \$70,000 Economic Development Administration Planning Assistance grant for the period beginning April 1, 2017 and ending March 31, 2018, enabling the MRPC to provide economic development and administrative support to:

1. Communities in the Montachusett Region
2. Montachusett Regional Planning Commission (MRPC)
3. Montachusett Region Comprehensive Economic Development Strategy (MRCEDS) Committee
4. Montachusett Region Brownfields Reuse Initiative (MRBRI) Steering Committee
5. Montachusett Enterprise Center, Inc. (MEC)
6. Montachusett Economic Development District (MEDD) Board of Directors

The purpose of this grant is to enable the MRPC to implement regional economic development strategies, provide economic development technical assistance to municipalities and implement the Montachusett Region Comprehensive Economic Development Strategy (CEDS). An in-kind match in the amount of \$53,300 will also be gained through District Local Technical Assistance Projects that involve economic development that were approved at the February 2017 Commission Meeting:

- Complete an Economic Development Master Plan Element for the Town of Hubbardston.
- Complete an Economic Development Master Plan Element for the Town of Athol.

- Complete an Economic Development Master Plan Element for the Town of Ashburnham.
- Complete Templeton Road (Route 2A) Design Guidelines for Town of Athol Gateway.
- Create a Permitting Guidance Handbook for the Town of Shirley.

The motion was seconded and passed unanimously.

### 6.3 Request to Hire Two Part-Time Temporary Traffic Interns

G. Eaton stated that based on the recommendation of the Transportation Director, the Executive Director requests authorization to advertise and hire two part-time temporary traffic interns. Traffic Interns will work on MRPC's traffic counting program through MRPC's contract with MassDOT. Interns will work no more than 30 hours per week for six months at a rate of \$13.00 per hour with no benefits.

M. Pineo moved that the Montachusett Regional Planning Commission authorize the Executive Director to advertise for and hire two part-time temporary traffic interns as described in the report above. The motion was seconded and passed unanimously.

## 7. ADJOURNMENT

There being no further business the meeting adjourned at 8:40 p.m.

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
Graves, Scott	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, Linda Parmenter, Bobbi Jo Johnson, John Hume

Guests Present: Mark Goldstein, MRPC Legal Counsel; Roland Lambalot, Auditor; Steve Wallace, Westminster

#### **DOCUMENTS DISTRIBUTED AT MEETING:**

Year Ended June 30, 2016 Audit Report

March 23, 2017 MRPC Meeting Handout

March 2, 2017 MRPC Meeting Minutes

FY2017 Budget vs. Actual Line Item Adjustment

NARC – the Trump Administration Blueprint Budget article

Washington Post article – What Trump Cut in his budget