

MINUTES OF THE MEETING OF THE MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC) OCTOBER 5, 2017

1. OPEN MEETING AND INTRODUCTIONS

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

2. APPROVAL OF SEPTEMBER 7, 2017 MRPC MEETING MINUTES

P. Duffy moved that the Montachusett Regional Planning Commission approve the September 7, 2017 MRPC minutes as printed. The motion was second and passed unanimously.

3. TREASURER'S REPORT

3.1 Approval of Cash Schedule

R. Hoyt read the September 1, 2017 through September 30, 2017 Cash Schedule. Balance after last \$194,638.99; Total receipts this month \$99,488.32; Total cash on hand before this warrant \$294,127.31; Less: amount of this warrant \$175,297.36; Balance after this warrant \$118,829.95.

M. Pineo moved to accept the September 1, 2017 – September 30, 2017 cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

3.2 FY18 Budget Amendments

G. Eaton explained in detail handouts labeled "Budget vs. Actual" and "FY 2018 Budget - 10/5/17". As the first quarter of FY18 has come to an end there are many line items that need to be adjusted.

Line item adjustments:

1. Transfer \$4,000 from the \$20,800 Indirect Accounting/Legal line to cover the \$2,456.25 deficiency in the Indirect License Fees line along with providing extra funds for future FY18 expenses. This deficiency in License Fees is due to the cost of producing GASB 45 Actuarial Valuations (due every 3 years) and the yearly Actuarial Financial Report. This cost is due to Milliman, Inc. every other year for a 24-month license.
2. Transfer \$2,000 from the Direct Other Direct Costs line under Local Technical Assistance into Cash Match increasing our total cash match available for matching projects for FY18 to \$75,482.81 (total assessment revenue).

3. Transfer \$10,732.94 from Direct Salaries line to Indirect Salaries line to cover the current deficiency due to FY18 administrative charges by direct staff.
4. Transfer \$17,169 from Indirect Salaries line to Direct Salaries line due to the original approved budget having the position of Administrative Secretary's salary in the Indirect Salaries line when it belonged in Direct Salaries.
5. Decrease Indirect Salaries by \$17,169 due to the position of the Administrative Secretary's salary being part time and not full time as listed on the approved budget.
6. Increase Direct Salaries from \$659,632.36 to \$668,352.22 to cover the FY18 salary of the Planning & Development Department's Principal Planner to be hired.
7. Increase Fringe Benefits – Leave from \$198,891.45 to \$201,762.83 to cover the increase in leave benefits for this line due to the hiring of the above-mentioned Principal Planner.
8. Increase Fringe Benefits – Health/Dental Insurance from \$175,073.72 to \$192,251.66 to cover the increase in GIC Health and Dental benefits for this line due to the hiring of the above-mentioned Principal Planner.

M. Pineo moved that the Montachusett Regional Planning Commission hereby approves the above-listed line item amendments to the FY18 Budget as presented. The motion was seconded and passed unanimously.

4. VACANT AT LARGE EXECUTIVE COMMITTEE POSITION/ELECTION OF AT LARGE MEMBER

L. Parmenter explained that MRPC's Executive Committee has a vacant Member at Large position. Therefore, we are seeking a volunteer to fill the vacancy. In accordance with the bylaws of the MRPC. Article II Commission Organization Section 2 c., "in the case that any positions of the Executive Committee become vacant, the Commission shall elect at its next meeting a member to fill the position."

Duties of the member-at-large include serving on the Executive Committee along with six other members to:

- Meet as needed to consider policy matters.
- Only when the regular meeting of the Planning Commission fails to achieve a quorum, and within the Regional Planning Law (MGL Chapter 40B, Section 4A) may the Executive Committee act on behalf of the Planning Commission, for the following purposes:
 - Approving the warrant
 - Reviewing and acting upon regional reviews
 - Addressing other functions deemed critically important to the operation of the planning district, as needed.

T. Bratko volunteered.

M. Pineo moved that the Montachusett Regional Planning Commission elect Thomas Bratko to serve as a Member at Large of the Executive Committee effective immediately. The motion was seconded and passed unanimously.

5. MONTACHUSETT REGION PAVEMENT MANAGEMENT PROGRAM *Presentation by Brian Doherty, MRPC Principal Planner*

B. Doherty presented a PowerPoint on MRPC's Pavement Management Program.

6. ADMINISTRATIVE MATTERS

6.1 Attendance of John Hume and Karen Chapman at Brownfield Conference in Pittsburgh, PA from December 4 – 7, 2017

G. Eaton indicated that the Environmental Protection Agency (EPA) Brownfields Conference is being held from December 4, 2017 through December 7, 2017 in Pittsburg, Pennsylvania. The Executive Director requests approval for two MRPC staff members (John Hume, Director of Planning and Development and Karen Chapman, Principal Planner) to attend. Continued attendance at this event assists our staff with our success obtaining and administering EPA Brownfields Site Assessment Funds. Attendance by the MRPC staff at approximately one-third of the conferences held since 1998 has netted the MRPC at least seven Environmental Site Assessment (ESA) grants at \$200,000 each and one Revolving Loan Fund (RLF) award for another \$480,000.

MRPC has a signed Cooperative Agreement with EPA that includes travel costs for MRPC staff to attend the Brownfields Conference. EPA strongly encourages grant recipients to attend. Total cost for travel, hotel, registration and meals will not exceed \$2,750 for both employees. Cost for this conference will be charged to the existing Environmental Protection Agency (EPA) Brownfields Site Assessment Cooperative Agreement.

P. Duffy moved that the Montachusett Regional Planning Commission approves the attendance of two staff members to the EPA Brownfields Conference in Pittsburg, Pennsylvania from December 4th through 7th at a total cost not to exceed \$2,750. The motion was seconded and passed unanimously.

6.2 Attendance of Glenn Eaton and Noam Goldstein at ESRI Conference in Redlands, CA from October 17-19,2017

G. Eaton explained that at the March 2017 Meeting of the MRPC, Commissioner's approved the attendance of the Executive Director at an Esri User Conference in San Diego, CA from July 9 through 14th at a cost not to exceed \$3,300. The Executive Director was unable to attend the Esri Conference in July. Since that time the MRPC has been engaged by Heywood Group to complete a Community Health Needs Assessment (CHNA) on behalf of this hospital system. This is the first time that the MRPC has been hired to prepare this type of health report. GIS services are included in the MRPC's deliverables. This fall, Esri is providing education and training related to this new contract. An Esri conference entitled Esri Health and Human Services GIS Conference will be held in mid-October. So that the staff can obtain current information about this new area of work the Executive Director recommends that he and Noam Goldstein, Regional Planner attend this conference. He requests approval for him and Mr. Goldstein to attend the upcoming Esri Conference in Redlands, CA from October 17 – 19, 2017 where the total anticipated

cost for all travel-related costs such as car rental, lodging, conference registration and meals will not exceed \$2,800 for each employee.

R. Burke moved that the Montachusett Regional Planning Commission approves the attendance of two staff members Glenn Eaton, Executive Director and Noam Goldstein, Regional Planner to the Esri Health and Human Services GIS Conference in Redlands, California from October 17th through 19th 2017 for a total cost not to exceed \$2,800 per employee for a total budget of \$5,600.

6.3 Revision to Travel, Conferences and Meals Policy

G. Eaton indicated that MRPC's Auditor, Roland Lambalot, in his Year ended June 30, 2016 Management Letter recommended that the Commission develop written policies and procedures in regard to the conferences that employees attend as he determined that there was limited consistency in the accounting for trips. His recommendations were added to MRPC's existing travel policy are depicted in red font in Travel, Conference and Meals Policy that follows. At the same time, administrative staff reviewed and revised the current policy and are recommending changes (purple font), eliminating, adding and clarifying wording.

"TRAVEL, CONFERENCES AND MEALS

As a publicly funded regional agency, the MRPC recognizes its obligation to manage its resources in a careful manner. MRPC encourages employees to act responsibly and limit ~~reimbursable~~ **all expenses (i.e. travel, parking, conference, lodging, meals and other expenses)** to reasonable amounts. All ~~reimbursable~~ expenses shall be documented fully with **itemized** receipts. Supervisors and the Executive Director must review and approve **all a proposed budget of** expenditures prior to ~~payment.~~ **attendance at trainings, seminars, conferences, and related meetings etc.** ~~The contract will clearly state that if the employee leaves the Planning Commission within one year after attending the conference, the employee's last paycheck would reflect the pro-rated amount owed and deducted. If staff voluntarily leaves the planning commission before attending a pre-paid conference, they will be responsible for reimbursing the expenses incurred by the agency.~~

Daily Business Travel Expenses

Reimbursable **business travel** expenses include legitimate mileage, parking, tolls and meal costs. The Employees will be reimbursed for their **business** travel expenses in accordance with the **most current** latest Planning Commission IRS approved **mileage** rates. ~~The MRPC's "Petty Cash" system is not to be used by the employees for mileage, parking, toll and meal costs that are expected to be incurred by the employees.~~ Meal reimbursement rates are as follows: Breakfast \$5.00; Lunch \$10.00 and Dinner \$20.00. Meal reimbursement in excess of these amounts are only allowable if the cost is justified and reasonable and approved by the Executive Director.

~~If an employee gets lost, MRPC will reimburse extra mileage (within reason) only once for that particular location. Supervisors must be sure that this doesn't become habitual.~~

~~For all travel, where convenience or other circumstances require an employee to leave directly from his/her home, employees should ("shall") charge mileage either from his/her home to the meeting place and back to his/her home; or from the MRPC office to the meeting and back to the MRPC office - whichever is less. As necessary, the Executive Director shall provide examples to the employees for clarification.~~

For all business travel which requires an employee to leave directly from his/her home to a worksite other than the MRPC office, MRPC will reimburse mileage expenses but only the portion of the mileage which is in excess of his /her normal commute mileage to/from the office.

For those that complete their normal daily commute and are required to attend additional meetings on the same day, they will be reimbursed for mileage to and/from their home.

~~MRPC's travel reimbursement is in accordance with IRS regulations for business travel or the most recently approved MRPC rate.~~

All travel on MRPC business must be pre-authorized by the Supervisor. Employees must submit travel ~~forms~~ **vouchers** on a regular basis. The MRPC will make every effort to reimburse the employee no less than monthly. *Employees must submit travel reimbursement requests by the 15th of each month for travel charges incurred for the prior month. (Revision Adopted by the Commission – September 7, 2017.)*

CONFERENCE TRAVEL

Staff traveling to overnight conferences will not earn any compensatory time for attendance. The only exception will be if the conference agenda is scheduled on Saturday or Sunday. Staff will be able to accumulate up to 7.5 hours per day (compensatory time) of the scheduled agenda. For cost effective air travel, if a Saturday or Sunday stay is required, that weekend day could be charged as a compensatory time-earned workday. **Expense reports must be submitted and signed by the employee, supervisor and Executive Director within 30 days of return.** Agendas from all conferences **and all itemized receipts** must be attached to ~~travel vouchers~~ the submitted Expense Report.

Employees who attend conferences are allowed to spend the following amounts on meals: ~~reimbursements:~~ Meals: Breakfast – ~~\$2.50~~ **\$5.00**; Lunch - ~~\$3.50~~ **\$10.00** and Dinner - ~~\$8.50~~ **\$20.00** or the most recently approved MRPC rate. Meals in excess of these amounts may be ~~are only reimbursable~~ **allowed if itemized** receipts are obtained and submitted to the Fiscal Department provided the cost is justified and reasonable, ~~according to the Executive Director.~~

~~No more than 15% gratuity will be reimbursed. Hotel tips must not exceed \$5.00 per trip~~

Meal tips should not exceed 20%. Hotel tips should not exceed \$2.00 per luggage bag handled by hotel staff and \$3.00 per night stayed at a hotel. Shuttle tips should not exceed \$2.00 per luggage bag transported.

MRPC recognizes the need for cash advances for employees attending conferences and trainings. Cash advances must be reconciled through an Expense Report, signed by the employee and approved by the employee's Supervisor and Executive Director and submitted to the Fiscal Department along with any unused funds within 30 days of return from the conference.

Upon approval of the Executive Director, an employee may use the MRPC's debit card for conference costs and/or a cash advance or requesting reimbursement. In the event that the employee is being accompanied on the trip by a non-employee of the agency, no charges are allowable on the debit card for any non-employee.

An overnight stay at a high cost airport hotel before departure is prohibited. However, an employee may have need to stay in a hotel closer to the airport due to the early departure time of their flight. In this case, the employee must obtain prior authorization from the Executive Director and select economical lodging.

The charges of alcohol or entertainment (i.e. movies, gaming, excessive room service) either directly on the Commission debit card or charged to the hotel room is strictly prohibited. ~~Excessive reimbursement requests~~ **spending is prohibited.** ~~are is subject to the approval of the appropriate supervisor and the Executive Director.~~ **Charges that are determined to be disallowable during reconciliation must immediately be reimbursed by the employee to the MRPC.**

~~Travel and conference meal reimbursements should be increased to reflect current market prices See the Executive Director for guidance, as needed.~~

(Revised 10/5 unless otherwise indicated above).

After some discussion, M. Pineo moved that the Montachusett Regional Planning Commission approve the above revisions to MRPC's Travel, Conferences and Meals Policy as explained by the Executive Director effective immediately. The motion was seconded and passed unanimously.

6.4 Hiring of Principal Planner (Part-time or full-time) – Planning and Development Department

G. Eaton stated as discussed earlier, MRPC was recently awarded a number of grants and therefore the Executive Director is requesting approval to hire either a part-time or full-time Principal Planner for the MRPC's Planning and Development Department to provide assistance in this department given the recent and sudden increase in work. Salary will not exceed \$28.29 per hour for part time (18 hours per week) or \$55,159 annually for full-time.

P. Duffy moved that the Montachusett Regional Planning Commission authorize its Executive Director to hire either a part time- or full-time planner. Salary will not exceed \$28.29 per hour for part time (18 hours per week) or \$55,159 annually for full-time. The motion was seconded and passed unanimously.

6.5 Legal Services and Compensation Consultants Hiring

G. Eaton explained that MRPC's Legal Counsel, Mark Goldstein closed his practice and was appointed a Judge in the Worcester Court earlier this year. The Executive Director issued a Request for Quotes for Legal Services for the MRPC. Request for Quotes were due September 1, 2017. Two quotes were received.

MRPC staff interviewed both Attorney Richard Cella and Attorney David Bodanza. Attorney Cella brings expertise in the area of real estate law, development project and permitting, contract development, negotiation and administration as well as experience with non-profits and for-profits. Attorney Bodanza brings experience with zoning, municipal law, contract review and enforcement, human resources and personnel affairs. The Executive Director is recommending that MRPC utilize both attorneys on a cost per hour basis ranging from \$275.00 to \$300.00 per hour, instead of a retainer basis which has been previous practice.

MRPC's budget for legal fees on a retainer basis was \$10,800 annually. The Executive Director is recommending the hourly fee approach as he believes the need for legal services will be less than \$10,800 annually, as needed.

G. Eaton also stated that MRPC we will be interviewing two of the three consultants that responded to MRPC's RFP for compensation and classification study over the next month.

M. Pineo moved that the Montachusett Regional Planning Commission authorizes its Executive Director to hire Attorney Richard Cella and Attorney David Bodanza for legal services, compensating each at an hourly rate. The motion was seconded and passed unanimously.

7. STATUS REPORTS

7.1 Geographic Information Systems (GIS)

MRMAPPER & MOBILE APPS (GENERAL)

MRMapper ArcGIS software has been upgraded to v10.5.1. We are currently working on adding 2-foot contours as a *MRMapper* service.

COMPREHENSIVE PLANNING

Distressed Property Identification and Revitalization (DPIR) App – We are currently in the process of updating the DPIR inventory spreadsheet so that we can create GIS information from the data. This data will be used develop a *MRMapper* WebApp for the communities to track and edit relevant information. This project is expected to be completed in November.

(DLTA) Harvard Water Supply Resources – A draft map has been created for the Town of Harvard depicting their water supply resources. The Town is reviewing the map and will advise regarding any edits. This project is ongoing.

COMMUNITY-RELATED

Athol Downtown Parking Map – The Athol Downtown Parking has been added to the *MRMapper* website.

Fitchburg Parcel Enhancements – No new information.

Shirley Open Space & Master Plan – We are currently working on finalizing the remaining maps. This project is expected to be completed in October.

Ayer Parcel Enhancements – This project is complete. The Town's *MRMapper* sites have been updated.

Lancaster Open Space Update – No new information

Shirley Parcel Enhancements – This project is complete. The Town's *MRMapper* sites have been updated.

Townsend Assessor Mapping – The Town of Townsend has been added to the *MRMapper* website.

Westminster Assessor Mapping – We are currently in the process of updating the parcel data and maps for the Town of Westminster. Once complete the Town's *MRMapper* sites will be updated accordingly.

Westminster Waste Management Landfill Expansion Proposal – A series of maps have been created for the Town of Westminster and Waste Management depicting existing and proposed expansion of the landfill. This project is complete.

Shirley Cemetery Mapping – We are in the beginning stage of a long-term cemetery mapping project for the Town of Shirley. We will be mapping the Center and Village cemeteries and creating a MRMapper application that the Town can use to populate their cemetery records in. The end result will be internal and public applications for the two cemeteries.

TRANSPORTATION-RELATED

Sidewalk Inventory – This project is complete.

Title VI Annual Report – This project is complete.

Shirley Village Railroad Crossing– Draft maps has been created for the Town of Shirley depicting the Shirley Village Railroad Crossing. The Town is reviewing the map and will advise regarding any edits. This project is ongoing.

Pavement Management – We recently completed data gathering and creation and mapping for the Pavement Management program. This data will be updated on MRMapper in the near future.

MISCELLANEOUS

Light Detection and Ranging (LiDAR) Data processing – We are currently working on ‘Smoothing’ the 2-foot contour data creation and expect this to be complete October. These products will be key in future 3D modeling and printing activities.

According to the Executive Director we will need to hire an intern experienced with 3D printing hardware and software to set up our 3D map printing service alongside the GIS staff.

7.2 Planning and Development

Comprehensive Planning Division

FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)

MRPC was awarded a grant in the amount of \$51,250 from the Massachusetts Department of Energy Resources (DOER) to assist the Town of Hubbardston and Templeton to become Green Communities and to assist with administration of existing Green Communities for Fitchburg, Lunenburg, Royalston, and Westminster.

MRPC prepared an Affordable Access Regional Coordination (AARC) grant application which was submitted to the Massachusetts Department of Energy Resources on September 19, 2017. The AARC Program seeks to increase and institutionalize knowledge of clean energy technologies and programs with a focus on low income residents through capacity-building, education, coordination, or training at the local level, thereby expanding the reach of successful programs and improving access to clean energy

technology for the Commonwealth's low-income residents. It is anticipated that grant announcements will take place later this fall.

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

Funds for environmental site assessments (ESA) for Hazardous Substances have been allocated to projects. However, some funds for environmental site assessments (ESA) for petroleum remain.

DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA)

Projects that MRPC staff are working on include:

- **Hubbardston:** Master Plan Economic Development Element
- **Athol:** Master Plan Economic Development Element
- **Ashburnham:** Master Plan Economic Development Element
- **Shirley:** Create a Permitting Guidance Handbook
- **Lancaster:** Assist with the update of the 2010 Lancaster Open Space & Recreation Plan – Project completed.
- **Ayer:** Transit oriented Development Planning Project in the Downtown Ayer Rail Commuter Station/Depot Square and Park Street Corridor Area.
- **Westminster:** Housing Production Plan.
- **Harvard:** Research and Recommend Land Use Strategy(s) for Protecting Water Supplies.
- **Sterling:** Feasibility Study of Future Sewage Services in Specified Regions of the Town.
- **Lunenburg:** Facilitate the Formation of a Business – Town Partnership including a Charrette, and Methods to Promote Economic Development.

HEYWOOD HEALTHCARE: ECONOMIC IMPACT REPORT

MRPC continues its work on an Economic Impact of Healthcare Report based upon Heywood Healthcare's contribution to its Service Area. The Service Area includes the following communities: Ashburnham, Athol, Erving, Gardner, Hubbardston, New Salem, Orange, Petersham, Phillipston, Royalston, Templeton, Warwick, Wendell, Westminster, and Winchendon.

COMMUNITY HEALTHCARE: COMMUNITY HEALTH NEEDS ASSESSMENT (CHNA)

MRPC continues its work on the update of a Community Health Assessment of North Central Massachusetts. The report will consist of a broad scope of data from multiple sources including but not limited to primary and secondary data sources, input from

stakeholder interviews, community member focus groups, and survey(s) in order to provide a status of health in the service area.

CHEMICAL SAFETY AND CLIMATE CHANGE PREPAREDNESS TRAINING

MRPC staff is working on a grant from the Massachusetts [Office of Technical Assistance and Technology](#) (OTA) and the US Environmental Protection Agency (EPA) to sponsor workshops designed to educate city officials, community leaders, Fire Departments, Departments of Public Works, Local Emergency Planning Committees (LEPCs) and businesses about the toxic chemicals stored, used and transported through their communities. The goal is to make our region's communities more capable of addressing climate change-related disasters by providing critical information and thoughtful preparation needed for targeted planning.

The first workshop is designed to educate municipalities about incorporating toxics use reduction strategies into community and regional emergency preparedness. It will be held on September 28, 2017 from 9am-12:30pm at the Devens Eco-Efficiency Center, Vicksburg Conference Room, 33 Andrews Parkway, Devens, MA. Anyone with an interest is encouraged to attend this no-cost workshop. To RSVP, contact MRPC Principal Planner, Karen Chapman (kchapman@mrpc.org).

Community Development Division

WINCHENDON ASHBY FY2016 CDBG

Housing Rehab Program

The program is approaching the target goal of 13 homes served. As of the date, three projects in Winchendon have closed on loans and home repair contracts, one project's bids came in over the funding cap so the program is looking at revising the specs and/or applying for a case waiver. One septic project's design has come back so that will go out to bid for contractors to actually install the new septic. Another septic is in the design stage and has completed its soil testing. Three other projects are in the qualification phase. In Ashby, one septic project is in the design phase and two projects are in the qualification phase. A total of 12 projects are active.

Fuel Assistance

Applications are being processed in both towns for this program. To date 32 applicants have been processed. 97% of the targeted goal of 33 households. \$8,486.15 in fuel has been delivered, 33% of the total funds allocated for this activity.

Walnut Street Infrastructure Improvement Project

This project has been completed on schedule and on budget.

CDBG AWARDS

The process to release funds from the State is underway. The public notices pertaining to environmental awards have been posted in the appropriate newspapers. Responses to special conditions issued by MA Department of Housing and Community Development (DHCD) are being prepared.

MRPC submitted a proposal in response to an RFP to administer a \$765,000 Housing Rehab program (19 units) for the Towns of Bellingham (lead) and Hopedale. MRPC is one of two finalists. Interviews are scheduled for the week of Sept. 25th.

ECONOMIC DEVELOPMENT FUND

MRPC submitted an application to administer a grant for the Town of Winchendon. The grant would provide construction financing in the form of a deferred payment loan (DPL) to reconstruct a 20,000-square foot commercial building into a mixed-use property. This project is a key element in the Town's Downtown Revitalization Strategy.

MONTACHUSETT ENTERPRISE CENTER

RECEIVERSHIP PROGRAM

- 112 Harvard Ave. MEC sold this property for \$110,000 and closed on 8/25.
- 207 Adams Dr. – MEC is exploring the possibility to use cash flow to make the necessary repairs to sell the home on the private market.
- 30 Phillipston Rd. – MEC is also considering alternatives to avoid MEC avoid incurring additional debt.

ASHBURNHAM 40B PROJECTS

The marketing plan has been approved by MassHousing. Staff is waiting for their legal department to provide deed riders for the properties.

7.3 Transit

AYER PARKING FACILITY

On September 5TH MRPC attended a meeting with town officials regarding the Ayer Parking Facility project. On September 19TH MRPC attended the Board of Selectmen meeting and presented Depot Square Concept Design Options. Staff continues working with Federal Transit Administration (FTA), Massachusetts Bay Transportation Authority (MBTA), Executive Office of Energy and Environmental Affairs (EOEEA), Division of Capital Asset Management and Maintenance (DCAMM), Division of Conservation and Recreation (DCR), Town of Ayer and Weston & Sampson consultant to move forward with the construction of the proposed project.

AYER/SHIRLEY/DEVENS/FIXED BUS ROUTE

On September 27, 2017, MRPC will be attending a meeting with Mass Development, Devens Enterprise Commission and Devens businesses representatives to present an update on the shuttle service. The new bus route objective is to connect Devens industries with the MBTA commuter rail station for the reverse commute (Last Mile) and with the Fitchburg/Leominster labor force; and to connect the residents of Ayer, Shirley and Devens with the shopping centers in Leominster.

LITTLETON REGIONAL SHUTTLE SERVICE

MRPC continues working on development of a bus route to connect Littleton industries (IBM, Red Hat and Juniper) with the MBTA Littleton commuter rail station for the reverse commute (Last Mile/ First Mile) and with the Park & Ride Facilities in Littleton and Westford.

7.4 Transportation

MONTACHUSETT MPO ENDORSEMENTS

There was no MPO meeting held in the month of September. The Montachusett Metropolitan Planning Organization (MPO) is scheduled to meet next on October 18th at which time they will undertake action related to an Adjustment to the recently endorsed FFY 2018 Unified Planning Work Program (UPWP). As presented last month, the Adjustment is in response to final budget information for the FTA (Federal Transit Administration) Section 5303 contract that adds an additional \$2,160 to the overall UPWP budget. Once action is undertaken by the MPO, a formal request will be forwarded to MassDOT.

MASSACHUSETTS TRANSPORTATION LEADERSHIP ACADEMY

MRPC staff will be attending the “Massachusetts Transportation Leadership Academy” that is being presented by *Transportation for Massachusetts, Transportation for America* and the *Massachusetts Association of Regional Planning Agencies (MARPA)*. The Leadership Academy will provide transportation professionals and leaders with a working knowledge of Performance Measurement, the practice of carefully measuring and quantifying the multiple benefits of transportation spending decisions to ensure that every dollar is aligned with the public’s goals and brings the greatest return possible for all stakeholders. Instruction will be provided from transportation experts from Massachusetts and across the US. The Massachusetts Transportation Leadership Academy will educate teams made up of local business, civic, elected leaders, and transportation professionals, in order to prepare them to act on opportunities in their regions. Recommended attendees include: RPA, MPO, RTA, Municipal staff, advocates and local and business leaders. Workshops will be held on October 10th, November 14th, December 12th of 2017, and February 13th, and March 13th of 2018 at Clark University in

Worcester. At this time, there is no cost to attend. To learn more and to apply, please visit t4ma.org/academy

MEETING SCHEDULING FOR THE MPO SUBREGIONS AND THE MJTC

MRPC staff will be looking at establishing separate meetings of the MPO Subregions in order to facilitate discussion and information sharing between the communities and the MPO Subregion Representatives. These meetings will likely be held in the Subregions and will provide municipalities with an opportunity to discuss transportation issues that may be advanced to the MPO.

In addition, the MJTC will look at the possibility of moving future meetings out to the member communities in order to attract greater attendance and interest. Staff will be coordinating with current members and attempt to schedule these site visit meetings in the near future.

MONTACHUSETT MPO 2017 TITLE VI REPORT

MRPC staff submitted to MassDOT at the end of September, the Montachusett MPO 2017 Title VI Annual Report. This report addressed certain points of emphasis outlined by the state based upon Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) requirements as related to Title VI and Environmental Justice populations. In addition, as part of this year’s submittal, staff were asked to develop a methodology to examine a funding distribution analysis based on FTA funded transit projects in the region. This is similar to the funding analysis conducted on highway funded projects in the Transportation Improvement Program (TIP).

**The MJTC Meeting scheduled for October 11, 2017 at 6:30 PM is cancelled.
Next MPO Meeting – October 18, 2017 at 1:00 PM**

8. ADJOURNMENT

There being no further business the meeting adjourned at 8:30 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	
Rebecca Bialecki	A	Athol	7.2017		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
Cruz, Maribel	A	Gardner	8.2017	X	
Burke, Russ	M	Groton	7.2016	X	
Maiore, Rich	M	Harvard	7.2017		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
Prokowitz, David	M	Lunenburg	7.2015		X
Jeffreys, Michael Ray	A	Lunenburg	8.2017		X
Allen, Nancy	A	Petersham	7.2015		X
Telepciak, John	A	Phillipston	10.201		X
Natrowicz, Kyle	M	Royalston	7.2015	X	
Barclay, James	A	Royalston	7.2017		X
Widing, Sarah	M	Shirley	7.2015		X
Yocum, Barbara	A	Shirley	8.2017	X	
Pineo, Michael	M	Sterling	7.2014	X	
Kilcoyne, John	A	Sterling	7.2014		X
Rich, Dennis	M	Templeton	7.2017		X
Terenzini, Carter	A	Templeton	9.2016		X
King, Cindy	A	Townsend	7.2016		X
Weist, Linda	M	Westminster	7.2017	X	
Corbosiero, Guy	M	Winchendon	7.2011	X	
Cyganiewicz, Austin	A	Winchendon	7.2015		X

Staff Present: Glenn Eaton, Brad Harris, Linda Parmenter, John Hume, Bobbi Jo Johnson, Brian Doherty

DOCUMENTS DISTRIBUTED AT MEETING:

October 5, 2017 MRPC Meeting Handout

September 7, 2017 MRPC Meeting Minutes

Cash Schedules (9 1 2017 –9 30 2017)

2018 Calendar of Meetings

FY2018 Budget Vs. Actual Indirect Expenses

Expenditures allocated by Contract/Activity

FY2018 Budget Exhibit One Indirect Expenses

FY2018 Budget Exhibit Two Local Costs (Allocation of Expenses)

FY2018 Schedule of Revenues and Expenditures Allocated by Contract/Activity – Exhibit Three

PowerPoint Presentation – Pavement Management Program

Worcester Telegram and Gazette Article – Complete Streets

Office of Technical Assistance and Technology

- OTA Services
- OTA Climate Change Resources for Local Governments
- OTA Services & Expertise

Weblinks Exhibit – Toxic Users, EPA’s Enforcement and Compliance History, Toxics Release Inventory

MA Transportation Leadership Academy Flyer