

MINUTES OF THE MEETING OF THE MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC) SEPTEMBER 7, 2017

1. OPEN MEETING AND INTRODUCTIONS

J. Telepciak called the meeting to order at 7:00 p.m.

2. APPROVAL OF AUGUST 3, 2017 MRPC MEETING MINUTES

G. Corbosiero moved that the Montachusett Regional Planning Commission approve the August 3, 2017 minutes as printed. The motion was seconded and passed unanimously.

3. TREASURER’S REPORT

3.1 Approval of Cash Schedule

A. Pease read the August 1, 2017 – August 31, 2017 cash schedule. Balance after last \$212,832.74; Total receipts this month \$159,780.79; Total cash on hand before this warrant \$372,613.53; Less: amount of this warrant \$177,974.54: Balance after this warrant \$194,638.99.

G. Corbosiero moved to accept the August 1, 2017 – August 31, 2017 cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

3.2 New Contracts and Grants – Briefing

G. Eaton indicated that since the adoption of the budget, over the last three months, MRPC was awarded three contracts totaling \$134,250. Contracts include: Shirley Complete Streets, a Community Needs Assessment and an Economic Impact Report for Henry Heywood and a Green Communities Projects from the Department of Energy Resources. In addition to those, we were successful in obtaining two CDBG awards, one for the town of Shirley and the other for the Town of Winchendon. We are pursuing three other grants totaling \$215,000.

He introduced Karen Chapman, Principal Planner, for the MRPC’s Planning and Development Department.

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

J. Telepciak stated 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:
 1. Approving the warrant
 2. Reviewing and acting upon regional reviews
 3. Addressing other functions deemed critically important to the operation of the planning district, as needed.

As there were no volunteers, it was decided to postpone this matter to the next meeting.

5. RECREATIONAL MARIJUANA DISCUSSION

G. Eaton distributed and explained a variety of handouts including:

Pioneer Valley Planning Commission (PVPC) Medical Marijuana Medical Facility/Registered Marijuana Dispensary Bylaw
 Central MA Regional Planning Commission (CMRPC) Regulation and Taxation of Marijuana Act Merged with House Bill 3818 (Reference)
 KP Law - An Act to Ensure Safe Access to Marijuana – August 2017

B. Mays from Weed Maps explained he worked on the government relations team of Weed maps which is a technology company serving the regulated cannabis industry. He explained the company mission and resources.

Discussion followed.

6. ADMINISTRATIVE MATTERS

6.1 Revision to Travel, Conferences and Meals Section of MRPC’s Personnel Policies and Employee Procedures Handbook

G. Eaton explained that Based on a recommendation from MRPC’s Fiscal Director, Bobbi Jo Johnson, the Executive Director is requesting approval for a revision to MRPC’s Personnel Policies and Employee Procedures Handbook, *Section 6. Travel, Conferences and Meals*.

Paragraph 2 of this section reads: *“All travel on MRPC business must be pre-authorized by the Supervisor. Employees must submit travel forms on a regular basis: The MRPC will make every effort to reimburse the employee no less than monthly. Employees must submit travel reimbursement requests no later than sixty (60) days from the close of the previous month.”*

In order for the Fiscal Department to process MRPC’s transactions at the end of each month in a timely fashion, she is requesting that the last sentence of paragraph two be revised to read:

“Employees must submit travel reimbursement requests by the 15th of each month for travel charges incurred for the prior month.”

P. Duffy moved that the Montachusett Regional Planning Commission approve the revision to MRPC MRPC's Personnel Policies and Employee Procedures Handbook, *Section 6. Travel, Conferences and Meals* as described above effective immediately. The motion was seconded and passed unanimously.

6.2 Hiring of Regional Planner for Transportation Department due to Resignation

G. Eaton explained that K. Olbrich resigned from her position as Regional Planner for the Transportation Department in June 23, 2017. MRPC advertised the vacant position, received resumes, interviewed candidates and selected David Fee of Texas. MRPC offered and he accepted the position. Mr. Fee brings nine years of transportation experience. He will begin work October 10, 2017 at Grade 2, Step 3 \$44,473.

6.3 Legal Services and Compensation Consultant

The Executive Director recently issued Requests for Quotes for Services for Legal Services and a Compensation and Classification Consultant.

Legal Services – The request is for a replacement of MRPC's Legal Counsel Mark Goldstein who recently was appointed to a judgeship. The RFQ was mailed to approximately 10 law firms. Request for Quotes were due Friday, September 1, 2017. MRPC received two quotes and is in the process of reviewing them. Under consideration by the Executive Director is a reissuance of the RFQ to obtain more proposals from law firms.

Compensation and Classification Consultant. – The request is for a qualified consultant to update compensation practices for the MRPC including but not limited to review of the Grade and Step Compensation system; review of job descriptions, review of current salaries for filled positions, provide minimum and maximum salaries for all postings and research of similar entities salary data. The RFQ was advertised in the Goods and Services Bulletin. Requests for quotes are due by September 11, 2017.

7. STATUS REPORTS

7.1 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

MRMAPPER & MOBILE APPS (GENERAL)

MRMapper WebApps have been upgraded to v2.4.

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 October.

COMMUNITY-RELATED

- *Athol Downtown Parking Map* – This project is complete.
- *Fitchburg Parcel Enhancements* – No new information.
- *Shirley Open Space & Master Plan* – We are currently editing the draft maps to include recent updates provided by the Town. This project is expected to be completed in September.
- *Ayer Parcel Enhancements* – Parcel data updates are complete. We are in the process of printing the maps and updating the MRMapper WebApps. This project is expected to be completed in September.
- *Lancaster Open Space Update* – Draft maps are currently being reviewed by the Town. This project is expected to be completed in September.
- *Shirley Parcel Enhancements* – Parcel data updates are complete. We are in the process of printing the maps and updating the MRMapper WebApps. This project is expected to be completed in September.

TRANSPORTATION-RELATED

- *Sidewalk Inventory* – MRPC is working on mapping an inventory sidewalk locations and conditions along the MART bus routes in Fitchburg/Leominster and Gardner in order to determine where the bicycle and pedestrian connections are and where they are needed. It is anticipated that this will be the first year in a continuing effort to improve these types of connections throughout the region.
- *Title VI Annual Report* - MRPC is currently working on a series of maps for the Title VI Annual Report. These maps will show the locations of TIP projects in relation to public transit and minority/low income populations. This project is expected to be completed in early/mid-September.

MISCELLANEOUS

- *Light Detection and Ranging (LiDAR) Data Processing* – This project is currently on hold due to our current workload. ‘Smoothing’ will be required for the 2-foot contour data creation and is expected to be complete in September or October. These products will be key in future 3D modeling and printing activities.

7.2 PLANNING AND DEVELOPMENT

FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)

Approval of MRPC Submittal of Access Regional Coordination Grant to MA Department of Energy Resources – Action Required Presentation by Karen Chapman, Principal Planner

K. Chapman explained that MRPC is in the process of preparing an Affordable Access Regional Coordination (AARC) grant application to the Massachusetts Department of Energy Resources to be submitted on or before 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.

G. Corbosiero moved that the Montachusett Regional Planning Commission supports the submission of an AARC grant application to the Massachusetts Department of Energy Resources on or before September 19, 2017. The motion was seconded and passed unanimously.

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 is 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 entered into a contract with Heywood Healthcare in the amount of \$6,000 to conduct and complete 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 HEALTH ASSESSMENT OF NORTH CENTRAL MASSACHUSETTS

MRPC entered into a contract with Heywood Healthcare in the amount of \$18,000 to conduct and complete a Community Health Assessment of North

Central Massachusetts. The report shall include 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. Data will be presented and distinguished in the report for the service area in its entirety and the individual communities.

CHEMICAL SAFETY AND CLIMATE CHANGE PREPAREDNESS TRAINING

MRPC 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, 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).

SHIRLEY LANCASTER FY2015 CDBG

Housing Rehab Program

This program is now closed. The program has met its goal of twenty units rehabbed for low to moderate income homeowners in Shirley and Lancaster. (13 units in Shirley, 7 in Lancaster). Just over \$5,000 in the construction budget was uncommitted (.6%).

Fuel Assistance

The program expended 64% of the funds allocated to this program. The program served 27 homeowners out of a target goal of 40 (68%). Lessons learned: for the FY17 programs CDBG staff will more aggressively market this program and reach out to more community agencies to advertise program availability.

WINCHENDON ASHBY FY2016 CDBG

Housing Rehab Program

The program is approaching the target goal of 13 homes served. As of the date of this report three projects in Winchendon have closed on loans and home repair contracts, one project is out to bid, and one other, a septic replacement,

is in the design phase. 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 11 projects are active.

Fuel Assistance

Applications are being processed in both towns for this program. To date 22 applicants have been processed. 66% of the targeted goal of 33 households. \$6,792 in fuel has been delivered, 27% of the total funds allocated for this activity.

Walnut St Infrastructure Improvement Project

This project has been completed on schedule and on budget.

CDBG AWARDS

The Towns of Winchendon and Shirley received awards for CDBG grants for FY2017. Winchendon will conduct infrastructure improvements to Chestnut Street, a very similar project in size and scope to Walnut Street, and will conduct two housing rehab projects. Winchendon's total grant award is \$557,335. Shirley received \$795,953 to rehab 18 units of housing and provide fuel assistance to 32 households. Townsend's and Lancaster's applications were not successful.

MONTACHUSETT ENTERPRISE CENTER

RECEIVERSHIP PROGRAM

112 Harvard Avenue, Athol - MEC sold this property for \$110,000 and closed on August 25, 2017.

207 Adams Drive, Athol - MEC is waiting on the response from EBTC for the loan request to complete the renovations (approximately \$8,000) so we can move forward with the sale of this property.

30P Powers Mill Road, Phillipston – Also waiting to hear from EBTC on loan request to complete this repair (approximately \$32,000) so we can move forward on sale of property.

ASHBURNHAM 40B PROJECTS

MEC staff has submitted a marketing plan, an application, and program guidelines to MassHousing for approval. At this time, the approximate sale price of these properties is \$199,280. November 18, 2017 is the target date for the lottery to select the homebuyers.

7.3 TRANSIT

AYER/SHIRLEY/DEVENS/FIXED BUS ROUTE

On August 9, 2017, staff attended a meeting with Mass Development, Devens Enterprise Commission and Devens Businesses representatives and presented an update on the New Shuttle Service. The new bus route objective is to connect Devens industries and Businesses 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.

AYER PARKING FACILITY

Staff continues to assist Montachusett Area Regional Transit (MART) in 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.

LITTLETON REGIONAL SHUTTLE SERVICE

Staff are 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.

WACHUSETT COMMUTER RAIL STATION AND LAYOVER FACILITY

No new information.

7.4 TRANSPORTATION

Montachusett MPO Endorsements

There was no MPO meeting held in the month of August, however, the Montachusett Metropolitan Planning Organization (MPO) is expected to undertake action related to a possible Adjustment to the recently endorsed FFY 2018 Unified Planning Work Program (UPWP). A final budget for the FTA (Federal Transit Administration) Section 5303 contract was received in mid-August that differed slightly from the budget used in the UPWP. The following changes will be proposed at the September 20th MPO meeting:

TASK NO./NAME		PL			FTA - 5303	LOCAL	TOTAL	
		FHWA	MassDOT	TOTAL				
1.23	Unified Planning Work Program	FROM	\$13,600	\$3,400	\$17,000	\$3,500	\$875	\$21,375
		TO	\$13,600	\$3,400	\$17,000	\$4,000	\$1,000	\$22,000
4.13	Transportation Equity & Public Involvement	FROM	-	-	-	\$2,727	\$682	\$3,409
		TO	-	-	-	\$2,955	\$739	\$3,694
4.33	Technical Assistance to MART	FROM	-	-	-	\$10,000	\$2,500	\$12,500
		TO	-	-	-	\$11,000	\$2,750	\$13,750
TOTAL FFY 2018		FROM	\$517,798	\$129,450	\$647,248	\$62,227	\$15,557	\$725,032

Within the UPWP, the conditions that identify and constitute what is considered an administrative adjustment or an amendment is as follows:

- Administrative Adjustment** - Modification of budget funds
- Modification to project scopes
- UPWP Amendment** - Addition or deletion of UPWP task(s)

All proposed adjustments must be approved by a vote of the MPO and approval by the Office of Transportation Planning (OTP) at MassDOT. Amendments must be released for 21-Day public comment period (or shorter if deemed necessary as outlined in the Public Participation Plan (PPP) for the MMPO) prior to endorsement by the MPO.

Additionally, the following must be adhered to for the Submission of a Budget Reallocation Request:

A standard Budget Reallocation Request form must be submitted to MassDOT Office of Transportation Planning (OTP) with all fields filled out and with clear indication that the MPO was consulted prior to submission. Any and all back up documentation must be submitted, including the UPWP description of the task(s) affected, the original budget, the revised budget, and justification for the request.

These policies will be followed after the September 20th MPO action.

Montachusett Metropolitan Planning Organization (MPO) Subregion 1 Representative

On May 16, 2017, the Montachusett Metropolitan Planning Organization (MPO) was notified that Subregion 1 Representative John Columbus would no longer be a Selectmen in the Town of Templeton and therefore could no longer serve as the official representative to the MPO. As a result, a candidate was solicited from the affected communities to volunteer to fill the remaining MPO Subregion 1 position. On July 13th, we received an email from the town of Templeton indicating that Board of Selectmen member Ms. Julie Richard was interested in the position. A poll was conducted of the seven communities in early August. As a result, Ms. Richard was formally selected to serve as the Subregion 1 Alternate.

Therefore, the Subregion 1 representative's effective immediately are as follows:

MPO Subregion Representatives – as of August 28, 2017

Communities Represented	Position	Name	Community	Designee
Athol, Hubbardston, Petersham, Phillipston, Royalston, Templeton, Winchendon	Representative	Barbara Anderson	Winchendon	Al Gallant
	Alternate	Julie Richard	Templeton	TBD

- Next MJTC Meeting – September 13, 2017 at 6:30 PM
- Next MPO Meeting – September 20, 2017 at 1:00 PM

8. ADJOURNMENT

There being no further business the meeting adjourned at 8:10 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
Prokoweit, 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, George Kahale, Karen Chapman, Bobbi Jo Johnson

Guests Present: Benjamin Mays, Weed Maps

DOCUMENTS DISTRIBUTED AT MEETING:

- September 7, 2017 MRPC Meeting Handout
- August 3, 2017 MRPC Meeting Minutes
- Cash Schedules (8 1 2017 – 8 31 2017)
- Chemical Safety and Climate Resiliency Training Flyer
- MAPC Implementing Best Practices Flyer
- Moving Together Conference Flyer
- PVPC Medical Marijuana Medical Facility Bylaw
- CMRPC Regulation and Taxation of Marijuana Act Reference
- An Act to Ensure Safe Access to Marijuana – KP Law