

**MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)**  
**MINUTES**  
**TUESDAY, OCTOBER 25, 2016**  
**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 SEPTEMBER 27, 2016 MRPC MEETING MINUTES**

G. Corbosiero moved to approve the September 27, 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 September 27, 2016 – October 24, 2016 cash schedule. Balance after last \$30,929.33.; Total receipts this month \$104,513.34; Total cash on hand before this warrant \$135,441.43; Less: amount of this warrant \$101,557.39: Balance after this warrant \$33,884.94.

G. Corbosiero moved to accept the September 27, 2016 – October 24, 2016 cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

A. Pease noted MRPC's Line of Credit was at its maximum.

G. Eaton replied yes. Receipt of funding was late from some agencies. MRPC's plan is to pay off the line of credit over the next four months (\$17,500 per month). Towards the end of calendar year, we typically see lower cash balances, due to DLTA coming to an end.

**3.2 Discussion: Payment Processing Procedures and Execution of Checks**

G. Eaton mentioned that the MRPC bylaws authorize the Assistant Treasurer and Treasurer to sign checks. When they are not available the other officers assume that responsibility. However, there is a provision that was adopted into the bylaws in 1995. The 2008 amended bylaws indicate that 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. The system we have in place is that the Executive Director and the Transportation Director sign checks. However, he wanted to make sure that he mentioned this so people are aware.

M. Goldstein stated that the memo in 1995 indicates that the Executive Director can sign along with a Commission officer. He suggested putting the matter on the agenda for next month and clean up the language.

G. Eaton replied what we are doing today is allowed in the bylaw.

G. Eaton stated we may want to re-affirm and change the language to include the Transportation Director. Cleaning up the language in a bylaw is a bylaw amendment which is a two-step process. At the November meeting, we will reaffirm the procedures process and suggest a language change, changing the words from “other staff” to “Transportation Director”. At the December Meeting we will vote on the bylaw amendment.

M. Goldstein stated many agencies have one commissioner sign the check as a check and balance. It is totally up to the board on how you would like to deal with that.

#### **4. ADMINISTRATIVE MATTERS**

##### **4.1 Salary Scale Revision Action Proposed**

G. Eaton explained that at the September 27, 2016 meeting members discussed in detail revisions to MRPC’s pay scale. Members agreed upon a pay scale and reached a consensus to act on the adoption of a pay at tonight’s meeting.

- Year 1 pay scale drops Step 1 of MRPC’s existing pay scale which started at \$33,500. Step 1 would now start at \$34,338. There is a 2.5% increment between all steps through Step 10. Year 1 pay scale becomes effective July 1, 2017.
- Years 2, 3, and 4 pay scales elevates all steps 1% from the previous year. Year’s 2, 3 and 4 pay scales will be revisited each year for adoption by the Commission. Adoption of each years’ pay scales will take place prior to each fiscal year before staff salary increases occur, which takes place on July 1<sup>st</sup>, each year.
- An additional Grade (Grade 8) has been added to all below pay scales.
- Effective July 1, 2018 any employee at the end step of a Grade who is not eligible for a promotion may be eligible for a merit salary increase up to 2.5% based on the recommendation of the Executive Director and the approval of the Commission. The amount of the merit salary increase will be determined by the Executive Director.

<b>1% Merit Increase Table</b>											
2.5% Step Year 1 = no % table change, Step 10 added											Effective July 1, 2017
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
1	33,500	34,338	35,196	36,076	36,978	37,902	38,850	39,821	40,816	41,837	42,883
2	41,205	42,235	43,291	44,373	45,483	46,620	47,785	48,980	50,204	51,459	52,746
3	43,265	44,347	45,455	46,592	47,756	48,950	50,174	51,428	52,714	54,032	55,383
4	45,428	46,564	47,728	48,921	50,144	51,398	52,683	54,000	55,350	56,733	58,152
5	49,971	51,220	52,501	53,813	55,159	56,538	57,951	59,400	60,885	62,407	63,967
6	59,965	61,464	63,001	64,576	66,190	67,845	69,541	71,280	73,062	74,888	76,760
7	70,759	72,528	74,341	76,200	78,105	80,057	82,059	84,110	86,213	88,368	90,578
8		92,842	95,163	97,542	99,981	102,480	105,042	107,668	110,360	113,119	115,947
9	93,402	95,737	98,130	100,584	103,098	105,676	108,318	111,026	113,801	116,646	119,562
2.5% Step Year 2 = 1%											Effective July 1, 2018
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
1		34,681	35,548	36,437	37,348	38,281	39,238	40,219	41,225	42,255	43,312
2		42,657	43,724	44,817	45,937	47,086	48,263	49,470	50,706	51,974	53,273
3		44,790	45,910	47,058	48,234	49,440	50,676	51,943	53,241	54,572	55,937
4		47,029	48,205	49,410	50,645	51,912	53,209	54,540	55,903	57,301	58,733
5		51,732	53,026	54,351	55,710	57,103	58,531	59,994	61,494	63,031	64,607
6		62,079	63,631	65,222	66,852	68,523	70,236	71,992	73,792	75,637	77,528
7		73,253	75,085	76,962	78,886	80,858	82,879	84,951	87,075	89,252	91,483
8		93,770	96,115	98,517	100,980	103,505	106,093	108,745	111,463	114,250	117,106
9		96,694	99,112	101,590	104,129	106,733	109,401	112,136	114,939	117,813	120,758
2.5% Step Year 3 = 1%											Effective July 1, 2019
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
1		35,028	35,903	36,801	37,721	38,664	39,631	40,621	41,637	42,678	43,745
2		43,084	44,161	45,265	46,397	47,557	48,746	49,964	51,213	52,494	53,806
3		45,238	46,369	47,528	48,716	49,934	51,183	52,462	53,774	55,118	56,496
4		47,500	48,687	49,904	51,152	52,431	53,741	55,085	56,462	57,874	59,321
5		52,250	53,556	54,895	56,267	57,674	59,116	60,594	62,109	63,661	65,253
6		62,700	64,267	65,874	67,521	69,209	70,939	72,712	74,530	76,393	78,303
7		73,986	75,835	77,731	79,675	81,666	83,708	85,801	87,946	90,144	92,398
8		94,708	97,076	99,503	101,990	104,540	107,153	109,832	112,578	115,393	118,277
9		97,661	100,103	102,605	105,171	107,800	110,495	113,257	116,089	118,991	121,966
2.5% Step Year 4 = 1%											Effective July 1, 2020
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
1		35,378	36,262	37,169	38,098	39,051	40,027	41,028	42,053	43,105	44,182
2		43,515	44,603	45,718	46,861	48,032	49,233	50,464	51,726	53,019	54,344
3		45,690	46,833	48,003	49,204	50,434	51,694	52,987	54,311	55,669	57,061
4		47,975	49,174	50,403	51,663	52,955	54,279	55,636	57,027	58,452	59,914
5		52,772	54,092	55,444	56,830	58,251	59,707	61,200	62,730	64,298	65,905
6		63,327	64,910	66,532	68,196	69,901	71,648	73,439	75,275	77,157	79,086
7		74,726	76,594	78,509	80,471	82,483	84,545	86,659	88,825	91,046	93,322
8		95,655	98,047	100,498	103,010	105,585	108,225	110,931	113,704	116,547	119,460
9		98,638	101,104	103,632	106,222	108,878	111,600	114,390	117,250	120,181	123,185

G. Corbosiero moved that the Montachusett Regional Planning Commission adopt the pay scale as described and with the above-mentioned provisions. The motion was seconded and passed unanimously.

#### **4.2 Salary Increase for Transportation Director Action Proposed**

G. Eaton explained at the September 27, 2016 meeting members discussed in length the salary of Brad Harris, Transportation Director and reached a consensus to act on Mr. Harris's salary at tonight's meeting.

G. Corbosiero moved that the Montachusett Regional Planning Commission approve a salary increase for Brad Harris, Transportation Director.

Mr. Harris's salary will be increased from \$88,368 to \$88,809.84 effective immediately. The new salary amount is based on a 0.5% increase which is the difference between the bonus payment he received in July 2016 of 2% and a regular 2.5% step increment. The difference is \$441.84. For the balance of this fiscal year Mr. Harris shall be compensated, as follows: \$441.84 divided by 17 remaining payroll periods equals \$25.99 per week. The motion was seconded and passed unanimously.

#### **4.3 Office Space Lease**

G. Eaton reported that the MRPC has been requested to sign a three-year term lease with the Montachusett Regional Transit Authority (MART) for office spaces that the MRPC leases within 1427R Water Street on the second level and lower level of the building. A total of 2,864 square feet (SF) of space is leased. Presently, the annual rent is \$21,912 (paid monthly at \$1,826) or about \$7.65/SF inclusive of all utilities and cleaning services. It should be noted that, presently, the MRPC pays approximately 50% of the market rate for rent of commercial office space according to data gathered approximately two years ago.

MART is requiring the new MRPC's annual rents for the following three years to be as follows:

- Year 1 to be \$26,635.20 (\$9.30/SF)
- Year 2 at \$27,434.25 (\$9.58/SF)
- Year 3 to be \$28,257.27 (\$9.87/SF).

The increases, in dollars and percentages, from now through the next three years are in the table, on the following page.

	<b>ANNUAL RENT COST</b>	<b>ANNUAL COST &amp; PERCENTAGE INCREASE</b>	<b>PER SQUARE FOOT (SF) COST</b>	<b>ANNUAL COST &amp; PERCENTAGE INCREASE</b>
<b>PRESENT LEASE COST</b>	\$21,912.00	n/a	\$7.65/SF	n/a
<b>LEASE COST BEGINNING 11/1/16</b>	\$26,635.20	\$4,723.20 21.6%	\$9.30/SF	\$1.65 21.6%
<b>LEASE COST BEGINNING 7/1/17</b>	\$27,434.25	\$799.05 3.0%	\$9.58/SF	\$0.28 3.0%
<b>LEASE COST BEGINNING 7/1/18</b>	\$28,257.27	\$823.02 3.0%	\$9.87/SF	\$0.29 3.0%

The lease includes the cost of all utilities and maintenance. Improvements or repairs to the office space, such as painting of walls, will be borne by the MRPC. However, The MART/MRPC lease will no longer include cleaning services.

MRPC is in the process of interviewing cleaning companies for this purpose. These annual costs are anticipated to be no higher than \$1,000 per month. Procurement is under way for a cleaning services firm. A lesser cost is anticipated. The final cost will be reported to the Commissioners upon the completion of procurement and the hiring of a cleaning firm.

G. Corbosiero moved that the Montachusett Regional Planning Commission approves of the transfer of \$10,000 from the following line item accounts into the Rent line item account: Major Events (\$3,000), Consultant Fees (\$2,000), Travel (\$500), Advertising (\$1,000), and Conference/Meetings (\$3,500). This will raise the original budget on the rent account from \$21,912 to \$31,912. This transfer is believed to provide an amount of money that will be sufficient to pay for the MRPC's lease and cleaning services for the balance of FY17. The Commissioners also authorize its Executive Director to execute the lease with MART so that it may take effect on November 1, 2016. The motion was seconded and passed unanimously.

Discussion followed regarding the issue that when the Executive Committee acts on behalf of the Commission, MRPC members, who are not members of the Executive Committee, are not allowed to vote. Those who show up for the monthly meeting should be allowed to vote. After reviewing Chapter 40B, Attorney Goldstein, concurred that was correct. MRPC could not have the Executive Committee act on behalf of the Commission, and allow Commission Members to vote, however, they can participate.

P. Duffy suggested providing a mechanism to defer a vote to another meeting if a Commission member was not comfortable with the vote of the Executive Committee.

## 5. STATUS REPORTS

### 5.1 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

#### **MRMAPPER and Mobile Apps**

MRPC is consistently adding data, applications and/or enhancing tools in *MRMapper* as the need arises so please check back frequently to see what's new. We have completed converting all Flex/Flash (Legacy) applications to JavaScript/HTML5 (WebApps). This is a core change that allows users to consume *MRMapper* content on most browsers and, most importantly, without plugins that currently restrict usage on mobile devices. Legacy applications will be available for a short time only and will not be updated.

In addition, Mobile Apps are becoming increasingly popular. They are designed for two main purposes- (1) informing the public and (2) improving efficiency in data collection and field work. Public apps are created to allow the public to view data online in any browser and on any device. Data collection apps are custom designed by the MRPC to the users' field of work or area of interest.

- Ayer – The internal MRMapper sites for the Town is currently in BETA. Once testing has been completed the internal site will be finalized and the public site will be released.
- Royalston – The internal MRMapper sites for the Town is currently in BETA. Once testing has been completed the internal site will be finalized and the public site will be released.

#### **Comprehensive Planning**

- Distressed Property Identification and Revitalization (DPIR) - We are currently gearing up to create several mobile apps for use in the DPIR program.
- District Local Technical Assistance (DLTA) – The GIS department is assisting the Comprehensive Planning department with a number of projects related to DLTA. These projects will be completed by December 31<sup>st</sup>.
  - Ashby Land Use Analysis
  - Templeton Land Use Analysis
  - Templeton Residential Development Potential Analysis
  - Westminster Senior Center Parcel Analysis
  - Harvard OSC-PRD Bylaw
  - Harvard Net Usable Land Area
  - Shirley Zoning Update
  - Westminster Zoning Update
  - Winchendon Village District

#### **Central Region Homeland Security Advisory Council**

- Evacuation and Critical Infrastructure App Trainings – Several trainings will be conducted in the Fall related to the Evacuation and Critical Infrastructure Apps that were developed for the council.

## Community-Related

- Fitchburg – We are working with the City to update their parcels to Level 3 compliance, update additional DPW data sets, perform training and create an internal MRMapper site. This project is expected to be completed by the end of October.
- Royalston – The MRPC is working through MassGIS and with the Town of Royalston to update their parcels to Level 3 compliance and create a Data Drive Pages project that will facilitate the automated mapping of their Assessor maps. This project is expected to be completed by the end of October.
- Westminster – The MRPC is working through MassGIS and with the Town of Westminster to create a Data Drive Pages project that will facilitate the automated mapping of their Assessor maps. Additionally, we are working with the Town to update their parcels to Level 3 compliance. This project is expected to be completed by the end of October.

## 5.2 PLANNING AND DEVELOPMENT

### **Federal Economic Development Administration (EDA)**

MRPC staff is working on a grant application to be submitted to EDA to conduct an Inventory and Analysis of Industrial Lands within the Montachusett Region.

### **Federal Environmental Protection Agency (EPA), Montachusett Region Brownfields Assessment Program**

A Montachusett Brownfields Group meeting will be held at Fitchburg State University, 160 Pearl Street, Hammond Hall 314 on Thursday, October 20<sup>th</sup>. Environmental Site Assessment Request (Site Nomination Form) from Harvard, Winchendon, and possibly the City of Fitchburg will be reviewed and voted on whether to proceed.

Funds for additional ESA's for Montachusett communities remain available.

### **District Local Technical Assistance (DLTA)**

MRPC staff is initiating work 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. There are two regional dispatch centers in the neighboring communities of Groton and Devens. The study will evaluate each one and recommend the best option for Shirley.
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.
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.

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
7. **Westminster:** Planning assistance to prepare a senior housing feasibility study for land behind the new senior center at 69 West Main Street.
8. **Winchendon:** Potential conversion of the Central Street commercial area into its own zoning district to be known as “The Winchendon Village District”.
9. **Ashby:** Identify how Ashby can accommodate Compact Development/ Investigate how Ashby can promote Open Space Residential Development (OSRD) through ANR development.
10. **Fitchburg:** Assist Fitchburg to meet requirements for becoming designated as a “Green Community”.
11. **Lancaster:** Economic Development Self-Assessment Tool (EDSAT).
12. **Harvard:** Cluster Bylaw Revisions.
13. **Shirley:** Business Summit

#### **Shirley Master Plan Update**

MRPC staff has completed all elements under contract with the exception of the Open Space and Recreation Element – to complete this element, the Town must first complete its Open Space and Recreation Plan (scheduled for completion this fall). The town will vote at Fall Town Meeting to appropriate additional funds to contract with MRPC to complete an Implementation Element.

#### **Shirley Lancaster FY2015 CDBG**

#### **Housing Rehab Program**

85% of program funds have been expended or committed to 18 housing rehabilitation units in Shirley and Lancaster, 2 fewer than the program goal of 20 projects. There are 11 ongoing projects on Shirley and 7 in Lancaster. Projects include 11 lead abatements, 12 homes received new windows and/or doors, 13 homes had electrical violations corrected or had new electric panels and wiring installed, 6 new roofs, a septic system and a new water main hookup. Of the 18 active projects 12 involve seniors or disabled individuals. The program has enough funding to rehab at least 3 additional projects. One project is in the pipeline. Efforts to market the program to eligible homeowners is underway with Shirley town officials.

#### **Fuel Assistance Program**

To date just 21% of fuel assistance funds has been expended. 53% has been committed. Staff have reached out to all customers who have activated their benefits to ensure that their tanks are filled before October 31 of this year. The LIHEAP program begins deliveries on November 1<sup>st</sup>. Discussions



with the DHCD program officer include shifting any uncommitted funds from the fuel assistance program to the Housing Rehab program. This could be up to \$18,000.

## **MEC**

### **AG Receiverships Program**

Of the seven active receiverships over the past year four have been terminated. MEC retains control over three. 112 Harvard Ave is being rented to a single parent household until a title issue can be cured and can be placed on the market. This rental is generating \$800/month in revenue. MEC purchased 207 Adams Street at the auction on 9/29 when the minimum required bid was not met. MEC is now negotiating a mortgage with Enterprise Bank and will complete repairs (install a kitchen and new carpet in a portion of the house). MEC will also rent this house for additional revenue. Title issues are continuing to delay going to auction on 119 Everett St.

### **40B projects**

Both of these homes are now completed and are in the process of being leased. Tenants took occupancy at 32 Whitney Dr. on 10/15 and 10 Monroe Dr. will be occupied on 11/1. MEC will receive \$1,650/month for each of these properties. The 40B marketing process is ongoing and it is estimated that the se sales will take place in approximately 1 year.

### **30 Powers Mill Rd. Phillipston**

MEC is securing a construction loan to complete the required repairs and lease this property. It is estimated that this property will generate \$1,200/month in revenue.

## **5.3 TRANSIT**

### **Wachusett Commuter Rail Station and Layover Facility**

The construction work on the Wachusett Commuter Rail Station in Fitchburg and MBTA's Commuter Rail Layover Facility at the Westminster Business Park has been substantially completed. Substantial completion occurred on September 30, 2016. MBTA anticipates full completion of the project by Mid-2017. Limited MBTA Commuter Rail Service from Wachusett Station started on September 30, 2016 with two inbound and two outbound trains. The inbound trains to Boston depart from the Wachusett station at 8:00 AM and 5:22 PM, while the outbound trains departing Boston arrive at Wachusett at 7:48 AM and 5:08 PM weekdays only with no weekend service. MBTA anticipates full service by November 21, 2016. The new station is fully accessible and includes 360 parking spaces. The project also included the rehabilitation of the track, signals and bridges on the existing Pan Am Southern rail line. The Development Road Extension is approximately 99% complete. Staff is working with the City of Fitchburg and Westminster to transfer the ownership of the Development Road property to Westminster. Staff continues to work with Pan Am Southern Railways and the City of Fitchburg to transfer 5<sup>th</sup> Mass Turnpike property to MART. MRPC continues to attend and assist at monthly project meetings with FTA, MBTA and the Engineers. Also, MRPC staff is working with the City of Fitchburg to construct a pedestrian sidewalk on Authority Drive and a pedestrian crossing on Princeton Road.

### **Ayer Parking Facility**

MRPC assisted MART in reviewing reports and documents of eight consultants for the Request for Qualifications for Architectural and Engineering services and assisted in interviewing the lower bidder for

the A & E services. MRPC staff reviewed the submitted reports of the Properties Appraisals, Properties Appraisals Review, and Phase I Environmental Site Assessments (ESA) for the three properties located adjacent to the Rail Trail parking lot. MART has hired the consultant Weston & Sampson of Foxboro for Architectural and Engineering services to construct the proposed Ayer commuter rail surface parking lot project which will include 200 parking spaces at the Ayer Rail Trail parking lot location at Park Street.

**Athol / Orange Fixed Bus Route**

Staff continues to assist MART on the new bus route and schedule update for the Athol/Orange area to shift riders from para-transit to fixed route service.

**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) with the Fitchburg/Leominster labor force; and, to connect the residents of Ayer, Shirley and Devens with the Shopping Centers in Leominster.

**5.4 TRANSPORTATION**

**Montachusett TIP Amendment #1**

The MRPC and the Montachusett Metropolitan Planning Organization (MMPO) were notified by MassDOT of the need to amend the FFY 2017 Highway Element of the FFY 2017-2021 Transportation Improvement Program (TIP) in order to include a project for the Twin Cities Rail Trail. Amendment #1 to the TIP would incorporate the following project as a non-target funded project utilizing a prior High Priority Program (HPP) Earmark.

Add to FFY 2017:

Project #	Community	Description	Fund. Category	Total Est Cost	Federal Cost	State/Local Cost
608193	Fitchburg-Leominster	Rail Trail Construction (Twin Cities Rail Trail) - Funding to acquire 3.8 miles of CSX inactive rail line in Fitchburg and Leominster for the Twin Cities Rail Trail	HPP No. 1789	\$2,846,000	\$2,276,800	\$569,200

Leominster share @72.4% = \$412,100.80  
 Fitchburg share @27.6% = \$157,099.20  
 Total State/Local Cost \$569,200.00

The two cities would like to acquire the right of way from CSX as soon as possible and preferably by December 1<sup>st</sup>. The MMPO met on Wednesday October 19<sup>th</sup> to review and discuss the proposed Amendment #1. The MMPO then voted to release Amendment #1 for an abbreviated public review and comment period of 15 days due to the time constraint issue. The exact dates are to be determined but will close before the scheduled November 9<sup>th</sup> MPO meeting. The Montachusett Joint Transportation Committee (MJTC) met on October 19<sup>th</sup> to discuss the proposed Amendment #1 and recommended that the MPO and the MRPC support and endorse the Amendment as presented. Due to the timing of this

Amendment and the fact that the MRPC will not meet again before the November 9<sup>th</sup> MPO meeting, a resolution has been prepared for tonight.

G. Corbosiero moved that the MRPC has reviewed the FFY 2017 Transportation Improvement Program (TIP) Amendment No. 1 and based upon this review as well as a review of any comments received to date, authorizes its Chairman to endorse the FFY 2017 TIP Amendment No. 1 at a MPO meeting scheduled for Wednesday November 9, 2016 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

**Montachusett Joint Transportation Committee (MJTC) Meeting – October 19, 2016**

Staff presented the results of an analysis of income data for the Region in order to establish a more regional based definition of low income. The methodology employed and the subsequent results were reviewed and discussed with the MJTC. In addition, a comparison to available census data was provided. The need for a more regionally applicable dataset derived from the development process for the 2016 Regional Transportation Plan (RTP).

Staff also discussed with the MJTC additional TIP adjustments and/or amendments that may be advanced in the next few months. This includes an Adjustment to add an Appendix related to transit projects and their Green House Gas (GHG) analysis and a future amendment to address the two projects previously scheduled in FFY 2017 but advertised in FFY 2016 with federal re-distribution funds.

- **Next MPO Meeting – November 9, 2016 at 1:00 PM** *(subject to change)*
- **Next MJTC Meeting – November 16, 2016 at 7:00 PM** *(subject to change)*

**6. ADJOURNMENT**

G. Eaton reminded all present the November MRPC Meeting will be held on November 22, 2016.

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

DOCUMENTS DISTRIBUTED AT MEETING

- MRPC Handout October 25, 2016
- Cash Schedule
- Meeting Calendar 2017
- Meeting Minutes September 27, 2016
- Complete Streets Flyer
- Notice of Design Public Hearing – Royalston
- Gardner News Article – Wachusett Station

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
Willis, Stephen	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, Bobbi Jo Johnson, Linda Parmenter, Brad Harris, Jason Stanton, John Hume

**GUESTS PRESENT:** Mark Goldstein, MRPC Legal Counsel, Alyssa Hoyt, Ashburnham.