

MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)



**Doyle Center
464 Abbott Avenue
Leominster, MA 01453**

**THURSDAY, MAY 2, 2019
7:00 PM**

MEETING MINUTES

1. Open Meeting, Introductions and Announcements

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

2. Approval of March 28, 2019 MRPC Minutes

A. Pease moved that the Montachusett Regional Planning Commission approve the March 28, 2019 minutes as distributed. The motion was seconded and passed unanimously.

3. Cash Schedules: March and April 2019

A. Pease read the March 2019 cash schedule. Opening Balance \$430,718.45; Total receipts this month \$53,846.36; Total cash on hand before this warrant \$484,564.81; Less: amount of this warrant \$80,681.17: Balance after this warrant \$403,883.64.

P Duffy moved to accept the cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

A. Pease read the April 2019 cash schedule. Opening Balance \$403,883.64; Total receipts this month \$88,506.36; Total cash on hand before this warrant \$492,390.00; Less: amount of this warrant \$153,772.32: Balance after this warrant \$338,617.68.

B. Yocum moved to accept the cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

4. Slate of Officers for FY2020

R. Hoyt, Nominating Committee member presented MRPC's Slate of Officers for Fiscal Year 2020.

Chair – Guy Corbosiero

Vice Chair – John Telepciak

Treasurer – Alan Pease

Assistant Treasurer – Roger Hoyt

Secretary – Laura Shifrin

Members At Large – Phil Duffy and Maribel Cruz

P. Duffy made a motion to accept the Slate of Officers as presented. The motion was seconded and passed unanimously.

Election of Officers will take place at the June 6, 2019 MRPC Meeting.

G. Eaton distributed the FY20 Budget. Presented all potential contracts for FY20. A vote will be taken on the budget in the month of June. Revenue is projected at 1.23 million.

5. Administrative Matters

5.1 Revision to Travel, Conferences and Meals Policy

L. Parmenter indicated that she emailed suggested revisions to the above-named policy to all members based on input she received from members at the last MRPC meeting.

After discussion, A. Pease moved that the Montachusett Regional Planning Commission approve the revisions to the Travel, Conference and Meals Policy to include the revisions regarding Federal Per Diem rates and the following footnote: *"*If conferences are held at a hotel, lodging arrangements will be made at the hotel the conference is being held at. If conferences are not held at a hotel – the GSA Federal Per Diem Guide rate for lodging will be used."* Revision will be effective immediately. The motion was seconded and passed unanimously.

5.2 Revision to Vacation Time, Sick Leave and Compensatory Time Policies

L. Parmenter indicated that she emailed suggested revisions to the above-named policy to all members.

After much discussion, L. Shifrin that the Montachusett Regional Planning Commission approves the revisions to the Travel, Conference and Meals Policy, the Vacation Time Policy, the Sick Leave Policy and Compensatory Time Policy in the MRPC's Personnel Policies and Employee Procedures Handbook with the following corrections: Section 6.B. Utilization of Vacation Time, paragraph one will be changed to read:

"Employees are allowed to carry over their yearly maximum accrued vacation time earned from one fiscal year to the next. Example - Once an employee reaches the level of earning four weeks of vacation per year, come July 1st, if they have five weeks of vacation earned, then they can carry over four of those weeks, with the fifth week being forfeited. The exception to the above is employees at the two or three weeks per year vacation earning level will be allowed to retain vacation time and utilize up to four weeks per fiscal year. "

The following sentence will be added to the Vacation Policy.

"In the event of termination of employment, whether resignation, layoff, involuntary termination and retirement, compensation for accumulated vacation time will be paid by MRPC."

The following sentence will be added to the Sick Leave Policy.

"In the event of termination of employment, whether resignation, layoff, involuntary termination or retirement, no payment to the employee will be made for accumulated sick leave."

The motion was seconded and passed unanimously.

5.3 Rental of Conference Room Policy

The Executive Director distributed and explained a draft policy regarding the Rental of the MRPC's Conference Room. He introduced Steve Castle from Toastmasters. Toastmasters was interested in utilizing the MRPC's conference room on a weekly basis.

Discussion took place. Points raised: The policy should be reviewed by an attorney regarding MRPC's liability of someone was injured. G. Eaton replied waiver of insurance is the standard and he would include that in the policy.

G. Eaton added that he would look into an arrangement with the Trustees of Reservations regarding unlocking and securing the building as they have someone who lives on site.

Need to consider the impact on MRPC employees. Renting out the conference room during working hours may be a distraction.

Need to consider that the fee will include the amount of MRPC staff time it will takes to implement this policy

After much discussion P. Duffy moved that the that the Montachusett Regional Planning Commission table the Rental of Conference Room Policy until the next meeting. In the interim the Director will update the policy based on the above discussion. The motion was seconded and passed unanimously.

5.4 Authorization to Hire (3) Part-time Temporary Interns

Brad Harris, Transportation Project Director recommends the hiring of two temporary, part time interns to assist with MRPC's Traffic Counting Program under the MassDOT contract. George Kahale, Transit Projector Director, recommends the hiring of one Transit Intern to assist with planning projects under the Federal Transit Administration (FTA) and MART Technical Assistance Contracts. All three will work less than 30 hours a week at the rate of \$13.00 per hour. Terms of employment will not exceed six months.

P. Duffy moved that the Montachusett Regional Planning Commission approves the hiring of three part time temporary interns effective immediately as explained above. The motion was seconded and passed unanimously.

5.5 Administration of Existing Environmental Protection Agency (EPA) Revolving Loan Funds (RLF) for Future Brownfield Assessments Leading to Site Cleanup Loans – Proposed Loan Policy

G. Eaton stated that several years ago, the MRPC applied for and was awarded an Environmental Site Assessment (ESA) grant from the US Environmental Protection Agency (EPA). MRPC hired TRC Environmental Engineering Corporation (TRC) to deliver services to the MRPC and its communities; completion of Phase One and Phase Two ESA's and limited removal actions of contaminated materials.

While delivering ESA services to the MRPC, TRC incurred a legitimate cost overrun occurred at 329 High Street, Clinton (aka "Gene's Auto Service"). During the drilling process a subsurface anomaly occurred requiring an extra day for the drilling rig. The Town of Clinton requested that TRC add a fourth reuse scenario into the preliminary remedial cost estimates. This additional engineering effort was not included in the original budget. Further subsurface investigation produced waste that was not anticipated to be generated. As a direct consequence the cost for the transportation of this additional waste material were not included within the original budget.

MRPC has worked with TRC since 1998 on at least six EPA ESA and one RLF grants. TRC has never incurred a cost overrun in the past 20 years.

MRPC staff discussed the cost overrun with EPA Region One staff located in Boston; the EPA program representative approved of the payment to TRC from both grant and, if necessary, MRPC's Revolving Loan Fund (RLF) Program Income account. She indicated that this is an eligible expense of RLF Program Income funds according to the MRPC's Brownfields Revolving Loan Fund Closeout Agreement between the MRPC and the EPA.

A portion of the cost overrun was paid to TRC from the EPA's ESA grant. MRPC staff requests that the remaining amount, \$3,678.44 be paid to TRC from the RLF Program Income account. MRPC's Auditor informed the staff that if the EPA approves of the expenditure of funds from the RLF Program Income account then he saw no reason to not make the payment from this account.

As of April 30th, the balance in the Program Income account was \$128,470.47. If this payment is approved and funds expended then the accounts new balance will be approximately \$124,792.03.

A. Pease moved that the Montachusett Regional Planning Commission approves of the expenditure of \$3,678.44, from the MRPC's EPA RLF Program Income account, to TRC to compensate the firm for the previously-explained cost overrun. The motion was seconded and passed unanimously.

The Executive Director presented a proposed loan policy regarding the Administration of Existing Environmental Protection Agency (EPA) Revolving Loan Funds (RLF) for Future Brownfield Assessments Leading to Site Cleanup Loans.

Discussion took place. Points raised:

Document needs to be edited grammatically before final vote.

Utilize MRPC's existing bank, Enterprise Bank, for underwriting services.

\$25,000 maximum loan amount is low. More latitude is needed. Use the wording loans should not exceed.

Concern higher interest rate (possibly market rate) as this type of loan money is difficult to come by.

Origination fee is low at 1%.

Reliable mechanisms need to be in place for re-payment.

Legal Counsel should review policy after edits.

A. Pease moved that that the Montachusett Regional Planning Commission postpone action on the Loan Policy for the Administration of Existing Environmental Protection Agency (EPA) Revolving Loan Funds (RLF) for Future Brownfield Assessments Leading to Site Cleanup Loans until the June MRPC Meeting. In the interim, the Executive Director will edit with suggestions above and send to Legal Counsel for review.

6. Status Reports

6.1 Geographic Information Systems (GIS)

MRMapper & MOBILE APPS (GENERAL)

We are working on updating a number of transportation-related layers as well as creating/updating WebApps related to these layers. It is anticipated that this project will be completed in May.

COMMUNITY-RELATED

Shirley Cemetery Mapping – We have received the database regarding plots and interments and are working with the Town to tweak the database for GIS conversion. The end results will be internal and public MRMapper applications for the two cemeteries. The MRMapper applications will allow users to search for interments and print maps showing plots. Additionally, the internal version will allow for editing/updates, as well as increased search functions, by the Town.

Royalston Assessor Mapping – We are nearly complete updating the parcel data and maps for the Town of Royalston. We are waiting for some final information from the Town before we can complete the project. Once complete the Town's MRMapper sites will be updated accordingly.

Lunenburg & Townsend Truck Exclusion Mapping – We have completed a draft map identifying proposed truck exclusions and alternative routes for these two communities. The map will be reviewed by the communities and additional mapping may be necessary based on feedback. We expect this project to be complete in May.

Ayer Marijuana Establishment Buffer Zones Mapping – We recently completed a working map for the Town depicting Marijuana Establishment Buffer Zones. The Town will use this map to determine where Marijuana Establishments may or may not be placed in Town. Additional work may be necessary based on the needs of the Town.

Shirley Assessor Mapping – We are nearly complete updating the parcel data and maps for the Town of Shirley. We are waiting for some final information from the Town before we can complete the project. Once complete the Town's MRMapper sites will be updated accordingly.

Fitchburg Smart Growth Overlay Mapping – We recently completed a Smart Growth Overlay mapping project for the City.

Lunenburg Trail Maps – We have started trail maps for seven town-owned conservation/recreation lands. We are currently clipping our regional two-foot contour data to Lunenburg in order to reduce processing time. We are waiting for bridge data from the town which may need to be digitized. If there is time left over, we will make an additional map for another property. This project is expected to be completed in the late spring.

Lunenburg Walkability Maps – We are aiding the MRPC Transportation Department in map creation for a walkability study to be done for the town of Lunenburg. So far, we created a map highlighting the points of interest in Lunenburg. This map was then used to choose two study areas for the walkability study. We then made two maps, zoomed into these study areas (Lunenburg Center and Whalom), with labeled points of interest and a 1000-foot buffer around the points of interest. The maps have been sent to the town for them to review the study areas. This project is complete up to this point but once the study areas have been approved by the town, we will create a series of maps that will be used in the study. This project is expected to be completed by late summer.

COMPREHENSIVE PLANNING

2020 Census Participant Statistical Areas Program (PSAP) –We created maps showing the current and proposed census geographies and internally reviewed the proposed changes. We made a public comment app so that stakeholders in the municipalities could review the proposed changes and propose any changes of their own. We received comments from thirteen communities. We have finalized the proposed changes for our Middlesex county municipalities and sent them to MAPC who will compile and transcribe all the proposed changes for Middlesex county before sending them back to us to review. Once we give our feedback of their transcribed data, they will go ahead and send the data to the US Census Bureau. We are currently finalizing the proposed changes for our Worcester county municipalities which we will send to CMRPC who will then send them to the US Census Bureau. This phase of the project will be completed by the beginning of

May. Our proposed changes will be reviewed by the Census Bureau in July 2019 and they will send out their finalized data for verification in January 2020 at which point we will have to approve their finalized data or give justification for not approving it.

TRANSPORTATION-RELATED

Trail Guide Update – We have prepared two regional maps for the Regional Trail Brochure – one for the eastern side of the Montachusett region and one for the western side. We have also been aiding in the direction of the design of the Regional Trail Brochure. Once the design has been finalized, we will run it by the trail group again for their approval. Once it has been approved, the brochure will be sent out to print and the project will be done. This project is expected to be completed by the end of Summer 2019.

Working Towards the Future 2020 Comment Apps – We have created two different apps for use in obtaining public input regarding the Regional Transportation Plan Update. One app allows users to view and provide comment on the current Transportation Improvement Plan (TIP) projects. The other allows users to view a variety of transportation-related data sets and provide feedback regarding these data sets. The comment period for these apps will be open for quite some time so monitoring will continue throughout the process.

TRANSIT-RELATED

MART Non-Rider Opinion Report – We have written the text of the report and sent it to our Transit department for review. We are waiting for their approval before we finish formatting the appendices. This project is expected to be completed by June.

Ayer Station Parking Maps – We created a map of the proposed temporary parking area on Shirley Street in Ayer as well as a map of the walking route from the proposed temporary parking area to the Ayer MBTA commuter rail station. We also aided the Transit Department in modifying proposed parking plans for the Depot Square/Ayer MBTA commuter rail station area. This project is currently completed.

MART Route Calculations – We are currently working on recalculating the route mileage for the bus routes that have been updated/added since we last did route mileage. We have updated the route mileage for routes 9 and 11 in Fitchburg/Leominster, routes 1 and 2 in Gardner, all Devens routes, all Littleton/Westford routes, and all Athol/Orange routes. We are currently working on recalculating the route mileage for all stops on the Boston route. This phase of the project will be completed by May. Once we get a finalized Worcester shuttle schedule, we will recalculate the route mileage for all the stops along that route.

Devens Businesses – We created a map for the Transit Department that highlighted and labeled the major businesses within Devens. We also included the Devens bus route to show that it services the vast majority of the businesses. This project has been completed.

6.2 Planning and Development

FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)

MRPC staff are working to update the five-year Comprehensive Economic Development Strategy. As part of the update, a survey is being distributed to local officials and businesses concerning the Montachusett Region and its strengths, weaknesses, opportunities, and threats.

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

All funds for Phase I and Phase II Environmental Site Assessments have been expended and MRPC staff is in the process of closing out this grant. MRPC applied to EPA for additional Brownfields Environmental Site Assessment funding and EPA expects to announce the grant awards in late Spring 2019.

DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA)

MRPC staff is initiating work on the following projects. A second round of DLTA awards will be made at the Planning Commission's meeting to be held on May 2nd, 2019.

1. Ashburnham: Housing Production Plan.
2. Clinton: Assist the Town of Clinton with designation as a Green Community.
3. Harvard: Permitting Guidebook.
4. Townsend: Assist to provide the municipality with regional data to update the Town's Housing Production Plan and Master Plan.
5. Athol: Urban Renewal Planning Assistance.
6. Hubbardston: Historical and Cultural Resources Master Plan Chapter.
7. Sterling: Housing Production Plan update.
8. Groton: Housing Production Plan.
9. Ashby, Townsend, and Pepperell: Regional Dispatch Feasibility Study.
10. Lunenburg: ADA Self-Evaluation and Transition Plan - limited partial completion.

6.2.1 District Local Technical Assistance (DLTA) Projects Round 2– *Approval Required*

Reviews and Awards for Services: District Local Technical Assistance

JHume explained response to a second solicitation, on or before April 2nd, 2019, a total of four (4) proposals were received for use of District Local Technical Assistance (DLTA) resources to provide a variety of services. The proposals received are as follows:

1. Ayer: Housing Production Plan
2. Lancaster: Zoning for Alcohol
3. Shirley: Shared Services Feasibility: Tree Warden & Planner
4. Winchendon: Master Plan coordination & Implementation Chapter

At the March 7th, 2019 MRPC Commission Meeting, proposals for the first solicitation (due on or before March 4th) a total of thirteen (13) proposals were reviewed. Due to the numerous proposals received from the first DLTA solicitation, MRPC Commissioners determined that communities that submitted two applications would be required to prioritize one proposal. The second proposal which was not prioritized would automatically be included in the second round. However, due to limitations on the remaining DLTA funds, communities that did not have an award and/or did not submit a proposal during round 1 will be given priority over communities that did have an award during round 1.

After the March 7th Commission Meeting, MRPC staff contacted communities that submitted two DLTA proposals in the first solicitation (Athol, Hubbardston, and Sterling). Athol, Hubbardston, and Sterling **DID NOT PRIORITIZE the following proposals** and therefore those proposals are automatically included in the second DLTA solicitation. However, due to limited remaining DLTA funds, **these proposals cannot be approved.**

- Athol: Historic and Cultural Resources Master Plan Chapter update.
- Hubbardston: Services and Facilities Master Plan Chapter.
- Sterling: Circulation/Transportation Master Plan Chapter.

B. Yocum moved that the Montachusett Regional Planning Commission (MRPC) recommends that #1 through #4 of the above-named project requests for District Local Technical Assistance (DLTA) **FOR ROUND 2**, be **conditionally** awarded based upon further communication/clarification/ negotiation with the applying communities and **approval from the Massachusetts Department of Housing and Community Development (DHCD)**. All activities in some applications may not be awardable under the DLTA program: MRPC staff reserves the right to negotiate an awardable detailed scope of services. The motion was seconded and passed unanimously.

Those requests conditionally awarded (#1 through #4, Second Solicitation) are subject to the conditions listed below.

1. The services to be delivered to the communities will be completed commencing no earlier than a fully executed Memorandum of Understanding (MOU) between the subject (lead) community and the MRPC.
2. Services will be delivered to the subject community(ies) during the implementation of the District Local Technical Assistance (DLTA) program year (2019).
3. The award of services from the MRPC is subject to the:
 - a. Funding available to the MRPC during the program year (2019);
 - b. Successful negotiation of a detailed scope of services, schedule for the completion of the tasks identified in the scope of services, and budget utilizing DLTA and other funds, if available and eligible for the aforementioned project;
 - c. Execution of a Memorandum of Understanding (MOU) between the MRPC and the community(ies); and,
 - d. The MRPC's receipt of a letter from the Chief Elected Official (CEO) of all of the affected communities indicating agreement to this proposal and willingness to participate in this analysis. (Communities may agree to participate in this analysis after the full execution of the MOU between the subject (lead) community and the MRPC but must agree to participate in order to receive the results of the report.)
4. Where and when possible the MRPC will deliver the tasks related to "analysis, preparation and presentation ... report(s) ..." as indicated above. The MRPC and the community requesting services will "outsource" consulting services only when absolutely deemed to be necessary by both the lead community and the MRPC.
5. This is an award of services from the MRPC to the applicable community(ies). This is not a cash award.
6. If at any time DHCD determines that the project is ineligible, the award of services will be null and void.
7. The municipality and all municipal departments shall provide MRPC with cooperation/access/assistance to public data applicable to the DLTA project including the provision of such materials. Related costs associated with this (data collection, photocopying, etc.) will be at the expense of the municipality(s).

MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES (DOER)

MRPC continues to use grant funds from the Massachusetts Department of Energy Resources (DOER) to assist the Towns of Hubbardston, and Templeton to become Green Communities and to assist with administration of existing Green Communities for Ashby, Athol, Harvard, Fitchburg, Lunenburg, Shirley, Townsend and Westminster. MRPC staff is working to apply to the DOER's Regional Energy Planning Assistance (REPA) Grant Program to either assist interested communities with Green Community Designation or assist existing Green Communities with

competitive grant application preparation, Annual Report Preparation, and municipal energy data analysis and evaluation.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMMING

FEDERAL FISCAL YEAR 2017 (FFY17) SHIRLEY CDBG PROGRAM

General Program Administration

This program for Housing Rehabilitation (HR) and Home Heating Fuel Assistance (HHFA) will be completed on June 30, 2019.

Housing Rehabilitation (HR) Program

The status of this program is as follows:

- 21 applications for HR assistance have been received
- 10 applications have been approved
- Seven applications are incomplete
- Two clients withdrew their applications
- Two applications were denied as the household income exceeded the CDBG National Objective of providing a benefit to low- and moderate-income (LMI) persons
- Of the 10 approved applications, three are in process and seven have been completed

Home Heating Fuel Assistance (HHFA) Program

The status of this program is as follows:

- 29 applications for HHFA have been received
- 24 have been approved
- Four are pending approval
- One application was denied as the household heats with natural gas (not a qualifying heat source)
- 11 homes have received a portion of their benefit and another 10 have exhausted their benefit.

DEVELOPMENT OF FEDERAL FISCAL YEAR 2020 (FFY20) SHIRLEY CDBG PROPOSAL

MRPC's Executive Director has offered technical assistance to the Town of Shirley's newly formed Community Development Steering Committee for identification of relevant CDBG projects for the next grant proposal that will be due in March 2020.

MONTACHUSETT ENTERPRISE CENTER, INC.

MEC's Director is in the process of obtaining final quotes for renovations of 30 Powers Mill Road, Phillipston. Contracts should be executed by late April or early May. The Director intends to see that renovations will be completed and the house placed on the market for sale by this summer.

6.3 Transit

AYER PARKING FACILITY

During the past month MRPC staff continues to assist MART and the Town of Ayer; and working with the Engineer (Weston & Sampson) to move forward the construction of the Ayer Commuter Rail parking facility at the Rail Trail parking lot location. On January 23, 2019, MART received 6 Bids from General Contractors and the lower bidder was the Hutter Construction, Ipswich, NH for \$4,945,000.

The Bids received are higher than the funding available for the Project; MART is considering a Line of Credit to Construct and Complete this Project. MART signed a contract with Hutter Construction to construct this Parking Facility; the construction of the project will start on April 29, 2019 and will be completed by December, 2019; a Groundbreaking Ceremony will be held on Monday May 20, 2019 at 10:00 AM at the Construction Site everyone is invited to attend.

ATHOL / ORANGE FIXED BUS ROUTE

During the past month MRPC Staff continues working on updating and monitoring the performance of the bus route and schedule for the new proposed service of the Athol-Orange Shuttle and providing MART with recommendations.

LITTLETON REGIONAL SHUTTLE SERVICE

During the past month MRPC Staff continues working on updating and monitoring the performance of the bus route and schedule 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.

6.4 Transportation

Staff continued the development of the 2020 RTP and presented status information to the MJTC and MPO. As part of this presentation, preliminary information from the RTP survey was discussed. The first round of the survey produced over 200 responses. Based upon feedback from some MPO members regarding the need for more local input, the survey has been re-opened and labeled as RTP Round 2 Survey. The survey can be accessed through the MRPC website. Progress on the Montachusett Regional Transportation Plan (RTP) update can be seen on our RTP website: www.mrpc.org/montachusett_2020_rtp.

6.4.1 Authorization for MRPC Chairman to endorse the FFY 2020-2024 Transportation Improvement Program (TIP) - Approval Required

At the MPO meeting on April 17, 2019, the Montachusett Metropolitan Planning Organization (MPO) voted to release a Draft of the 2020-2024 TIP for a 21-day public review and comment period. The comment period began on Tuesday April 23rd and will close on Monday May 13th. The Montachusett Joint Transportation Committee (MJTC) will review the draft TIP as well as any comments received at its May 8th meeting. After the close of the comment period, the MPO will meet on Wednesday May 15th to review and address any and all comments received. The MPO will then likely vote to endorse the FFY 2020-2024 TIP at that meeting. Public comment opportunities have been scheduled for the MJTC on May 8th and this MRPC meeting. After a review of comments received to date, it is requested that the MRPC authorize its Chairman and the MPO to endorse the FFY 2020-2024 TIP at the MPO meeting scheduled for Wednesday May 15, 2019 at 1:00 P.M. at the MRPC offices.

L. Shifrin moved that the MRPC has reviewed the FFY 2020-2024 Transportation Improvement Program (TIP) and based upon this review as well as the review of any comments received, authorizes its Chairman to endorse the FFY 2020-2024 TIP at a MPO meeting scheduled for Wednesday May 15, 2019 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

6.4.2 Authorization for MRPC Chairman to endorse the FFY 2019-2023 TIP Amendment #3 – Approval Required

At the MPO meeting on April 17, 2019, the Montachusett Metropolitan Planning Organization (MPO) voted to release a Draft Amendment #3 to the FFY 2019-2023 TIP for a 21-day public review and comment period. This Amendment reflects changes based on cost updates to four FFY 2019 Highway Element projects; cost and project additions and deletions to the FFY 2019 Transit Element; and the addition of a section to the TIP related to Performance Measures and targets to the Transit Asset Management (TAM) Plan. These changes are reflected in a separate handout. The comment period began on Tuesday April 23rd and will close on Monday May 13th. The Montachusett Joint Transportation Committee (MJTC) will review the draft Amendment #3 as well as any comments received at its May 8th meeting.

A. Pease moved that the MRPC has reviewed the FFY 2019-2023 Transportation Improvement Program (TIP) Amendment #3 and based upon this review as well as the review of any comments received, authorizes its Chairman to endorse the FFY 2019-2023 TIP Amendment #3 at a MPO meeting scheduled for Wednesday May 15, 2019 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

FFY 2020 UNIFIED PLANNING WORK PROGRAM (UPWP)

The MPO received an update on the development of the FFY 2020 UPWP at its last meeting. Staff plans to present a draft UPWP at the May 15th MPO meeting and at that time seek approval to release the document for a 21-day public review and comment period.

- **Next MJTC Meeting – May 8, 2019 at 6:30 PM at MRPC Offices**
- **Next MPO Meeting – May 15, 2019 at 1:00 PM at MRPC Offices**

7. New Business

G. Eaton informed Commission about new grant programs from the Executive Office of Environmental and Energy Affairs.

8. Adjournment

There being no further business the meeting adjourned at 9:00 p.m.

Meeting Attendance					
Name	M/A	Representing	Appointment Date	PRESENT	ABSENT
Meissner, Rosemarie	A	Ashburnham	3.2019		
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
Vacant	M	Ayer			X
Vacant	A	Ayer			X
Duffy, Phil	M	Clinton	12.2011	X	1
Vacant	A	Clinton			X
Lowitt, Peter	N/V	DREZ	7.2001		X
Caron, Paula	M	Fitchburg	7.2002		X
Vacant	A	Fitchburg			X
Gross, Allen	M	Gardner	2.2005		X
Cruz, Maribel	A	Gardner	8.2017	X	
Burke, Russ	M	Groton	7.2016		X
Vacant	A	Groton			X
Donahue, Stacia	M	Harvard	7.2018	X	
Vacant	A	Harvard			X
Vacant	M	Hubbardston	7.2016		X
Stauder, Michael	A	Hubbardston			X
Christopher, Thomas	A	Lancaster	7.2016		X
Williston, Russell	M	Lancaster	11.2018	X	
Vacant	M	Leominster			X
Vacant	A	Leominster			X
Cole, Tanner	M	Lunenburg	7.2018	X	
Adams, Kathryn	A	Lunenburg	7.2018		X
Vacant	M	Petersham			X

Allen, Nancy	A	Petersham	7.2015		X
Vacant	M	Phillipston			X
Telepciak, John	A	Phillipston	10.201	X	
Natrowicz, Kyle	M	Royalston	7.2015		X
Barclay, James	A	Royalston	7.2017		X
Widing, Sarah	A	Shirley	7.2015		X
Yocum, Barbara	M	Shirley	8.2017	X	
Vacant	M	Sterling			X
Kilcoyne, John	A	Sterling	7.2014		X
Rich, Dennis	M	Templeton	7.2017		X
Terenzini, Carter	A	Templeton	9.2016		X
Shifrin, Laura	M	Townsend	7.2018	X	
King, Cindy	A	Townsend	7.2016		X
Weist, Linda	M	Westminster	7.2017		X
Vacant	A	Westminster			X
Corbosiero, Guy	M	Winchendon	7.2011		X
Barbaro, Michael	A	Winchendon	3.2019		X

STAFF PRESENT: Glenn Eaton, Linda Parmenter, Linda Quinlivan, George Kahale, John Hume

GUESTS PRESENT: Steve Castle, Toastmasters

EXHIBITS/DOCUMENTS PRESENTED AT MEETING

- May 2, 2019 MRPC Handout
- March 28, 2019 MRPC Minutes
- March and April 201 Cash Schedules
- Conference Travel Policy with Revisions
- Vacation, Sick Leave and Compensatory Time Policy with Revisions
- Revolving Loan Fund Policy
- Room Rental Policy
- Interested Parties Draft FFY20 – 24 TIP Memo
- UPWP Handout 4 19
- 2020-2024 CIP Flyer
- FFY2019 TIP Summary
- Resolution to Authorize RLF Program Income to Pay TRC