

Jul 27 2023 10:56 am



MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)

REMOTE MEETING

THURSDAY, JUNE 8, 2023, 7:00 PM

MRPC Meeting Material: [June 8, 2023, MRPC Meeting](#)

MINUTES

7:00 PM

1. Open Meeting, Introductions and Announcements

This meeting is being held under Chapter 2 of the Acts of 2023, signed by Governor Healey on March 29, 2023, allowing local and regional governments to hold public meetings remotely or in a hybrid fashion. All votes will be taken by roll call.

Roll call vote followed:

- A. Pease- present
- A. Reid- present
- D. Valliere- present
- G. Tillotson- present
- G. Corbosiero- present
- K. Munroe- present
- L. Shifrin- present
- R. Swartz- present
- R. Hoyt- present
- S. Donahue- present

7:05 PM

2. MRPC Minutes – May 4, 2023 – Approval of Commissioners Requested

Having no objections, K. Munroe moved to accept the May 4, 2023 minutes as presented, the motion was seconded.

Roll call vote followed:

- A. Pease- yes
- A. Reid- yes
- D. Valliere- abstain
- G. Tillotson- abstain
- G. Corbosiero- yes
- K. Munroe- yes
- L. Shifrin- yes
- R. Swartz- abstain

R. Hoyt- yes
S. Donahue- yes

7:10 PM 3. Cash Schedule – May 2023 – Acceptance of Commissioners Requested

L. Shifrin presented the cash schedule. The opening balance for May 1, 2023 was \$853,071.58, total receipts and transfers for the month were \$95,479.90, total cash on hand before this warrant was \$948,551.48, less the amount of this warrant of \$142,475.75, left a balance after the warrant of \$806,075.73.

Having no objections to the cash schedule, G. Tillotson moved to accept the cash schedule as presented subject to audit. Motion was seconded.

Roll call vote followed:

A. Pease- yes
A. Reid- yes
D. Valliere- yes
G. Tillotson- yes
G. Corbosiero- yes
B. Yocum- yes
K. Munroe- yes
L. Shifrin- yes
R. Swartz- yes
R. Hoyt- yes
S. Donahue- yes

7:15 PM 4. Guest Announcements and Questions

George Kahale, MART Representative - Townsend Commuter Shuttle

The Town of Townsend, MART’s newest member community, has requested a new Commuter Shuttle Service between downtown Townsend and Fitchburg Intermodal Center to provide access to the MBTA Commuter Station to its residents. The new shuttle service will be Fare-Free starting Wednesday, July 5, 2023. See the flyer located in the meeting folder.

7:20 PM 5. Administrative Matters

5.1 Hiring of Multiple Part- and/or Full-Time Planners for the Planning and Development and Transportation Departments – Action Requested

The management team is in the process of interviewing two candidates for one or more part-time Principal Planner positions for the Planning and Development Department. If interviews are completed in time, one or two names will be presented for hiring in one of two part-time positions on June 8th. If so, a separate report will be provided to the Commissioners for their consideration.

As of the writing of this report, MRPC has received three applications for the Planning and Development Department and one application for the position of Principal Planner for the Transportation Department.

REPORT

MRPC needs to increase its staffing level to accommodate the growth in services due to additional grants and contracts being awarded to the agency. In May, MRPC advertised for Principal Planner-level staff for the Planning and Development Department (for at least one full-time person) and Transportation Department (for at least one full-time person).

Interviews were conducted on:

- June 6th with Tyler Godin, a full-time Regional Planner with MRPC's Planning and Development Department as he applied for the Principal Planner position with the Transportation Department.
- June 7th with Tracy Murphy for a part-time Principal Planner position with the Planning and Development Department; and,
- June 8th with Mark Archambault for a part-time Principal Planner position with the Planning and Development Department.

The Executive Director recommends the hiring of the above parties for the identified positions, as follows:

- Tyler Godin, full-time Principal Planner with MRPC's Transportation Department at an annual salary of \$54,000.
- Tracy Murphy part-time Principal Planner position for no more than 18 hours weekly (no health or related benefits) with the Planning and Development Department at an hourly salary of \$36.35; and,
- Mark Archambault part-time Principal Planner position for no more than 18 hours weekly (no health or related benefits) with the Planning and Development Department at an hourly salary of \$36.35.

The Executive Director wishes to note that with the transfer of Mr. Godin (currently a Regional Planner with the Planning and Development [P&D] Department) from the P&D Department to the Transportation Department, the MRPC will now need to hire a full-time Regional Planner (or above) to replace Mr. Godin in P&D.

MRPC is still looking for a Principal Planner (as advertised) to assist with the increased workload in the P&D Department.

RESOLUTION

BE IT RESOLVED that the Montachusett Regional Planning Commission hereby approves of the Executive Director's recommendation to hire the above parties at the respective annual and hourly salary rates.

Having no objections, G. Tillotson moved to accept the resolution as presented. Motion was seconded.

Roll call vote followed:

- A. Pease- yes
- A. Reid- yes
- D. Valliere- yes
- G. Tillotson- yes
- G. Corbosiero- yes
- B. Yocum- yes
- K. Munroe- yes
- L. Shifrin- yes
- R. Swartz- yes
- R. Hoyt- yes
- S. Donahue- yes

5.2 MRPC and MEC, Inc. Records Preservation: Digitization of Documents – Information Only

MRPC is in the process of obtaining quotes and believes it will have all the necessary information to provide a more substantive update in July 2023.

5.3 Nashoba Valley Chamber of Commerce Executive Roundtable Program - Information Only

The most recent meeting was held on June 7th and the final meeting will be held on June 28th.

5.4 Election of Officers – Action Requested

REPORT

“June of Each Year: Vote for the Slate of officers and at-large members who will then serve as the members of the Executive Committee for the following fiscal year. (Source, MRPC Bylaws, Article 2, Section 1.)

The Proposed slate of Officers is as follows:

- Chair- Laura Shifrin
- Vice Chair- Roger Hoyt
- Treasurer- Robert Swartz
- Vice Treasurer- Kristofer Munroe
- Secretary- Kyle Nartowicz
- At Large Member #1- Geoffrey Tillotson
- At Large Member #2- Peter Cunningham

RESOLUTION

BE IT RESOLVED that the Montachusett Regional Planning Commission hereby approves of the above, proposed slate of officers to serve on the Executive Committee in FY24.

Having no objections, A. Pease moved to accept the resolution as presented. Motion was seconded.

Roll call vote followed:

A. Pease- yes
A. Reid- yes
D. Valliere- yes
G. Tillotson- yes
G. Corbosiero- yes
K. Munroe- yes
K. Nartowicz- yes
L. Shifrin- yes
R. Swartz- yes
R. Hoyt- yes
S. Donahue- yes

G. Corbosiero reminded everyone, the above change will take place July 1, 2023.

5.5 Annual Appointments – Information Only

All MRPC appointment forms have been sent out to our communities as well as the appointment form for the Montachusett Joint Transportation Committee (MJTC). Please contact Glenn at geaton@mrpc.org, Brad at bharris@mrpc.org, or Holly at hford@mrpc.org if you have any questions.

Please be advised that delegates to the MRPC must be from local planning boards. The relevant section of the MRPC Bylaws can be found below.

“Voting Members.

- i. The Planning Commission of the Montachusett Regional Planning District shall consist of one member of the planning board of each city and town which is a member of the Commission, one alternate-member and Devens shall be allowed to have a non-voting representative, as follows:*
- ii. Members from Municipalities. Each planning board of each city and town, which is a member of the Commission, who shall be elected by his/her planning board may elect a member to represent the respective community. His/her election shall be certified annually to the Commission by his/her planning board,*
- iii. Alternate-Members from Municipalities. There may be a designee, who may or may not be a planning board member, appointed annually by the Mayor in a*

city, confirmed by the Council, or by the Selectmen in a town, who may attend meetings of the Commission and who shall assume the rights and duties of the planning board member in his/her absence.

- iv.** *The Devens Enterprise Commission shall annually appoint to the MRPC a non-voting, ex-officio member, subject to an annual affirmative vote of the majority of the Commission.” (Source, MRPC Bylaws, Article 1, Section 3.)*

All new appointees will begin their role July 1, 2023.

5.6 FY24 Budget Presentation and Adoption and FY23 Budget Updates – Action Requested

FY24 Budget Presentation and Adoption

REPORT

MRPC’s Executive Director has examined proposed budgets of other Massachusetts regional planning agencies and councils of government, contemporary job advertisements for planning staff across the Commonwealth, and used the American Planning Association’s (APA’s) online “salary calculator.”

This budget proposal includes a salary increase for all staff plus a one-time increase for some of the employees, identified in the separate MRPC FY24 Budget document, who are currently earning salaries below the current market rate for their respective positions. The percentage salary increase that has been proposed is to help offset the significant increase in the cost of the consumer price index (aka “inflation rate” per the US Bureau of Labor Statistics New England CPI higher than normal increasing rate trend).

All details can be found in the accompanying budget handout.

RESOLUTION

BE IT RESOLVED that the Montachusett Regional Planning Commission hereby approves the MRPC’s FY24 Budget as presented.

Having no objections, L. Shifrin moved to accept the resolution as presented. Motion was seconded.

Roll call vote followed:

- A. Pease- yes
- A. Reid- yes
- D. Valliere- yes
- G. Tillotson- yes
- G. Corbosiero- yes
- B. Yocum- yes

K. Munroe- yes
K. Nartowicz- yes
L. Shifrin- yes
R. Swartz- yes
R. Hoyt- yes
S. Donahue- yes

This space left intentionally blank.

FY23 Budget Updates

REPORT

The Executive Director, Fiscal Director, and Fiscal Assistant have reviewed the year-end changes needed to balance the line items in the administrative budget. Staff recommends transferring a total of \$45,711.26 from the line items listed below to other line items that have been over-expended due to unforeseen circumstances.

LINE-ITEM DESCRIPTION	REASON FOR DECREASE OR INCREASE	ORIGINAL BALANCE	PROPOSED DECREASE OR INCREASE	ENDING BALANCE (UPON APPROVAL)
Accounting/Legal	To cover Service/Maintenance Contracts, Consultant Fees and Retiree's Health Insurance	\$ 30,000.00	\$ (9,720.66)	\$ 500.00
Major Events	To cover Advertising Costs	\$ 2,000.00	\$ (150.00)	\$ 746.57
Outreach	To cover License Fees and Conference/Meetings/Training	\$ 3,000.00	\$ (1,815.93)	\$ 1,120.19
Office Supplies	To cover Employer Share-Health/Dental Insurance	\$ 10,000.00	\$ (7,500.00)	\$ 535.10
Small Tools, Equipment & Furniture	To cover Miscellaneous Expenses	\$ 2,000.00	\$ (720.89)	\$ 479.33
Equipment/Furniture Purchase	To cover Employer Share-Health/Dental Insurance & Retiree Health Insurance	\$ 11,000.00	\$ (8,537.64)	\$ -
Electric	To cover Rent & Retiree Health Insurance	\$ 12,000.00	\$ (11,408.65)	\$ 140.10
Cleaning Services	To cover Retiree Health Insurance	\$ 7,000.00	\$ (3,635.00)	\$ -
Employee Education Reimbursement	To cover Computer Software and Dues & Memberships	\$ 2,000.00	\$ (1,722.49)	\$ 277.51
Interest Expense	To cover Retiree Health Insurance	\$ 500.00	\$ (500.00)	\$ -
SUBTOTAL		\$79,500.00	(\$45,711.26)	\$3,798.80
-----	-----	-----	-----	-----
		\$186,797.00	\$12,052.18	\$198,849.18

Employer Share-Health/Dental Insurance	Massachusetts Group Insurance Commission (GIC) costs increased to MRPC.			
Retirees Health Insurance	Three former employees retired. This cost increase is due to their retirements as MRPC pays for a portion of retirees' health insurance.	\$28,660	\$15,896.54	\$44,556.54
Consultant Fees	Hiring of outside consultant for grant writing was unforeseen in June 2022 when FY23 Budget was adopted.	\$15,000.00	\$575.00	\$15,575.00
Service/Maintenance Contracts	Increase in website hosting consultant cost.	\$9,000.00	\$1,978.23	\$10,987.23
Advertising	Increase in advertising needed as MRPC advertised for positions in May due to increases in contracts and revenue at the end of the fiscal year; this increase in staff was unknown in June 2023 when the FY23 budget was adopted	\$1,500.00	\$150.00	\$1,650
Conference/Meetings/ Training	Increase in training costs related to training sessions attended by relatively new employees.	\$2,000.00	\$685.59	\$2,685.59
Dues and Memberships	Increase in Group Insurance Commission (GIC) administrative fee and in annual planning dues to American Planning Association (APA).	\$5,000.00	\$793.95	\$5,793.95
License Fees	Increases realized by agency throughout the year in fees from multiple vendors such as Amazon, GovConnection, MRMapper (Montachusett Region Mapper), and Trimble.	\$6,000.00	\$1,130.34	\$7,130.34
Miscellaneous Expenses	Staff attendance of brownfields training	\$100.00	\$720.89	\$820.89

	conference used all remaining funds in the US Environmental Protection Agency (EPA) grant but these were insufficient for all costs, thus this line item was used to pay for the remaining travel costs.			
Rent	Rent and electricity are separate line items in FY23 and all new rent invoices (which now includes one flat monthly charge for electricity) have been charged to the sole "rent line item. In FY24, rent and electricity will be combined into one "rent" line items for both costs.	\$36,000.00	\$10,800.00	\$46,800.00
Computer Software	MRPC acquired full licenses of Adobe to reduce loss of staff time.	\$1,000	\$928.54	\$1,928.54
SUBTOTAL		\$291,057.00	\$45,711.26	\$336,777.26

RESOLUTION

BE IT RESOLVED that the Montachusett Regional Planning Commission hereby approves the MRPC's FY23 Budget updates as presented.

Having no objections, G. Tillotson moved to accept the resolution as presented. Motion was seconded.

Roll call vote followed:

- A. Pease- yes
- A. Reid- yes
- D. Valliere- yes
- G. Tillotson- yes
- G. Corbosiero- yes
- B. Yocum- yes
- K. Munroe- yes
- K. Nartowicz- yes
- L. Shifrin- yes
- R. Swartz- yes
- R. Hoyt- yes
- S. Donahue- yes

5.7 MA DEP - MRPC Contract for Municipal Assistance Coordinator – Information Only

Mr. Eaton submitted a proposal to the Massachusetts Department of Environmental Protection (MassDEP) in May for the right to host a Municipal Assistance Coordinator (MAC) onsite. There are several MACs placed throughout the State. Their role is to:

- Assist municipalities with participation in MassDEP’s waste reduction programs and grants;
- Help municipalities reduce their solid waste tonnage by implementing new, and/or increasing the effectiveness of, existing recycling, composting, waste reduction, reuse, and household hazardous waste (HHW) and pay as you throw (PAYT) programs; and,
- Assist in related areas.

The MassDEP-MRPC-MAC contract names Irene Congdon as the central MA region’s MAC. Ms. Congdon will serve as a consultant to all communities in central MA and MRPC. The contract’ budget is as follows:

FY24 Budget Summary	
The maximum obligation for the Host Contract in FY24 is \$122,220.38 and is itemized below:	
MAC Salary:	\$100,737.00
Host Admin/Office/MAC benefits:	\$10,002.00
Travel/Equipment:	\$2,875.00
Cell Phone Allowance:	\$900.00
Social Security/Medicare:	\$7,706.38
FY25 and FY26: MAC salary to be determined by MassDEP.	

5.8 Workload and Timeliness of Projects - Information Only

The increase in the number of federal and state programs funding planning and other efforts is unprecedented. MRPC has experienced an increase in the number of contracts. Our collective work level is very high. All MRPC employees are working diligently on all projects and related tasks. MRPC is in the process of hiring additional employees to address the uptick in work. All local officials are hereby respectfully advised that some projects may take additional time to complete. Should you have any concerns about your local planning projects, please do not hesitate to contact Glenn Eaton, Executive Director at geaton@mrpc.org or 978-345-7376, X310.

5.9 Glenn Eaton, Executive Director’s Public Disclosure of Local Municipal Volunteer Effort – Information Only

Mr. Eaton has been appointed to the Templeton Economic Development and Industrial Corporation (EDIC) by the local Board of Selectmen. He has been appointed as the EDIC’s Chair and filed the appropriate Massachusetts Conflict of Interest public disclosure form with the local Town Clerk and has asked the Administrative Manager (Ms. Holly Ford) to place this form in his personnel file.

5.10 Date of Next MRPC Meeting – July 6th or 13th? - Action Requested

REPORT

Please be advised that the Commissioners of the MRPC sometimes meet in July each year, depending on several factors such as the availability of Commissioners and the need to act on pressing matters.

For your edification, please be advised that, in FY24, all remaining meetings of the Commissioners will be held in 2023 on August 3, September 7, October 5, November 9, December 7, and, in 2024, on January 4, February 8, March 7, April 4, May 9, and June 6.

RESOLUTION

BE IT RESOLVED that the Montachusett Regional Planning Commission will hold its July 2023 regular, monthly meeting on a date to be determined (either July 6th or 13th) at its public meeting held on June 8, 2023.

After discussion among all Commissioners present at the meeting, G. Tillotson moved to cancel the July 2024 MRPC meeting, and on August 3, 2023, MRPC staff will host a BBQ at 6:30 pm on site for those who wish to attend and will hold a hybrid meeting scheduled at 7:00 pm. Motion was seconded.

Roll call vote followed:

- A. Pease- yes
- A. Reid- yes
- D. Valliere- yes
- G. Tillotson- yes
- G. Corbosiero- yes
- B. Yocum- yes
- K. Munroe- yes
- K. Nartowicz- yes
- L. Shifrin- yes
- R. Swartz- yes
- R. Hoyt- yes

S. Donahue- yes

5.11 Other Administrative Matters

7:30 PM

6. Department Updates

6.1 Geographic Information Systems (GIS)

No new updates at this time

6.2 Planning & Development

6.2.1 AmeriCorps Award of Personnel for Digital Equity Planning – Information Only

Through the Lead for America and AmeriCorps organizations, MRPC was awarded an AmeriCorps Connection Member (ACC Member) to serve as a Digital Inclusion Coordinator. Out of 100 applicants, MRPC was awarded one of 15 available ACC Members in Massachusetts to assist with our digital equity planning services. MRPC's Digital Equity Program will determine existing digital equity conditions in our region regarding accessibility and affordability of internet service, availability and affordability of devices, and the digital literacy of our populations.

MRPC's ACC Member will work full time (37.5 hrs/wk) with the Planning & Development team and our 22 communities to bring digital equity and literacy to our region. Digital access is crucial for individuals and communities to participate in society, democracy, and the economy. Full digital equity requires modern, reliable broadband infrastructure, affordable connections, digital literacy, and device access. The ACC Member will interact with several community officials, boards and committees, businesses, and community organizations to determine barriers to digital equity in each community. The ACC Member will work with consultants to create a roadmap of actionable solutions leading to meaningful movement towards digital equity for all. Work will include convening focus groups, community meetings, and stakeholder interviews to collect qualitative data, and collection of quantitative data regarding broadband and internet providers, availability of affordable internet and devices as well as digital literacy levels to inform the creation of digital equity plans.

The ACC Members are currently being recruited and interviewed and will arrive at MRPC for a first day of August 28, 2023 and will be fully trained and ready to assist MRPC. The term of employment will be through June 2024. The fee for hosting an ACC Member is \$35,000, which is being covered by Mass Broadband Institute (MBI). MRPC will provide a desk, laptop, phone, email, and any other supplies needed on a daily basis.

6.2.2 EPA Brownfields National Conference Travel Resolution – Action Requested

MRPC requests the approval of out of state travel for K. Chapman and R. Doherty to attend the US Environmental Protection Agency’s (EPA) National Brownfields Conference being held in Detroit, Michigan from August 8 - 11, 2023 with a travel day August 7th.

REPORT:

The US EPA National Brownfields Conference is being held from August 8 through August 11, 2023. The Executive Director requests approval for two MRPC staff persons, Karen Chapman, Planning and Development Director, and Ryan Doherty, Regional Planner to attend. Several employees have attended these events since the late 1990s. Continued attendance at these events assists our staff to obtain and administer EPA Brownfields Environmental Site Assessment (ESA) funds advancing cleanup projects leading to the creation of new jobs, affordable housing, and the creation of new open spaces. In addition, attendance at these conferences expands employees’ awareness of best practices in assessing and redeveloping brownfields across the country and helps staff improve MRPC’s management of our EPA grants.

Attendance by the MRPC staff at approximately one-third of the conferences held since 1998 has contributed to the success of this agency being awarded at least eight ESA grants at \$200,000 to \$300,000 each and one Revolving Loan Fund (RLF) award for another \$480,000. An additional grant for \$500,000 was recently awarded and will begin October 1, 2023, and run to September 30, 2027.

MRPC’s grant contract with EPA (or cooperative agreement) includes a line item for attendance at these conferences. EPA strongly encourages grant recipients to attend as their attendance benefits our understanding of brownfield redevelopment examples, legal and financial matters, and increases our awareness of new contaminants such as “per-and polyfluoroalkyl substances” (PFAS).

The total cost for travel, hotel, registration, and meals will not exceed \$3,500 for the employees. Conference costs for this conference will be charged to the forthcoming EPA-MRPC grant award contract.

RESOLUTION:

BE IT RESOLVED that the Montachusett Regional Planning Commission approves of the out-of-state travel of Karen Chapman, Planning and Development Director, and Ryan Doherty, Regional Planner, to the US EPA National

Brownfields Conference in Detroit, Michigan from August 7-11, 2023, at a total cost not to exceed \$3,500.

Having no objections, B. Yocum moved to accept the resolution as read. Motion was seconded.

Roll call vote followed:

- A. Pease- yes
- A. Reid- yes
- D. Valliere- yes
- G. Tillotson- yes
- G. Corbosiero- yes
- B. Yocum- yes
- K. Munroe- yes
- K. Nartowicz- yes
- L. Shifrin- yes
- R. Swartz- yes
- R. Hoyt- yes
- S. Donahue- yes

6.2.3 FY24 Planning Assistance Grants Matching Funds Resolution – Action Requested

MRPC requests approval of matching funds for two FY24 Executive Office of Energy and Environmental Affairs (EEA) Planning Assistance Grants (PAG) applications submitted on behalf of the towns of Harvard and Phillipston.

REPORT:

Each fiscal year the Executive Office of Energy and Environmental Affairs (EEA) offers Planning Assistance Grants (PAG) to Massachusetts communities and regional planning agencies. These PAGs are part of an effort to encourage municipalities to implement land use regulations that are consistent with the Administration’s land conservation and development objectives including reduction of land, energy, and natural resource consumption, provision of sufficient and diverse housing, and mitigation of and preparation for climate change. Funds help communities retain appropriate technical expertise and undertake the public process associated with creating plans and adopting land use regulations.

The Planning and Development Department applied for two FY24 PAGs, one for the Town of Harvard in the amount of \$30,000 to provide technical assistance towards MBTA Communities compliance, including a completed Compliance Model, a technical memorandum of recommendations to reach compliance, development of a by right multifamily overlay district bylaw and map

amendments, and creation of an Application for Determination of Compliance to the state. The Town of Phillipston's application, in the amount of \$50,000 is to review their zoning bylaw in total and provide recommendations for simplification and clarity, opportunities to reduce barriers for affordable housing and economic development, inconsistencies with best practices, inconsistencies with state and federal law, and other potential issues and concerns. If awarded, the time period for these grants would be 18- 24 months. PAGs require a minimum of a 25% match for all grant applications.

RESOLUTION:

BE IT RESOLVED that the Montachusett Regional Planning Commission approves matching funds totaling \$7,500 from the CY2023 (Program Year 16) District Local Technical Assistance award and \$12,500 from the CY2024 (Program Year 17) District Local Technical Assistance award to match the \$80,000 in project costs for a total match of \$20,000.

Having no objections, S. Donahue moved to accept the resolution as read. Motion was seconded.

Roll call vote followed:

- A. Pease- yes
- A. Reid- yes
- D. Valliere- yes
- G. Tillotson- yes
- G. Corbosiero- yes
- B. Yocum- yes
- K. Munroe- yes
- K. Nartowicz- yes
- L. Shifrin- yes
- R. Swartz- yes
- R. Hoyt- yes
- S. Donahue- yes

6.2.4 EDA FILLTERR Grant Award – Information Only

MRPC was notified in May of an award from the Economic Development Administration for our Future Industrial Lands for Long Term Economic Recovery and Resilience (FILLTERR) project in the amount of \$268,152 for a period May 2, 2023 – November 2, 2024. This project will focus on identifying and inventorying all the business, industrial, and technology parks in the region; determining existing infrastructure conditions of each park; and evaluating possible expansion opportunities or new locations for potential parks.

MRPC staff will create a steering committee including public- and private-sector stakeholders to inform decision making. The steering committee will be

comprised of local elected officials (such as chief elected officials, town managers/administrators, planners, community and economic development officials, DPW Superintendents, and other local officials as appropriate), representatives from Fitchburg State University and Mount Wachusett Community College, business leaders and/or business advocacy organizations such as subregional chambers of commerce and business associations, community groups (such as the Spanish American Center), and other public and private entities included throughout the project lifecycle.

We anticipate screening potential sites using GIS based information and locally developed criteria identified by the steering committee. These potential sites will then be evaluated based on constructability, development potential, suitability to the private sector, local permitting requirements (i.e. existence of “by right” permitting in commercial and industrial zones), and access issues to name a few. MRPC will work with a civil engineering firm to evaluate pre-development concerns and create concept site plans for potential locations. In addition, staff will work with a consultant and/or explore existing reports on market assessments for the region. This project will be very data dependent on primary and secondary resources including interviews with key stakeholders, input from members of the steering committee, and data from the US Census, US Bureau of Labor Statistics, MA Division of Labor and Workforce Development, ESRI Business Online Analyst, and other sources as needed.

A summary report will be prepared outlining the findings of each task and presenting the business parks’ site development plans for each community. Permitting issues and other constraints will be outlined and presented to the steering committee and community’s designated staff person. Obstacles and development issues will be evaluated and prioritized for advancement of future solutions to address those needs.

K. Munroe asked if MRPC has ever worked with Mass. Life Science Center on a project like this and is there an opportunity to reach out to that organization for working on this project? G. Eaton stated in the past we had not had the need to do so however in the future we would. We would welcome all stakeholders with an interest.

K. Chapman reminded all communities that MRPC is an approved consultant to do digital equity planning for each of our communities. We currently have contracts with Leominster, a regional one for Phillipston, Royalston and Templeton and Winchendon just applied. If anyone is interested, please reach out to K. Chapman.

6.3 Transit & Transportation

The regularly scheduled MPO meeting has been moved from June 21, 2023 to June 28, 2023 at 1:00 pm. The topic of this meeting will be the draft of the Regional Transportation Plan.

8:00 PM

7. New Business

This time is reserved for topics that the chair did not reasonably anticipate would be discussed.

8:15 PM

8. Adjournment - The date of the next MRPC meeting – August 3, 2023

This meeting will be recorded by the GoToMeeting app and will be made available for viewing at <https://www.youtube.com/user/MontachusettRegion/videos>.

This notice is subject to change with reasonable notice provided to all.

Having no objections, R. Swartz moved to adjourn the meeting. Motion was seconded.

Roll call vote followed:

- A. Reid- yes
- D. Valliere- yes
- G. Tillotson- yes
- G. Corbosiero- yes
- B. Yocum- yes
- K. Munroe- yes
- K. Nartowicz- yes
- L. Shifrin- yes
- R. Swartz- yes
- R. Hoyt- yes
- S. Donahue- yes

Meeting Attendance					
<u>Name</u>	<u>M/A</u>	<u>Representing</u>	<u>Appointment Date</u>	<u>Present</u>	<u>Absent</u>
Janssens, Leo	A	Ashburnham	7.2021		X
Hoyt, Roger	M	Ashburnham	7.2011	X	
Stacy, Wayne	A	Ashby	7.2021		X
Pease, Alan	M	Ashby	7.2001	X	
Bialecki, Rebecca	A	Athol	7.2020.		X
Doherty, Jacqueline	M	Athol	7.2020.		X
Copeland, Shaun	A	Ayer	7.2020.		X
Tillotson, Geoffrey	M	Ayer	7.2022	X	

Vacant	A	Clinton			X
Duffy, Phil	M	Clinton	12.2011		X
Lowitt, Peter	N/V	DREZ	7.2001		X
Bohart, Mary Jo	A	Fitchburg	7.2021		X
Butland, Alyne	M	Fitchburg	7.2020.		X
DeRoy, Jessica	A	Gardner	7.2021	X	
Swartz, Robert	M	Gardner	7.2019	X	
Cunningham, Peter	M	Groton	7.2022		X
Burke, Russell	A	Groton	7.2016		X
Minar, Kara	A	Harvard	7.2021		X
Donahue, Stacia	M	Harvard	7.2018	X	
Williams, Jeff	A	Hubbardston	7.2022		X
Munroe, Kristofer	M	Hubbardston	2.2023	X	
Jackson, Carol	A	Lancaster	8.2021		X
Williston, Russ	M	Lancaster	11.2018		X
Vacant	A	Leominster			X
Valliere, Dean	M	Leominster	7.2019	X	
Vacant	A	Lunenburg	7.2020.		X
Reid, Amanda	M	Lunenburg	7.2022	X	
Ermini, Annette	A	Petersham	7.2022		X
Vacant	M	Petersham			X
Telepciak, John	M	Phillipston	10.2001		X
Jackson, Melanie	A	Phillipston	7.2022		X
Barclay, James	A	Royalston	7.2017		X
Nartowicz, Kyle	M	Royalston	7.2015	X	

Oelfke, Bill	A	Shirley	7.2020.		X
Yocum, Barbara	M	Shirley	8.2017	X	
Kilcoyne, John	A	Sterling	7.2014		X
Page, Patty	M	Sterling	7.2019		X
Bennett, Jeff	A	Templeton	7.2020.		X
Rich, Dennis	M	Templeton	7.2017		X
Sexton-Diranian, Charles	A	Townsend	7.2022		X
Shifrin, Laura	M	Townsend	7.2019	X	
Vacant	A	Westminster			X
Buckman, Gregg	M	Westminster	7.2021		X
Ward, Rick	A	Winchendon	7.2019		X
Corbosiero, Guy	M	Winchendon	7.2011	X	

Staff: G. Eaton, H. Ford, K. Chapman, B. Harris, L. Quinlivan, J. Stanton, C. McNamara

Guests: George Kahale - MART Representative, Timothy Toth - Templeton

DOCUMENTS/EXHIBITS DISTRIBUTED AT THE MEETING:

- May 4, 2023 Minutes
- June 8, 2023 Agenda
- June 8, 2023 Handout
- Conflict of Interest Law Seminar PowerPoint Presentation
- Certificate of Attendance – G. Eaton
- Current Grant Opportunities spreadsheets
- FY24 Budget Projection
- FY24 Proposed Salary Expenses
- Hiring Report and Resolution
- Report and Resolution for Election of Officers
- MART Flyer