



FITCHBURG CITY CLERK

Feb 06 2023 1:10 pm

MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)

THURSDAY, JANUARY 5, 2023

7:00 PM

REMOTE MEETING

MINUTES

1. Open Meeting, Introductions, and Announcements

Chairman G. Corbosiero called the meeting to order at 7:00 p.m. Chairman G. Corbosiero stated in accordance with Governor Baker's Covid-19 Executive Order regarding the Open Meeting Law and remote participation, votes will be taken through Roll Call.

2. Approval of December 8, 2022, MRPC Minutes – Approval of Commissioners Requested

Having no objections to the December 8, 2022 minutes, P. Cunningham moved to accept the minutes as written. The motion was seconded.

Roll call vote followed:

- A. Butland- abstain
- A. Reid- yes
- B. Yocum- yes
- G. Tillotson- yes
- G. Corbosiero- yes
- J. Telepciak- abstain
- K. Nartowicz- yes
- L. Shifrin- yes
- P. Cunningham- yes
- R. Swartz- abstain
- R. Hoyt- yes

3. Cash Schedule – December 2022 – Acceptance of Commissioners Requested

L. Quinlivan presented the cash schedule. The opening balance for December was \$ 666,026.07, total

receipts and transfers for the month were \$161,807.16, total cash on hand before this warrant was \$827,833.23, less the amount of this warrant of \$105,451.60, left a balance after the warrant of \$722,381.63.

Having no objections to the cash schedule, L. Shifrin moved to accept the cash schedule as presented subject to audit. The motion was seconded.

Roll call vote followed:

- A. Butland- yes
- A. Reid- yes
- B. Yocum- yes
- G. Tillotson- yes
- G. Corbosiero- yes
- J. Telepciak- yes
- K. Nartowicz- yes
- L. Shifrin- yes
- P. Cunningham- yes
- R. Swartz- yes
- R. Hoyt- yes

4. Guest Announcements and Questions

No announcements or questions were presented.

5. Administrative Matters

5.1 FY23 Budget Update and FY24 Budget “First Look”

The next meeting of the Commissioners will take place at 7:00 p.m. on the evening of February 9th. At this meeting, the Executive Director will propose a handful of amendments to MRPC’s FY23 Budget and present a draft budget for FY24. Possible amendments follow.

- DLT A Augmentation Funds (Program Term 1/1/23 - 6/30/24) for \$138,000 (portions of funds to be included in FY23 and FY24);
- A reduction in salaries due to the resignation of a part time Senior Planning two months into the fiscal year;
- The use of a small amount of administrative dollars for the completion of five projects through June 30, 2023; and,
- The elimination of the unfilled Regional Planner and Intern positions.

MRPC will inform all municipalities about the following programs, ideally increasing our services to communities in need. They are:

- MASS Digital Equity Partnership Planning (DEP);
- MASS Housing Choice Grants;
- MASS Community Planning Grant Program;
- MASS Rural and Small Town Development Fund Grant Program; and,
- MassHousing Partnership, “MBTA Communities” planning assistance.

MRPC’s Transportation Department may provide the following services to the Town of Hubbardston; “inventory and survey all pavements and sidewalks in Hubbardston.” If this project moves forward funding may be realized in FY23, FY24, or both. This is to be determined.

5.2 MRPC and MEC, Inc. Records Preservation: Digitization of Documents – Action May Be Requested

MRPC staff will meet with a representative from Ricoh on Friday, January 6th to receive and review a quote for digitization services. An update on this project will be provided to the Commissioners on February 9th.

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

There was no meeting in December. The Executive Director will attend the next, monthly meeting on January 25th. A report on this meeting will be provided to the Commissioners on February 9th.

5.4 Status of Request for Proposals for Grant Writing Consultant – Information Only

To maximize competition among grant writing consultants, the deadline has been extended to midnight on February 6th. A report, and possible resolution for hiring one or more grant writing consultants, will be provided to the Commissioners on February 9th or March 9th.

5.5 Other Administrative Matters

6. First Quarter Contract Status Report and Department Updates

6.1 Geographic Information Systems (GIS)

No additional updates at this time.

6.2 Planning & Development

No additional updates at this time.

6.3 Transit & Transportation

B. Harris mentioned there is a section on our website, www.mrpc.org, where you can access updates on the Regional Transportation Plan. There is a link to take you to the RTP 224 update website where you can find information on current work, meetings and documents. Videos of prior public information website workshops are also available on our website.

The current public survey is still available on the website as well as in each community's library and Senior Center. These will be available until the end of this month.

7. New Business

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

8. Adjournment

There being no further business to discuss, G. Tillotson moved to adjourn the meeting. The motion was seconded. The meeting adjourned at 7:27 pm.

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.

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	7.2016	X	
Burke, Russell	A	Groton	7.2022		X
Minar, Kara	A	Harvard	7.2021		X
Donahue, Stacia	M	Harvard	7.2018		X
Williams, Jeff	A	Hubbardston	7.2022		X
Livdahl, Alice	M	Hubbardston	7.2021		X
Vacant	A	Lancaster			X
Williston, Russ	M	Lancaster	11.2018		X
Vacant	A	Leominster			X
Valliere, Dean	M	Leominster	7.2019		X
Vacant	A	Lunenburg			X
Reid, Amanda	M	Lunenburg	7.2020.	X	
Ermini, Annette	A	Petersham	7.2022		X
Vacant	M	Petersham			X
Jackson, Melanie	A	Phillipston	7.2022		X
Telepciak, John	M	Phillipston	7.2001	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, Chaz	A	Townsend	7.202		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, L. Quinlivan, J. Stanton, B. Harris

Guests: George Kahale, MART Representative, Doug Thornton, Kristofer Munroe, Deb D’Amico

DOCUMENTS/EXHIBITS DISTRIBUTED AT THE MEETING:

- December 8, 2022 MRPC Minutes
- January 5, 2023 Agenda
- January 5, 2023 Handout
- 4th Quarter 2022 Contract Status Report
- Current Grant Opportunities Spreadsheet

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 MRPC Meeting Materials: [January 5, 2023 MRPC Meeting Material](#)