

Feb 28 2022 9:16 am



**MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)
THURSDAY, FEBRUARY 3, 2022
7:00 PM**

VIRTUAL MEETING

MINUTES

1. Open Meeting, Introductions and Announcements

Vice-Chairman John Telepciak called the meeting to order at 7:01 p.m. J. Telepciak 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 January 6, 2022, MRPC Minutes – Approvals of Commissioners Requested

B. Yocum requested the minutes reflect when the meetings are held virtually. G. Eaton stated we would update the minutes accordingly.

B. Yocum stated the January 6, 2022 minutes section 5.1 state "The office remains closed to the public. Staff may be seen by appointment. Virtually no local officials or other parties have requested in-office appointments since March 2020". Should that read, Staff may be seen by appointment virtually. No local officials or other parties have requested in-office appointments? G. Eaton stated no, Staff may be seen by appointment if they feel safe to do so. We will reword this statement to be clear as to its meaning.

L. Shifrin made a motion to accept the amended Montachusett Regional Planning Commission January 6, 2022 minutes. The motion was seconded.

Roll call vote followed:

- R. Hoyt- yes
- L. Shifrin- yes
- J. Telepciak- yes
- R. Williston- yes
- S. Copeland- abstain
- S. Donohue- yes
- A. Pease- abstain
- B. Yocum- abstain
- P. Duffy- abstain

3. Cash Schedule – January 2022 – Approvals of Commissioners Requested

Cash schedule follows on the next page.

MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)			
CASH SCHEDULE			
1/1/2022-1/31/2022			
Meeting Date: 2/3/2022			
FY22			
OPENING BALANCES DECEMBER 31, 2021			
	CHECKING - ENTERPRISE BANK BAL	\$81,915.27	
	OUTSTANDING CHECKS AS OF 12/31/2021	(\$6,409.89)	
	MRPC DEBIT CARD ACCOUNT	\$633.49	
	MMDT	\$95,665.03	
	MMDT OPEB	\$26,013.16	
	EPA PROGRAM INCOME ACCOUNT - ENTERPRISE	\$240,522.46	
	MEC	\$30,047.04	
	TOTAL OPENING BALANCES		\$468,386.56
CASH RECEIPTS			
	EPA BROWNFIELDS # 23	\$3,150.00	
	FITCHBURG GIS-223-122721	\$926.86	
	EDA COVID # 6	\$60,675.53	
	EDA YR 3 DRAW # 11	\$17,500.00	
	MASSDOT/FTA NOV INV # 2	\$48,619.73	
	PAG SHA INV # 4	\$15,324.36	
TRANSFERS			
	TRANSFER TO MMDT OPEB	\$2,000.00	
	INTEREST JANUARY 2022 (all accounts)	\$25.18	
TOTAL RECEIPTS	TOTAL RECEIPTS		\$148,221.66
TOTAL CASH ON HAND BEFORE THIS WARRANT			\$616,608.22
LESS: AMOUNT OF THIS WARRANT (ALL CASH DISBURSEMENTS)			\$149,816.15
BALANCE AFTER THIS WARRANT			\$466,792.07
ON DEPOSIT JANUARY 31, 2022			
	CHECKING - ENTERPRISE BANK BAL	\$134,163.26	
	OUTSTANDING CHECKS AS OF 1/31/2022	(\$60,003.56)	
	MRPC DEBIT CARD ACCOUNT	\$387.54	
	MMDT	\$95,675.92	
	MMDT OPEB	\$28,016.16	
	EPA PROGRAM INCOME ACCOUNT - ENTERPRISE	\$240,532.67	
	MEC	\$28,020.08	
	TOTAL ON DEPOSIT		\$466,792.07

L Quinlivan read the January 2022 cash schedule.

Opening balance \$468,386.56; Total receipts this month \$148,221.66; Total cash on hand before this warrant \$616,608.22; Less amount of this warrant \$149,816.15; Balance after this warrant \$466,792.07.

L. Shifrin moved to accept the cash schedule as presented, subject to audit. Motion was seconded.

Roll call vote followed:

- B. Yocum- yes
- A. Pease- yes
- J. Telepciak- yes
- K. Nartowicz- yes
- L. Shifrin- yes
- P. Duffy- yes
- R. Schwartz- yes
- R. Hoyt- yes
- R. Williston- yes
- S. Copeland- yes
- S. Donohue- yes

4. Guest Announcements and Questions

G. Kahale, MART Representative stated February 1, 2022, MART launched a new schedule which includes a Winchendon link. The bus route has been extended to Haywood Hospital and Mount Wachusett College. There is one express route in the morning via route 140 directly from Winchendon Town Hall to Haywood Hospital and downtown Gardner. The schedule will now start at 6:30am and run to 4:25pm.

5. Administrative Matters

5.1 FY22 Budget Update- G. Eaton presentation

FY23 MRPC Budget/Revenue Estimate and Fixing Annual Assessments per the G.L. of MA c. 40B, s. 7

“Section 7: Preparation of budget; apportionment of costs; disbursement of funds; receipt of gifts; contracts for planning studies and services

Section 7. **Said commission shall, annually in the month of February, estimate the amount of money required to pay the costs and expenses of the district for the following fiscal year, shall fix and determine the proportion of such costs and expenses to be paid by the constituent cities and towns thereof during such fiscal year** which, however, shall not exceed any per capita limit established by the vote of two-thirds of the city councils and town meetings of member cities and towns, and shall certify the amount so determined for each city and town to the assessors thereof who shall include the sum in the tax levy of such fiscal year, provided that the per capita limit of any new member municipality shall not be less than the per capita cost to the member municipalities in the district at the time the new member joined the district. Such apportioned cost shall be on a per capita basis in direct proportion to the population of the city or town and the planning district as they appear in the most recent national census, exclusive of the inmates of county, state or federal institutions, and exclusive of the resident population

of federal military installations to which the privilege of ex officio membership has been extended as provided in section four C; provided, however, that the national census or the annual national census estimate, whichever is the most recent, shall be used in any planning district in which the governing body of each city and town comprising such planning district accepts the provisions of this proviso. Upon order of the commission, the treasurer of each constituent municipality thereof shall, from time to time, subject to the provisions of section fifty-two and section fifty-six of chapter forty-one, pay to the district treasurer sums not exceeding the amount certified by the commission as the city's or town's share of the costs and expenses of the district. The commission is authorized to determine the amount of payment to be made to the district during the first year of membership of a new city or town in its respective district, but such payment shall not exceed any aforementioned per capita limits. Any such district planning commission established under the authority of this chapter is authorized to receive for its own uses and purposes any funds or moneys from any source, including grants, bequests, gifts or contributions made by the federal, state or municipal governments or by any individual, corporation or association. Any such district planning commission may contract with the federal or state government, or a city or town within such district, or with another district planning commission or planning council for the performance of planning studies and services within the limits of funds available to the district planning commission for such purposes. The treasurer of the district planning commission or, in his absence, the assistant treasurer shall disburse the moneys so received upon an order approved by the chairman of the commission when so authorized by a majority vote of said commission.”

**Table A - Comparison of FY22 Budget Against FY23 Budget Projection
(Final figures are subject to change through June 9, 2022)**

	FY22*	FY23**	\$ Change	% Change
Total Revenue	\$1,965,538	\$1,582,789	(\$382,749)	-19%
Total Expenses	\$1,897,985	\$1,674,934	(\$223,052)	-12%
Estimated Surplus (Deficit)	\$67,552	(\$92,144)		
* As per an internal MRPC Budget update of January 2022				
** As per the first draft of the FY23 MRPC Budget of February 3, 2022				

Take-aways:

Revenue and expenses may decline in FY23 or may not. However, the above is a very conservative view of the FY23 budget that starts five months from now. The decline in expenses is led by the departures of three department-head-level individuals that were paid higher salaries due to their job requirements, they were managers/directors, and their respective longevity with the agency. Only one of these persons was replaced; Karen Chapman was promoted to the position of Planning and Development Director.

A projected deficit can be eliminated by marketing our services to our communities and pursuing state and federal grants and by also delivering services and seeking funding through the Montachusett Enterprise Center, Inc. (MEC).

There are at least three, grants that are pending approval. If they are all awarded to the MRPC, then the agency will earn another \$80,000 in FY23, virtually erasing the deficit identified above.

**Table B - Projection of Decrease in Total Salary Costs in FY23
(Final figures are subject to change through June 9, 2022)**

	FY22*	FY23**	\$ Change	% Change
Total All Salaries	\$1,203,724	\$1,145,205	-\$58,520	-5%
* As per an internal MRPC Budget update of January 2022				
** As per the first draft of the FY23 MRPC Budget of February 3, 2022				

Take-away:

The total salary figure will decline in large part due to the changes in personnel identified above.

G. Eaton pointed out that the FY23 salary amount of \$1,145,205 includes a 5% increase in salary for all employees.

**Table C - Projection of Increase/Decreases in Direct Salaries, Direct Expenses, Indirect Salaries, and Leave Time (of all employees) in FY23
(Final figures are subject to change through June 9, 2022)**

	FY22*	FY23**	\$ Change	% Change
Total Direct Salaries	\$748,070	\$675,028	-\$73,042	-10%
Total Direct Expenses	\$200,214	\$47,160	-\$153,054	-76%
Indirect Salaries	\$248,303	\$273,910	\$25,607	10%
Indirect Leave Time	\$207,352	\$203,189	-\$4,163	-2%
Increase/(Decrease)	\$1,403,939	\$1,199,287	-\$204,652	-15%
* As per an internal MRPC Budget update of January 2022				
** As per the first draft of the FY23 MRPC Budget of February 3, 2022				

Take-away:

We have projected a significant decrease in the "Total Direct Expenses," above. The EPA Brownfield Environmental Site Assessment (ESA) grant has come to its end. The vast majority (90% of the \$300,000 grant) was used to pay an environmental engineering firm (BETA Group) in FY22. These expenses may or may not recur in FY23. If the pending EPA Brownfields ESA grant is awarded (by May 2022), then management will increase the direct expenses line item for the FY23 budget to account for the newly awarded grant and payments to an environmental engineering consultant.

**Overhead Rates
Table D**

Overhead Rates (OH) - FY10 - FY23				
FY23	1.37	137%	Projected OH Rate	
FY22	1.25	125%	Current OH Rate	
FY20	1.45	145%		
FY19	1.33	133%		
FY18	1.23	123%		
FY17	1.28	128%		
FY16	1.01	101%		
FY15	1.50	150%		
FY14	1.22	122%		
FY13	1.33	133%		
FY12	1.23	123%		
FY11	1.17	117%		
FY10	1.26	126%		
FY21 Audit not yet complete, thus we have no official OH rate for FY21.				

Take-away:

The mean average OH rate from FY10 through FY23 is 1.28 or 128%. An increase in direct expenses, such as the hiring of a Brownfields ESA consulting firm, will lower the overhead rate.

Table E below quantifies the percentage of revenue earned from all governments by type of government.

- The significant increase in federal funding includes one-time revenue. Virtually all agency employees need to identify, pursue, and obtain recurring sources of revenue to counteract the injections of cash from one-time revenue sources into our budget.
- There is a decrease in the amount of revenue to be earned from state agencies ... we will need aggressive grant writing to offset this decline; and,
- A full-court press with our marketing effort will need to take place to offset the 44% decline in revenue earned from “local contracts.”

**Table E
Percent of Revenue Attributed to Three Sources: Federal, State, and Local
(Final figures are subject to change through June 9, 2022)**

Percent of Revenue from Federal, State, and Local Contracts				
	FY22*	FY23**	% Inc./Dec. YoY	% Change YoY
Federal	60%	75%	15%	25%
State	30%	19%	-10%	-35%
Local	11%	6%	-5%	-44%
Total	100%	100%		
* As per an internal MRPC Budget update of January 2022				
** As per the first draft of the FY23 MRPC Budget of February 3, 2022				

Take-away:

Gaps in state and local contracts must be filled.

FY23 Budget and Related Revenue Objectives and FY23 Budget SWOT Analysis

Objectives

- Continue to deliver high-quality services to all clients.
- Market, Market, Market the agency to our client-communities.
- Continue with the diversification of our revenue streams throughout every fiscal year.
- Recognize the hard work that MRPC employees have been doing throughout the COVID-19 Pandemic by providing up to 5% raises for all employees (individual performance allowing).

Strengths

- We have experience delivering services to communities, via Planning and Development, and earning revenue from locally appropriated funds. Aggressive marketing needs to be implemented to ensure that we earn the same amount in FY23 as we did in FY22 (\$200,000+).

Weaknesses

- Dependence upon the same sources of revenue to pay for ever-increasing expenses especially in the areas of salaries and insurances (our largest cost factors).

Opportunities

- Build upon recent, successful efforts by Transportation to pursue and obtain local funds and state and federal grants which will bring in additional revenue outside of the annual MassDOT planning contract.
 - Athol hired the MRPC/Transportation to conduct a pavement management study. MRPC needs to market this service to the other 21 communities in the region.
 - Transportation also obtained a Planning Assistance Grant from Energy and Environmental Affairs (EEA).
- We are experienced in obtaining EDA planning grant funds for projects outside of the annual EDA planning contract. We need to submit the Future Industrial Lands for Long Term Economic Recovery (FILLTER) grant to EDA to access its Economic Adjustment Assistance (EAA) funds ASAP.
- Applying to private foundations to fund MEC, Inc. and the delivery of services related to affordable housing and job retention/creation programming by MRPC staff to MEC and the funders. Creating and submitting proposals to private foundations is much less time-consuming than writing grants to state and federal agencies. ARPA funds.

Threats

- Using one-time revenue (MassDOT?, EDA COVID, and others) for long-term expenses (i.e. salary increases).
- The inevitable decrease in federal appropriations after the COVID-19 Pandemic.

Summary

- Inflation rose 7% in the Nation from December 2020 to December 2021 while real wages rose at a rate of 5%+ (Source, https://www.wsj.com/articles/us-inflation-consumer-price-index-december-2021-11641940760?mod=article_inline);
- For the same period, in New England, inflation rose 5.9% (Source, <https://www.bls.gov/regions/new-england/cpi-summary/ro1xg01a.htm>);
- MRPC employees did not receive a raise in FY21, based upon the presentation of a conservative budget presented to the Commissioners by the Executive Director as we were entering the COVID-19 Pandemic in June 2020 (when the FY21 MRPC Budget was adopted);
- MRPC employees received raises of 2.5% in FY22 (when the budget was approved in June 2021);
- The MRPC's 12 peer agencies throughout the Commonwealth are considering salary increases of up to 6%. The Franklin Regional Council of Governments approved of a 6% salary increase for its employees within the past week;
- As of this point in time, I am planning on recommending that the Commissioners approve the FY23 annual budget with a 5% raise for all staff (individual performance allowing). Before June 9th, we have a lot of work to do to prove to the Commissioners that we can fund and sustain a 5% salary increase; and,
- I am also considering a 2.5% raise and a 2.5% one-time bonus to all employees to control recurring costs. The Administration and Fiscal Department will research this option as a team.

P. Duffy asked what department-head positions were not filled. G. Eaton stated due to the MART contract not being signed, we had to lay off G. Kahale. The Transit Director position was not replaced and L. Parmenter retired in June of last year and her responsibilities have been divided up among H. Ford, L. Quinlivan and myself.

Fixing Municipal Assessments

REPORT

Annually, per the G.L. of MA c. 40B, s. 7, MRPC must, “... *fix and determine the proportion of such costs and expenses to be paid by the constituent cities and towns thereof during such fiscal year.*” MRPC’s Fiscal Department has calculated annual assessments for the 22 communities within its regional jurisdiction. Each local assessment can be found with the name of each city and town in Table F, below.

RESOLUTION

BE IT RESOLVED that the Montachusett Regional Planning Commission hereby approves of the municipal assessment to be issued to all communities within the Montachusett Region.

B. Yocum commented that Leominster is higher than Fitchburg which is surprising. L. Quinlivan explained it is based on the 2020 Census which is done every decade and Fitchburg’s population was 41,946 and Leominster’s population was 43,782.

Table F

MRPC MEMBER COMMUNITY	FY 2023 TOTAL LOCAL ASSESSMENT
ASHBURNHAM	\$2,195.98
ASHBY	\$1,128.92
ATHOL	\$4,156.83
AYER	\$2,888.60
CLINTON	\$5,442.38
FITCHBURG	\$14,225.23
GARDNER	\$7,091.05
GROTON	\$3,846.05
HARVARD	\$2,028.74
HUBBARDSTON	\$1,525.27
LANCASTER	\$2,453.37
LEOMINSTER	\$15,316.32
LUNENBURG	\$4,158.25
PETERSHAM	\$409.78
PHILLIPSTON	\$610.25
ROYALSTON	\$441.95
SHIRLEY	\$2,160.97
STERLING	\$2,771.22
TEMPLETON	\$2,829.21
TOWNSEND	\$3,226.61
WESTMINSTER	\$2,898.86
WINCHENDON	\$3,596.08

B. Swartz moved to accept the motion that the Montachusett Regional Planning Commission hereby approves of the municipal assessment to be issued to all communities within the Montachusett Region. Motion was seconded.

Roll call vote followed:

- B. Yocum- yes
- A. Pease- yes
- G. Corbosiero- yes
- J. Telepciak- yes
- K. Nartowicz- yes
- L. Shifrin- yes
- P. Duffy- yes
- R. Schwartz- yes
- R. Hoyt- yes
- R. Williston- yes
- S. Copeland- yes
- S. Donohue- yes

“The math” behind calculating municipal assessments.

Table G

MRPC MEMBER COMMUNITY	POPULATION (2020 Census)	TOTAL PERSONS GROUP QUARTERS (2020 Census)	NET POPULATION	RATE OF ASSESSMENT FY2023	FY 2023 TOTAL LOCAL ASSESSMENT	FY22	% diff plus or minus
ASHBURNHAM	6,315	104	6,211	\$0.35356230	\$2,195.98	\$2,176.18	0.91%
ASHBY	3,193	0	3,193	\$0.35356230	\$1,128.92	\$1,131.14	-0.20%
ATHOL	11,945	188	11,757	\$0.35356230	\$4,156.83	\$4,215.84	-1.40%
AYER	8,479	309	8,170	\$0.35356230	\$2,888.60	\$2,637.62	9.52%
CLINTON	15,428	35	15,393	\$0.35356230	\$5,442.38	\$4,983.06	9.22%
FITCHBURG	41,946	1,712	40,234	\$0.35356230	\$14,225.23	\$13,901.94	2.33%
GARDNER	21,287	1,231	20,056	\$0.35356230	\$7,091.05	\$6,971.58	1.71%
GROTON	11,315	437	10,878	\$0.35356230	\$3,846.05	\$3,849.34	-0.09%
HARVARD	6,851	1,113	5,738	\$0.35356230	\$2,028.74	\$1,923.75	5.46%
HUBBARDSTON	4,328	14	4,314	\$0.35356230	\$1,525.27	\$1,610.61	-5.30%
LANCASTER	8,441	1,502	6,939	\$0.35356230	\$2,453.37	\$2,354.28	4.21%
LEOMINSTER	43,782	462	43,320	\$0.35356230	\$15,316.32	\$14,877.80	2.95%
LUNENBURG	11,782	21	11,761	\$0.35356230	\$4,158.25	\$3,708.04	12.14%
PETERSHAM	1,194	35	1,159	\$0.35356230	\$409.78	\$440.09	-6.89%
PHILLIPSTON	1,726	0	1,726	\$0.35356230	\$610.25	\$618.93	-1.40%
ROYALSTON	1,250	0	1,250	\$0.35356230	\$441.95	\$462.91	-4.53%
SHIRLEY	7,431	1,319	6,112	\$0.35356230	\$2,160.97	\$2,118.41	2.01%
STERLING	7,985	147	7,838	\$0.35356230	\$2,771.22	\$2,819.76	-1.72%
TEMPLETON	8,149	147	8,002	\$0.35356230	\$2,829.21	\$2,860.97	-1.11%
TOWNSEND	9,127	1	9,126	\$0.35356230	\$3,226.61	\$3,284.14	-1.75%
WESTMINSTER	8,213	14	8,199	\$0.35356230	\$2,898.86	\$2,677.73	8.26%
WINCHENDON	10,364	193	10,171	\$0.35356230	\$3,596.08	\$3,694.80	-2.67%
	250,531	8,984	241,547		\$85,401.91	\$83,318.94	2.50%

REPORT

An amount of \$1,500.00 was budgeted for the advertising line item at the beginning of FY22. A significant amount of advertising took place to publicize the availability of five positions. A total of \$1,981.50 has been expended exceeding this line items budget by \$676.50.

The equipment/furniture purchase line item was budgeted at \$18,000.00 at the beginning of FY22. This line item was higher than in the past years, when no equipment was purchased, as the MRPC needed to acquire a new copying/printing/scanning/faxing machine. The machine cost the agency \$9,612.86 leaving a balance in this line item of \$8,387.14. No further significant expenditures are anticipated that would be charged to the equipment/furniture purchase line item.

Management respectfully requests that \$2,000.00 be transferred into the advertising line item from the equipment/furniture purchase line item in order to offset the deficit in the advertising line item and provide funding for a marketing and advertising costs that will be initiated this month.

RESOLUTION

BE IT RESOLVED that the Montachusett Regional Planning Commission hereby approves of the transfer of \$2,000.00 from the equipment/furniture purchase line item into the advertising line item.

P. Duffy moved to accept the transfer of \$2,000 from the equipment/furniture purchase line item to the advertising line item as presented. Motion was seconded.

Roll call vote followed:

B. Yocum- yes
A. Pease- yes
G. Corbosiero- yes
J. Telepciak- yes
K. Nartowicz- yes
L. Shifrin- yes
P. Duffy- yes
R. Schwartz- yes
R. Hoyt- yes
R. Williston- yes
S. Copeland- yes
S. Donohue- yes

5.2 FY23 Draft Budget- To Be Finalized on June 9, 2022

See separate handout to be provided during the meeting.

5.3 Proposed Promotion of Ryan Doherty from Economic Development Intern to Regional Planner

REPORT

On November 15, 2021, Mr. Ryan Doherty was hired by the MRPC as an Economic Development Intern. Mr. Doherty was hired to fill this vacant position that has been funded by the EDA COVID-19 planning grant. Ryan has exhibited excellent performance that has been documented in an employee evaluation conducted last month. He has exhibited capabilities that exceed the requirements of an Intern's position. Karen Chapman, Planning and Development Director and Glenn Eaton, Executive Director recommend that he be promoted to the position of Regional Planner.

At the time that Ryan was hired, MRPC's Administration needed to fill a vacant Intern position, as advertised. A post of Regional Planner was not available at that time. In addition, further analysis of the agency's financial position was needed to determine if the organization was on firm ground before increasing the total cost for salaries. As of this point in time, MRPC is showing a surplus of funds that must be expended prior to the end of this fiscal year. Therefore, the organization is able to pay for an increase in salary.

RESOLUTION

BE IT RESOLVED that the Montachusett Regional Planning Commission hereby approves the promotion of Mr. Ryan Doherty to the position of Regional Planner commencing February 7, 2022, at an annual salary of \$47,358.68.

A. Pease moved to accept the promotion of R. Doherty as presented. The motion was seconded.

Roll call vote followed:

B. Yocum- yes
A. Pease- yes
G. Corbosiero- yes
J. Telepciak- yes
K. Nartowicz- yes
L. Shifrin- yes
P. Duffy- yes
R. Schwartz- yes
R. Hoyt- yes
R. Williston- yes
S. Copeland- yes
S. Donohue- yes

5.4 Other Administrative Matters Related to Office Management Under the Covid-19 Pandemic

The office remains closed due to the COVID-19 Pandemic. Hopefully, we can reopen the office when public health data reveals that it is safe to do so. Ideally, we'd like to be open again by the spring 2022.

MRPC is approaching the five year mark of renting space at the Doyle Conservation, we will be reviewing the renewal of our lease at our next meeting in March.

6. Staff Presentation (If Any)

6.1 Geographic Information Systems (GIS)

- No updates at this time

6.2 Planning & Development

- On February 17, 2022, from 11 am to noon; the Executive Office of Housing and Economic Development is going to give a presentation on MBTA Communities. A zoom link will be sent out tomorrow.
- The DLTA Call for Proposals was mailed out. Round one will be due March 1st.

6.3 Transit & Transportation

6.3.1 307100 COMBINED PLANNING GRANT (PL/FTA)

Development of TIP

REPORT

The MPO voted on 1/19/2022 to release for a 21-day public review and comment period, Amendment #2 to the FFY 2022 Transit Element of the FFY 2022-2026 TIP. The Amendment reflects the addition of one (1) project to the FFY 2022 Transit Element as well as cost changes to two (2) projects. The comment period runs from Tuesday January 25, 2022, and close at the end of business on Monday February 14, 2022

RESOLUTION

Be it resolved that the MRPC has reviewed the Draft Amendment #2 to the FFY 2022 Element of the FFY 2022-2026 TIP and based upon this review and comments received to date, hereby authorizes its Chairman to endorse Amendment #2 at a MPO meeting scheduled for 2/16/2022.

A. Pease moved to accept the resolution as presented. The motion was seconded.

Roll call vote followed:

B. Yocum- yes
A. Pease- yes
G. Corbosiero- yes
J. Telepciak- yes
K. Nartowicz- yes
L. Shifrin- yes
P. Duffy- yes
R. Schwartz- yes
R. Hoyt- abstain
R. Williston- yes
S. Copeland- yes
S. Donohue- yes

7. New Business

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

8. Adjournment

There being no further business the meeting adjourned at 8:02 p.m.

This meeting will be recorded by GoToMeeting app and will be made available for viewing on <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	7.2017		X
Doherty, Jacqueline	M	Athol	7.2020		X
Copeland, Shaun	A	Ayer	7.2020	X	
Kranz, Jonathan	M	Ayer	7.2021		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
Alyne Butland	M	Fitchburg	7.2020		X
DeRoy, Jessica	A	Gardner	7.2021		X
Swartz, Robert	M	Gardner	7.2019	X	
Haddad, Mark	A	Groton	7.2021		X
Burke, Russell	M	Groton	7.2016		X
Minar, Kara	A	Harvard	7.2021		X
Donahue, Stacia	M	Harvard	7.2018	X	
Stauder, Michael	A	Hubbardston	7.2020		X
Livdahl, Alice	M	Hubbardston	7.2021		X

Jackson, Carol	A	Lancaster	7.2021		X
Williston, Russell	M	Lancaster	11.2018	X	
Vacant	A	Leominster			X
Valliere, Dean	M	Leominster	7.2019		X
Marino, James	A	Lunenburg	7.2020		X
Brenner, Matthew	M	Lunenburg	7.2020		X
Allen, Nancy	A	Petersham	7.2015		X
Vacant	M	Petersham			X
Telepciak, John	A	Phillipston	10.2001	X	
Vacant	M	Phillipston			X
Barclay, James	A	Royalston	7.2017		X
Nartowicz, Kyle	M	Royalston	7.2015	X	
Oelfke, William	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
Kell, Veronica	A	Townsend	7.2021	X	
Shifrin, Laura	M	Townsend	7.2018	X	
Buckman, Gregg	A	Westminster	7.2021		X
Smith, Michael	M	Westminster	7.2019		X
Ward, Rick	A	Winchendon	7.2019	X	
Corbosiero, Guy	M	Winchendon	7.2011	X	

Guests: George Kahale- MART Representative, Jasmin Farinacci- Lancaster

Staff: Glenn Eaton, Holly Ford, Karen Chapman, Jason Stanton, Linda Quinlivan, Brad Harris

DOCUMENTS/EXHIBITS DISTRIBUTED AT MEETING:

January 6, 2021 Minutes

February 3, 2022 Agenda

February 3, 2022 MRPC Meeting Handout

FFY 2022 Transit Amendment #2

FY22 and FY23 MRPC Budget Presentation

Interested Parties Draft TIP Amendment #2