



MINUTES

Thursday – September 21, 2017

- 1. Call to Order** - Chairwoman Park called the meeting to order at 7:00pm
- 2. Roll Call** –Secretary Ramsdell called the roll and declared a quorum present. The following Commissioners and Staff were in attendance:

Commissioners

Amesbury	Robert Lavoie
Andover	Lisa Schwarz
Boxford	Jim Barnes, Treasurer
Georgetown	John Cashell
Groveland	Robert Arakelian
Lawrence	Theresa Park, Chairwoman
Methuen	Kevin Hagerty
Newbury	John Weis
Newburyport	Ed Ramsdell, Secretary
Rowley	Bob Snow, Vice Chairman
Salisbury	Lou Masiello
West Newbury	Brian Murphey
Rep-at-Large	Brad Buschur

Staff

Karen Conard, Executive Director
Joe Cosgrove, Environmental Program Manager
Tony Komornick, Transportation Program Manager
Mike Parquette, Economic Development Program Manager
Jerrard Whitten, GIS Program Manager
Jen Dunlap, Finance Administrator
Nancy Lavalley, Office Administrator
Betsy Goodrich, Sr. Transportation Planner
Jim Terlizzi, Sr. Transportation Engineer
Angela Vincent, Economic Development Planner

**Guest Speaker –Larry Field, Deputy Executive Director
Mass Smart Growth Alliance – Great Neighborhoods**

3. Adoption of June Meeting Minutes

The minutes were reviewed and recommended for adoption.

Vote: There was a motion by Commissioner Weis and second by Commissioner Hagerty to approve the June meeting minutes. The June minutes were unanimously approved.

4. Adoption of the June, July and August Warrants

Treasurer Jim Barnes reported that the June, July and August warrants were reviewed favorably and recommended the Commission's authorization for adoption.

June Warrant - Vote: *There was a motion by Commissioner Snow and second by Commissioner Weis. The June warrant was unanimously approved.*

July Warrant - Vote: *There was a motion by Commissioner Weis and second by Commissioner Murphey. The July warrant was unanimously approved.*

August Warrant - Vote: *There was a motion by Commissioner Snow and second by Commissioner Hagerty. The August warrant was unanimously approved.*

5. Chairwoman's Report

Chairwoman Theresa Park reported on the following activities since the last meeting in June.

- Welcome our newest Commissioner from the Town of Merrimac, replacing John Thomas is Mr. Keith Pollman. Welcome, Keith.
- I'd like to recognize and thank Mr. Bob Lavoie for his long-standing tenure as our Chairman for over ten years cumulatively. Thank you for being steady at the helm for us! As you all know, Bob is not running for reelection as Town Councilor and as such his term there and will us will wrap up this December. We hope that Amesbury can find a suitable replacement, and know that these are very big shoes to fill.
- I'd also like to recognize, even though he isn't able to be with us this evening due to Rosh Hashanah, so please let the meeting minutes reflect our thanks and appreciation for Rick Byers' term as Chairman. Rick will continue to represent the Town of North Andover as a Commissioner and will serve as the Commission representative on the CEDS Committee.
- I want to recognize Bob Snow, first to thank him for serving as Treasurer for some time – one of our busier, more involved roles. Bob has been elevated to the role of Vice Chair, and I am looking forward to a great working relationship.
- Lastly, to fill the role of Treasurer, Mr. Jim Barnes has agreed to step in. I'm glad to see that he's taking on less in his retirement □ Thank you, Jim.
- I'm excited and very much looking forward to taking on this new responsibility of Chairperson. Later in the meeting, I'll talk about ideas for meeting format changes, largely based upon conversations and feedback in talking with you my fellow Commissioners.
- About this time of year, Jen Dunlapis kind enough to remind the Chair that with the November Personnel Committee meeting to review performance evaluation recommendations, we may want to look and see if there are folks who want to serve on this Committee. In addition, if there are folks who would like to serve on the Finance Committee, we can do that at this time as well. Personnel consist of the Chair along with 2 members. Finance shall consist of the Treasurer serving as Committee Chair along with 3 members. Happy to take volunteers at this time, and if you would like to contact me after this meeting, that's fine as well.
- This evening, Larry Field, Director of Policy for the MA Smart Growth Alliance, will be joining us to discuss the status of the zoning reform initiative. We will also have a recap of the summer's Strategic Planning exercise from Karen, along with presentations on the state of our CEDS update and the Regional Housing Plan.
- The Commission has enjoyed a busy summer, we have three warrants and a slew of new contracts to approve, so let's get started in catching up!

6. Executive Director

Executive Director Karen Conard reported on the following activities since the last meeting in May.

Meetings with Community Leaders

- June, July, August and September MARPA meetings. Topics discussed included MA Municipal Depository Trust, MassWorks, MassDevelopment Technical Assistance and Site Readiness programs, MA Healthy Aging Collaborative and participation in PRIM/PRIT.
- Monthly TDI Partnership Meeting – Haverhill
- Haverhill Working Group – regular meetings to discuss disposition of the Goecke Deck and adjacent parcels, included a presentation on District Improvement Financing
- Quarterly MV Workforce Investment Board and its monthly Planning/Career Center Committee
- New Salisbury DPW Director Lisa DeMeo
- Primary Design – kickoff June 28, presentation August 31
- Internal Discussion about data on our websites (www.mvpc.org and www.mvmb.biz)
- FHWA/FTA on-site certification review process
- RPA Regional Services Meeting – sharing of best practices
- EDA Representative Debra Beavin visit – Haverhill/Lawrence
- Skills Workforce Cabinet Meeting Planning Session 2
- Boxford Solar Field Ribbon Cutting with Dennis
- Staff Retreat/Strategic Planning Exercise
- Priority Development Area (PDA) Task Force Meeting
- Groveland DPW Creation conversation with Finance Director Denise Dembkoski
- Internal bi-weekly meetings to support the Regional Housing Plan (Conard, Parquette, Vincent and Whitten)
- Round 1 of Community Housing Workshops (needs conversation) in Salisbury, Haverhill, Boxford and Methuen
- Planning Meetings for Round 2 of Community Housing Workshops (goals and strategies conversation) for Andover, Newbury and Haverhill
- Quarterly Planning Directors’ Luncheon – Regional Housing Plan and EPA Brownfields Assessment Program
- HC Media Interview on housing with MHP Executive Director Clark Ziegler
- Lawrence Partnership Board Meeting – Boston Federal Reserve Chairman, Alliance for Business Leadership as guest speakers
- Increasing Access to your Workforce Forum – MV Chamber of Commerce and MV Transportation Management Association
- Haverhill Bank VP Lending Maureen Stillwell and VP Business Development Melissa Cerasuolo re: MVED Revolving Loan Fund
- Guest speaker at Haverhill Rotary Meeting
- Panelist at Statewide Conference – Implementing Best Practices (Community Compact)

Coming Attractions

- 9/25 – Georgetown Board of Selectmen meeting re: industrial parcel
- 9/26 – CEDS Meeting in Newburyport. Topic: Natural Resources
- 9/27 – Regional Housing Plan Open House #2 in Haverhill
- 9/28 – Municipal Vulnerability Preparedness program training
- 9/28 – Newburyport Housing Workshop
- 10/5 – Pictometry training (2 sessions, webinar to follow)
- 10/11 – Lawrence Housing Workshop #2 (goals and strategies)
- 10/18 – Community Resilience & Chemical Safety training
- 10/19 – Newbury Housing Workshop #2 (goals and strategies)
- 11/13 - Citizen Training Planning Collaborative (CTPC) session: Roles and Responsibilities of Planning and Zoning Boards

Merrimack Valley Mayors & Managers Coalition (MVMMC)

- June 21st meeting hosted by Mayor Donna Holaday at the Newburyport Senior/Community Center. Topics discussed included the MV branding effort and planning for a session re: stormwater management in conjunction with the Town Administrators and DPW Directors
- Numerous meetings and phone calls regarding the Amazon HQ2 RFP
- September 20th hosted by Primary Design in downtown Haverhill. Topics included an update on our branding and marketing campaign, along with the Amazon HQ2 RFP and the draft Merrimack River cleanup RFP
- Next meeting is October 18th, with Secretary of A & F Michael Heffernan as guest speaker. Andrew Flanagan of Andover is hosting.

Massachusetts State Employees' Retirement System

MVPC, along with 6 other RPAs, received a letter from the Retirement systems stating that after 42 years of being members of the State retirement system, MVPC is now required to contribute to the system. MARPA has appointed Janet Pierce, the Executive Director of CMRPC, to represent them on the committee required in the 2016 budget to resolve this issue.

UPDATE: We presented to Nick Favorito (State Retirement Board) and A&F Undersecretary Jennifer Sullivan on August 15th at the MARPA meeting to present further information educating them on our uniqueness and fiscal challenges. The next meeting of the working group was set for September 7th. It was subsequently cancelled with no rescheduled date offered as of yet.

7. Contracts

The following Contracts and Proposals request the authorization of the Commission.

- Andover \$4500 FY18 MIMAP (and upgrade to MIMAP2.0)
(No matching funds required)
- Georgetown \$3000 FY18 MIMAP (in-house and public-facing MIMAP deployments)
- Groveland \$1500 FY18 MIMAP (no matching funds required)
- Lawrence \$2000 FY18 MIMAP 2.0 Covers operation of MIMAP 2.0 through June 30, 2018
- Lawrence \$3300 FY18 Parcel Mapping (plus the use of 10 hours of Local Technical Assistance (LTA) time)
- Merrimac \$1500 FY18 MIMAP
- Merrimac \$3500 Parcel Update and Mapping
- Methuen \$4000 FY18 MIMAP (in-house and public-facing)
(No matching funds required)
- Newbury \$1500 FY18 Mobile Stormwater Inspector. MVPC's development and hosting of the mobile Stormwater data collection app
- Newbury \$4500 FY18 MIMAP and Parcel Update
(No matching funds required)
- North Andover \$2000 FY18 MIMAP
(No matching funds required)
- Rowley \$2000 FY18 Municipal Lighting Plant Contract.
Covers operation of their electric utility FIS/Mobile application through June 30, 2018
(No matching funds required)

- Salisbury \$5000 Mobile apps for DPW. This is a contract MVPC bundled the mobile applications to manage all DPW infrastructure into one contract. Includes setup and operation of the apps through June 30, 2018
(No matching funds required)
- Salisbury \$1500 FY18 MIMAP
(No matching funds required)
- West Newbury \$4000 FY18 MIMAP and Parcel Update
(No matching funds required)
- Newburyport \$100,000 Subgrant awarded through the Merrimack Valley Brownfields Revolving Loan Fund. The subgrant is for cleanup of hazard materials contamination at segment of the Clipper City Rail Trail Phase 2, rear of 157 Water St.

**8. Guest Speaker – Larry Field, Deputy Executive Director
Mass Smart Growth Alliance – Great Neighborhoods**

Mr. Field presented a power point presentation on the Zoning Reform Initiative in the Commonwealth. After viewing the presentation, several Commissioners had comments and a lengthy discussion ensued. The Commissioners asked that Ms. Conard consult with staff and planners in the region to formulate a position on the Great Neighborhoods legislation, which would be shared with the Commission. Ms. Conard agreed to do so.

9. CEDS & Regional Housing Plan Update

Mike Parquette, Comprehensive Planning Manager presented a power point updating the Commissioners on all the activity that has taken place on the Regional Housing Plan since the Commission. Angela Vincent, Economic Development Planner, will present a CEDS update at the October 19 meeting.

10. Commission Meeting Format Moving Forward

Chairwoman Park reported that she spoke with Commissioners regarding changing the format of the Commission meetings including more comprehensive topics for discussion and commission involvement with MVPC’s fifteen communities and how minutes are recorded, to mention a few.

11. Local and Regional Issues

12. Other

13. Adjourn

**There was a motion by Commissioner Snow and second by Commissioner Murphey to adjourn.
Meeting adjourned at 9:07pm**

I hereby certify that these minutes are an accurate account of the Merrimack Valley Planning Commission meeting held on September 21, 2017.

Ed Ramsdell, Secretary