

MERRIMACK VALLEY PLANNING COMMISSION

Monthly Meeting of January 16, 2020

Meeting Location

MVPC Offices
160 Main Street, Haverhill

Time: 7:00 pm

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of December Meeting Minutes
4. Warrant for December
5. Chairman's Comments
6. Director's Report
7. Contracts
8. Executive Director Search Committee Update
 - Authorize Hiring of Theresa Park as Executive Director
9. Personnel Committee
 - Executive Session to conduct contract negotiations with Executive Director and to reconvene in Open Session
10. Story Map Presentation on Municipal Vulnerability Preparedness Program (MVP) by GIS Staff: Jerrard Whitten and Mikayla Minor
11. Local and Regional Issues
12. Other
13. Adjourn

MERRIMACK VALLEY PLANNING COMMISSION

ROLLCALL FOR THE MONTH OF JANUARY 16, 2020

TAKEN BY: Kathleen Bradley Colwell, Secretary _____

COMMISSION COMMITTEE MEETING

AMESBURY

Robert Laplante C[]
Vacant A[]

ANDOVER

Lisa Schwarz C[]
John J. McDonnell A[]

BOXFORD

Jim Barnes, Treasurer C[]
Joe Hill A[]

GEORGETOWN

John Cashell C[]
Vacant A[]

GROVELAND

Rebecca Oldham C[]
Robert Arakelian A[]

HAVERHILL

April Der Boghosian C[]
William Pillsbury A[]

LAWRENCE

Vilma Martinez-Dominguez C[]
Vacant A[]

MERRIMAC

John Thomas C[]
Vacant A[]

METHUEN

Kathleen Bradley Colwell, Secretary C[]
William Buckley A[]

NEWBURY

Martha Taylor C[]
Peter Paicos A[]

NEWBURYPORT

Rick Taintor C[]
Bonnie Sontag A[]

NORTH ANDOVER

Rick Byers C[]
Jean Enright A[]

ROWLEY

Robert Snow, Chairman C[]
Joe Perry A[]

SALISBURY

Lou Masiello C[]
Jerry Klima A[]

WEST NEWBURY

Brian Murphey C[]
Vacant A[]

REPRESENTATIVE-AT-LARGE

Brad Buschur C[]
Heather McMann A[]

MINUTES

Thursday – December 19, 2019

1. **Call to Order** – Chairman Snow called the meeting to order at 7:09pm.
2. **Roll Call** – Secretary Colwell called the roll and declared a quorum present. The following Commissioners and Staff were in attendance:

Commissioners

Amesbury	Robert Laplante
Boxford	Jim Barnes, Treasurer
Georgetown	John Cashell
Lawrence	Vilma Martinez-Dominguez
Merrimac	John Thomas
Methuen	Kathleen Bradley Colwell, Secretary
Newbury	Martha Taylor and Peter Paicos
Newburyport	Rick Taintor
North Andover	Rick Byers
Rowley	Robert Snow, Chairman
Salisbury	Lou Masiello and Jerry Klima
West Newbury	Brian Murphey
Rep-At-Large	Brad Buschur and Heather McMann

Staff

Tony Komornick, Transportation Program Manager
Jen Dunlap, Finance Administrator
Nancy Lavallee, Office Administrator
Mikayla Minor, GIS Technician
Jerrard Whitten, GIS-IT Program Manager
Betsy Goodrich, Senior Transportation Planner
Jim Terlizzi, Senior Transportation Engineer
Mary Kay Beninati, Senior Transportation Engineer
Nate Robertson, Community & Economic Development Planner
Jen Hughes, Environmental Program Manager

Guests: Karen Conard
Mike Parquette

3. Adoption of November Meeting Minutes

Chairman Snow reviewed the November minutes and recommended the Commission's authorization for adoption.

Vote: There was a motion by Commissioner Byers and seconded by Commissioner Murphey to approve the November meeting minutes. The November minutes were approved. Commissioner Martinez-Dominguez abstained.

4. Warrant for November

Treasurer Jim Barnes reported that he reviewed the November Warrant and recommended the Commission's authorization for adoption.

Vote: There was a motion by Commissioner Taylor and seconded by Commissioner Murphey to approve the November Warrant. The November warrant was approved. Commissioner Martinez-Dominguez abstained.

5. Chairman's Comments

Chairman Snow welcomed everyone to the holiday celebration and added there will be a very abbreviated meeting! In the first order of business, he formally acknowledged the resignation of Chairperson Theresa Park as both Commissioner representing the City of Lawrence and Chairperson. With that said, he welcomed Vilma Martinez-Dominguez as Commissioner representing the City of Lawrence. Vilma is the Community Development Director for the City.

As Acting Chairman, Mr. Snow proposed the next order of business recommending that the Commission appoint Anthony Komornick, MVPC's Transportation Program Manager, as Acting Executive Director, following the resignation of outgoing Executive Director Karen Conard, until an Executive Director is hired.

Vote: There was a motion by Commissioner Byers and seconded by Commissioner Barnes to approve the recommendation to appoint Anthony Komornick as Acting Executive Director. The motion was unanimously approved.

Chairman Snow updated the commissioners on the search process for a new Executive Director. The Search Committee (consisting of Robert Snow, Lisa Schwarz, Kathleen Colwell, Martha Taylor, Lou Masiello, John Cashell along with staff members Jen Dunlap and Tony Komornick) met on December 3rd with consultant Bernie Lynch to review the 22 resumes received. The committee held a first round of interviews on December 11th and 12th and anticipates conducting second interviews with finalists.

Chairman Snow extended well wishes to Karen Conard with her new position as City Manager for the City of Portsmouth, NH. She was presented with a framed set of photos of the Commissioners and Staff along with other gift tokens from the commissioners representing their community.

6. Executive Director's Report

Acting Executive Director, Tony Komornick, highlighted the Executive Director's activities since the last meeting in November. He reported that Ms. Conard met with Amesbury Mayor-Elect Kassandra Gove to assist in her transition as Mayor. She spoke with State Senator Diana DiZoglio relative to developing a scope of work in support of the \$100,000 grant anticipated from EOEEA for a pilot flagging program in Newburyport.

On December 4, Ms. Conard hosted the Quarterly Planners' Luncheon Meeting with presentations on the City of Lowell's Bike/Pedestrian Plan, MVPC's MVP (Municipal Vulnerability Preparedness) Story Map and Methuen's Riverfront Master Plan. In addition, on December 6, she held the Semi-Annual Joint Meeting of the State Legislative Delegation with Mayors, Town Managers and Town Administrators at the Haverhill Innovation Hub at Harbor Place. Guest speakers included Lynn Mayor Tom McGee and Bedford Town Manager Sarah Stanton of the Commuter Rail Communities Coalition. Ms. Conard attended the December MARPA meeting – topics included Partnership for Growth, the new statewide economic development plan, CHAPA's Municipal Engagement Initiative and the 2020 U.S. Census.

7. Contracts

The following contracts were presented for authorization by the Commission.

- **MassDEP - \$50,000**

Merrimack River District Commission – Creation and support of the Merrimack River District Commission to be housed at MVPC. The majority of the funding will support a scope of work that will establish a consistent, unified, and dependable framework for decisions and funding priorities within the Merrimack River Basin, which will be composed of two central pieces:

- A unified vision and statement of regional goals

- A strategy for a centralized hub of data to support communication, education, funding priorities, research, regulatory compliance, and consensus-building

Vote: There was a motion by Commissioner Barnes to authorize the above-mentioned contract and seconded by Commissioner Taylor. The contract was unanimously approved.

- **Executive Office of Energy and Environmental Affairs (EOEEA) - \$100,000**

Conduct work to establish a pilot flagging program in Newburyport on the Merrimack River

Vote: There was a motion by Commissioner Byers to authorize the above-mentioned contract and seconded by Commissioner Barnes. The contract was unanimously approved.

- **Newburyport - \$3,026.85 (No match required)**

GPS Tracking: Covers the operation of GPS tracking services for the City's private contractors for a period of six (6) months.

Vote: There was a motion by Commissioner Thomas to authorize the above-mentioned contract and seconded by Commissioner Barnes. The contract was unanimously approved.

- **UNH (University of New Hampshire) - \$35,953**

Consultant doing the following work under the MVPC Department of Marine Fisheries contract:

1. Marsh Erosion and Feasibility Study (Joppa Flatts in Newburyport)
2. Marsh Slope and Migration Study (Great Marsh, Essex MA)

Vote: There was a motion by Commissioner Colwell to authorize the above-mentioned contract and seconded by Commissioner Taylor. The contract was unanimously approved.

8. Local and Regional Issues - None

9. Other -None

10. Adjourn

There was a motion by Commissioner Colwell and second by Commissioner Murphey to adjourn the meeting at 7:23pm.

I hereby certify that these minutes are an accurate account of the Merrimack Valley Planning Commission meeting held on December 19, 2019.



Kathleen Bradley Colwell
Secretary



MERRIMACK VALLEY PLANNING COMMISSION
DECEMBER 2019
MONTHLY WARRANT # 6
 January 16, 2020

Check #	Amount	Vendor	Description
16670	\$ 1,449.36	BANK OF AMERICA PAYMENTS	CREDIT CARD CHARGES-DEC'19
16671	\$ 192.16	BANK OF AMERICA-BANK FEES	SERVICE CHARGES
16672	\$ 507.88	COMCAST	PHONE/INTERNET SERVICE-DEC'19
16673	\$ 48,371.28	COMMONWEALTH OF MASS./GIC	EMPLOYER INSURANCE PREMIUMS-Q4-19
16674	\$ 9,100.00	COMMUNITY PARADIGM ASSOCIATES,	EXECUTIVE DIRECTOR SEARCH CONSULTANT SERVICES
16675	\$ 342.00	COSTAR REALTY INFO. INC.	DIRECT(DLTA)-REAL ESTATE DATA SUBSCRIPTION (2 MOS.)
16676	\$ 36,288.85	CREDERE ASSOCIATES, LLC	DIRECT(EPA)-BROWNFIELDS CONSULTANT
16677	\$ 30.24	CRYSTAL ROCK LLC	WATER/COOLER RENTAL-DEC'19
16678	\$ 1,234.74	CTS LANGUAGE LINK	DIRECT(MADOT)-DOCUMENT TRANSLATION SERVICES
16679	\$ 540.00	ROBERT J. DEFUSCO	DIRECT(DLTA)-2020 ROAD SERVICES BID PROCUREMENT
16680	\$ 242.86	DELL MARKETING LP	COMPUTER SUPPLIES-MONITORS
16681	\$ 261.84	GRANTS MANAGEMENT SYSTEMS	ACCOUNTING SFTWR.LIC./MAINT.FEES & FORMS-DEC'19
16682	\$ 850.00	JILLFRANCES GRAY	GRAPHIC DESIGN OF MVPC SIGNAGE
16683	\$ 863.38	JENNIFER HUGHES	DIRECT EXPENSE REIMB.(INCLDS.EPA CONFERENCE)-DEC'19
16684	\$ 250.00	KIA MOTORS FINANCE	MVPC VEHICLE LEASE-DEC'19
16685	\$ 20.88	ANTHONY KOMORNICK	EXPENSE REIMBURSEMENT-DEC'19
16686	\$ 460.00	ELLEN KUHL	CLEANING - DEC'19
16687	\$ 112.80	NANCY LAVALLEE	EXPENSE REIMBURSEMENT-THROUGH JAN'20
16688	\$ 313.26	MAILFINANCE	POSTAGE METER LIC/LEASE-3 MOS.
16689	\$ 311.10	MERR.VALLEY ECON. D.C.	RENT UNIT G-MAR'20
16690	\$ 3,348.96	MVPC REGIONAL RES.C.	RENT UNITS A-H,F-MAR'20
16691	\$ 2,000.00	NADO	ANNUAL MEMBERSHIP DUES
16692	\$ 722.21	NATIONAL GRID (GAS CHARGES)	GAS CHARGES-DEC'19
16693	\$ 327.76	NATIONAL GRID	ELECTRICITY-DEC'19
16694	\$ 452.12	NE COPY SPECIALISTS, INC.	COPIER MAINTENANCE-QTRLY
16695	\$ 159.00	NORTH OF BOSTON MEDIA GROUP	DIRECT(AMESBURY)-ADJUDICATORY BRD.MEETING NOTICE
16696	\$ 228.00	NORTHEAST DIGITAL IMAGING,LLC	CONARD FAREWELL PRESENTATION PIECE
16697	\$ 218.07	PETER PHIPPEN	DIRECT EXPENSE REIMB.-DEC'19
16698	\$ 952.65	NATHANIEL ROBERTSON	DIRECT EXPENSE REIMB.(INCLDS.EPA CONFERENCE)-DEC'19
16699	\$ 593.15	STAPLES CREDIT PLAN	OFFICE SUPPLIES
16700	\$ 24.36	JAMES TERLIZZI	DIRECT EXPENSE REIMB.-DEC'19
16701	\$ 159.96	VERIZON WIRELESS	IPAD DATA CHARGES (4)-DEC'19
16702	\$ 811.81	VERIZON CONNECT NWF,INC.	DIRECT(NBPT)/ADMIN.-GPS FLEET MONITORING-DEC'19
16703	\$ 485.00	WAGE WORKS	PREMIUM ONLY PRETAX BENEFITS PLAN ANNUAL FEE

\$ 112,225.68

Warrant Paid Items:

NONE

TOTAL WARRANT \$ 112,225.68 **TOTAL PASS THRU TO DIRECT PROJECTS = \$ 38K

*****ADMINISTRATIVE ITEMS OF NOTE**

PPROVED BY:

ROBERT SNOW, ACTING CHAIRMAN

Date

Monthly Commission Meeting

Chairman's Report

January 16, 2020

- Thank you to all who were able to participate in our December Commission meeting, holiday party and send-off for Karen. A good time was had by all and I know Karen appreciated all of our well wishes and community mementos/gifts.
- Tonight, in addition to our usual agenda, we will hear a report from the Executive Director Search Committee (consisting of Lisa Schwarz, Kathleen Colwell, Martha Taylor, Lou Masiello, John Cashell and myself along with staff members Jen Dunlap and Tony Komornick). I am pleased to announce that we will be presenting our recommendation for the Executive Director position and requesting authorization of the hiring of Theresa Park. **Welcome Theresa!**

If Theresa is authorized by the Commission as the new Executive Director, immediately following the ED Search Committee report and Commission vote, we will have a report from the Personnel Committee and enter into Executive Session to discuss the Executive Director contract negotiations.

- The second highlight of the evening will be a Story Map Presentation on the Municipal Vulnerability Preparedness Program (MVP) by our own GIS staff: Jerrard Whitten and Mikayla Minor.
- Lastly, as a reminder, the February Commission meeting scheduled for February 20th will include the usual budget discussion and adoption along with approval of the FY21 Assessment rates. The Finance Committee will convene to review the finances sometime before the Commission meeting. Current Finance Committee members consist of Treasurer Jim Barnes, Joe Perry and Lisa Schwarz. If anyone else is interested in participating on the Finance Committee, please let me know now or sometime in the next two weeks.

MONTHLY COMMISSION MEETING
Executive Director's Report
January 16, 2020

Meetings/Activities of Note

- Staff participated in January 2nd Open Interviews for the two finalists for the Executive Director position.
- Staff meeting/Social Media Outreach Meeting on January 6th.
- Attended Transportation Program Managers Meeting that was held in Leominster on January 7th.
- Participated in Merrimack Valley Stormwater Coalition/DPW Directors meeting that was held on January 8th.
- Attended Elderly Transportation Forum that was held in Lawrence on January 10th.
- Participated in staff MVP Storyboard meeting where we discussed options for developing this tool that can be used in conducting MVP public outreach.
- Worked with Environmental Staff on developing options for creating flagging system on the Merrimack River for the City of Newburyport. Jennifer Hughes and I met with NECCO President Lane Glenn and Kelly Bovio, Regional Director for Congressman Moulton, earlier today to further discuss this matter.
- Participated in test ride of an MVRTA commuter bus in the Breakdown Lane along I-93 Corridor between the Anderson Transportation Center in Woburn and Boston.
- Prepared and sent notices for January 22nd MVMPO Meeting
- Staff participated in a conference call with Pavement Management software vendor CarteGraph to review how their newer software version could benefit MVPC and communities in the region.
- Participated with staff in call to MAPC to discuss the latter's upcoming work with WIBs in the North Shore, MVPC and NMCOG regions in the Northeast Regional Transportation, Housing, and Workforce Strategy project.
- Participated in Kick-Off meeting for the Merrimack Valley Regional Transit Authority's Comprehensive Regional Transportation Plan Kick-off meeting that took place earlier today.

Contracts & Proposals

January 16, 2020

The following Contract requires the authorization of the Commission.

- **Cultural Asset Mapping Contract between MVPC and ECCF - \$7,500**
To create a cultural asset database and host a series of sessions across the region to identify and strengthen our arts and culture ecosystem. No matching funds required.
- **Newburyport - \$7,500**
FY2020 parcel update and operation of MIMAP for FY2020. No matching funds required.
- **Kieran Kesner - \$30,000**
Consultant to perform phragmites mapping via Aerial Drone in Salisbury and Great Marsh Partnership Marketing.

MVPC Commission Meeting Dates

October 2019 – June 2020
(3rd Thursday of the Month)

2019

~~October 17~~

~~November 21~~

~~December 19~~

2020

January 16

February 20

March 19

April 16

May 21

June 18