

MERRIMACK VALLEY PLANNING COMMISSION

Monthly Meeting May 21, 2020

Virtual Go To Meeting

Time: 11:00 am

Join this meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/649340165>

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Access Code: 649-340-165

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of April Meeting Minutes
4. Warrant for April
5. Chairman's Comments
6. Director's Report
7. Contracts
8. Nominating Committee - Election of Officers
9. Equal Employment Opportunity/Affirmative Action Policy Statement and Plan Update - 2020
10. Local and Regional Issues
11. Other
12. Adjourn

MINUTES

Thursday – April 16, 2020

Virtual Commission Meeting (GoToMeeting)

Recorded from MVPC, 160 Main Street, Haverhill, MA

Consistent with the Governor’s orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting, but every effort will be made to allow the public to view and listen to the meeting in real time. Persons who wish to do so are invited to watch the meeting on the MVPC web site or join the meeting from your computer, tablet or smartphone by using the link: <https://global.gotomeeting.com/join/748821525> or you can also dial in using your phone by calling +1 (571) 317-3112 and using access code 748-821-525. In the event that live transmission proves infeasible, an audio or video recording, transcript or other comprehensive record of the meeting will be made available on the MVPC website as soon as possible.

1. **Call to Order** – Chairman Snow called the meeting to order at 11:05 am
2. **Roll Call** – Secretary Colwell called the roll and declared a quorum of 8 commissioners present at the time of roll call with 4 commissioners arriving later in the meeting (denoted with an “*”) for a total of 12 attending commissioners. The following Commissioners and Staff were in attendance:

Commissioners

Amesbury	Robert Laplante
Andover	Lisa Schwarz
Boxford	Jim Barnes, Treasurer
Groveland	Rebecca Oldman*
Lawrence	Pedro Soto
Methuen	Kathleen Bradley Colwell, Secretary
Newbury	Martha Taylor*
Newburyport	Rick Taintor
North Andover	Rick Byers*
Rowley	Robert Snow, Chairman
Salisbury	Lou Masiello
Rep-At-Large	Brad Buschur*

Staff

Theresa Park, Executive Director
Tony Komornick, Transportation Program Manager
Jerrard Whitten, GIS-IT Program Manager
Jennifer Hughes, Environmental Program Manager
Nate Robertson, Community & Economic Development Planner
Jenifer Dunlap, Finance Administrator
Nancy Lavalley, Office Administrator
Betsy Goodrich, Senior Transportation Planner
Jim Terlizzi, Transportation Engineer
Dan Ovalle, Field Services Specialist
Mary Kay Beninati, Sr. Transportation Planner
Steve Lopez, Sr. GIS Analyst
Mikayla Minor, GIS Analyst

3. Adoption of February 20 Meeting Minutes

Chairman Snow reviewed the February 20 minutes and recommended the Commission's authorization for adoption.

Vote: There was a motion by Commissioner Laplante and seconded by Commissioner Colwell to approve the February 20 meeting minutes. The February 20 minutes were unanimously approved by Secretary Colwell's roll call vote of 9 attending commissioners.

4. Warrants for February and March

Warrant for February

Treasurer Barnes reported on the February Warrant and recommended the Commission's authorization for adoption.

Vote: There was a motion by Commissioner Snow and seconded by Commissioner Colwell to approve the February Warrant. The February warrant was unanimously approved by Secretary Colwell's roll call vote of 9 attending commissioners.

Warrant for March

Treasurer Barnes reported on the March Warrant and recommended the Commission's authorization for adoption.

Vote: There was a motion by Commissioner Snow and seconded by Commissioner Schwarz to approve the March Warrant. The March warrant was unanimously approved by Secretary Colwell's roll call vote of 9 attending commissioners.

5. Chairman's Comments

Chairman Snow welcomed the commissioners and expressed that we are all living through an unprecedented period and effects of the COVID-19 and recognized how front-line health care workers are facing the greatest challenge in their lifetime. While public safety is the utmost concern, MVPC staff have made adjustments to continue operating as productively as possible while continuing to enter into new contracts and making progress with existing initiatives.

He added that until Governor Baker gives the Executive Order for people to resume work and home life, meetings will be conducted virtually.

Chairman Snow is establishing a Nominating Committee to next year's slate of officers. Commissioners interested in participating on the committee or wish to be considered as an officer, please contact him by the end of next week (April 24).

Mr. Snow extended his well wishes to Commissioner John Cashell, who after being hospitalized for being tested positive for the COVID-19 virus, has returned home and on his road to recovery.

6. Executive Director's Report

MVPC's Executive Director, Theresa Park, noted that her first eight weeks with MVPC she has a good sense of the range of work within the organization. Despite the sudden impact of the COVID-19, she is proud that the staff continues to work remotely maintaining their workload in key program areas as detailed in her comprehensive report. She attended and participated in MVPC-led meetings pertaining to CEDS, MPO, MVP, Green Communities, TEDS, and MRDC. She actively participated in weekly virtual meetings with local and state officials on the status of COVID-19. Ms. Park highlighted activities for the following MVPC departments.

Transportation:

The Merrimack Valley MPO held a virtual meeting on March 25th to identify and discuss roadway/bridges/trail/transit projects in the MPO's Draft FFY 2021-2025 TIP. The MVMPO released Draft Amendment #6 to the MPO's FFYs 2020-2024 TIP. This amendment reflects the increased cost of the Bradford Rail Trail – Phase II project. The next virtual MPO meeting will be held on April 22nd. She added that due to the COVID-19 impact on transportation, traffic studies are on hold at this time.

Environment:

The MVP (Municipal Vulnerability Program) is underway with Merrimac, North Andover and Rowley. Ms. Park reviewed the Brownfields Program projects in Methuen, Newburyport and Haverhill. She highlighted that Coastal Metals in Merrimac is seeking additional funding and have provided a scope of work, cost estimate and schedule. She added that other site work and assessment is ongoing in Amesbury and Lawrence. The MRDC (Merrimack River District Commission) framework is in full swing with meetings of the Steering Committee and smaller work groups.

GIS:

Groveland Municipal Light Department entered a contract for the GIS Program (mobile & Desktop applications). She added that the Pictometry aerial flight was scheduled for April 15 with imagery delivery/availability in July followed with municipal access and training in August/September timeframe.

Community and Economic Development:

A CEDS meeting was held on February 27 at the New England Die Cutting manufacturing facility in Methuen. The Merrimack Valley Cultural Asset Mapping Project working with the Essex County Community Foundation to engage and catalyze the arts and culture community. Ms. Park added that MVPC is busy building out a regional data portal to synthesize, update and present a wide myriad of data for our region including demographics, available real estate, and businesses.

7. Contracts

The following contracts were presented for authorization by the Commission.

Grant/Local Community

- **Amesbury - \$4,500** (No match required) – Annual Parcel Mapping Contract
- **Georgetown - \$1,500** (+21 hrs. LTA) – Annual Parcel Mapping Contract
- **Groveland Municipal Light Dept.- \$3,500** (No match required) – Development of Mobile & Desktop Applications Electric Utility
- **Rowley - \$ 4,400** (No match required) – Annual Parcel Mapping / MIMAP Contract

MVPC to receive funding from Amesbury, Georgetown, Groveland and Rowley to provide the above GIS products and updates.

Note: There was a motion by Commissioner Soto to authorize the above-mentioned contracts and seconded by Commissioner Byers. The contract was unanimously approved by Secretary Colwell's roll call vote of 9 attending commissioners.

- **Rowley – \$15,000** (No match required)- Municipal Vulnerability Preparedness (MVP) Planning

MVPC to receive funding from Rowley to provide MVP planning assistance. Funds to be expended by June 2020.

Consultants and Subgrant Agreements / Loans

- **Town of Merrimac** - Costal Metals EPA Brownfields Site – TOTAL +/- \$230,000 (30% Loan, 70% Grant)

MVPC to pay the Town of Merrimac directly from the EPA Brownfields Revolving Loan Fund +/- \$155,000 in a grant and \$75,000 in a loan. The Town of Merrimac will use the loan/subgrant to remove and remediate contamination to prepare the site for an affordable housing developer. The Town will provide the 20% match of +/- \$46,000.

- **Brown and Caldwell** – Consultant, EOEEA Newburyport Flagging Project - \$90,000

Consultant to be paid directly from EOEEA project funding to utilize existing information on river hydraulics from previous time of travel studies as well as information on CSO triggers to develop the first evolution of an early alert system for the City of Newburyport. The intention is that this scope of work will shape the first phase of an evolutionary system by uniting prior studies with real-time rainfall and streamflow conditions to assist in identifying the possibility of dangerous bacteria levels in Newburyport due to upstream CSO events. Further, the hope is that this work ultimately evolves beyond this initial phase into a real-time data monitoring and alert system for bacteria from any source as pilot technology for real-time testing is reviewed and approved.

Vote: There was a motion by Commissioner Byers to authorize the above-mentioned contracts and seconded by Commissioner Barnes. The contracts were approved by Secretary Colwell's roll call vote of 12 attending commissioners. 10 commissioners approved and 2 abstaining (Commissioner Soto and Rep-At-Large Brad Buschur).

- **GIS Planning** – Consultant, EDA Data Portal Project - \$39,600

Consultant to be paid directly from EDA Data Portal Project funding to provide us with a customized, easy-to-use, Data Portal for the Merrimack Valley. GIS Planning has deployed their data tools throughout the nation and are considered a leader in the field.

Vote: There was a motion by Commissioner Laplante to authorize the above-mentioned contract and seconded by Commissioner Masiello. The contract was approved by Secretary Colwell's roll call vote of 12 attending commissioners. 11 commissioners approved and 1 abstaining (Rep-At-Large Brad Buschur).

8. Local and Regional Issues

Salisbury Commissioner Lou Masiello reported that after two years of negotiations with the contractor, the Salisbury Planning Board approved the 231 apartments to be built at Salisbury beach.

Commissioner Soto reported that the Lupoli PUD (Planned Unit Development) at the Lawrence Riverwalk has been approved.

9. Other - None

10. Adjourn

There was a motion by Commissioner Laplante and second by Commissioner Colwell to adjourn the meeting at 11:45 am. The motion was unanimously approved by Secretary Colwell's roll call of 12 attending commissioners.

I hereby certify that these minutes are an accurate account of the Merrimack Valley Planning Commission meeting held on April 16, 2020.

Kathleen Bradley Colwell
Secretary



MERRIMACK VALLEY PLANNING COMMISSION
APRIL 2020
MONTHLY WARRANT # 10
 May 21, 2020

Check #	Amount	Vendor	Description
16803	\$ 6,367.48	BANK OF AMERICA PAYMENTS	CREDIT CARD CHARGES-APR'20 - DIRECT(DMF)-MICROPLASTIC ANALYSIS SUPPLIES \$1800
16804	\$ 172.33	BANK OF AMERICA-BANK FEES	SERVICE CHARGES-APR'20
16805	\$ 18,964.17	BROWN AND CALDWELL	DIRECT(DEP)-MERRIMACK RIVER DECISION FRAMEWORK CONSULT.
16806	\$ 12,469.26	BROWN AND CALDWELL	DIRECT(EOEEA)-NBPT FLAGGING PILOT CONSULT.
16807	\$ 665.64	COMCAST	PHONE/UPGRADED INTERNET SVC-APR'20
16808	\$ 14,152.11	CREDERE ASSOCIATES, LLC	DIRECT(EPA)-BROWNFIELDS CONSULTANT
16809	\$ 9.99	CRYSTAL ROCK LLC	WATER COOLER RENTAL-APR'20
16810	\$ 157.71	CTS LANGUAGE LINK	DIRECT(MADOT)-DOCUMENTS TRANSLATION SERVICES
16811	\$ 460.00	ELLEN KUHL	OFFICE CLEANING-APR'20
16812	\$ 250.00	GRANTS MANAGEMENT SYSTEMS	ACCTG. SOFTWARE/LIC.FEES-APR'20
16813	\$ 250.00	KIA MOTORS FINANCE	MVPC VEHICLE LEASE - APR'20
16814	\$ 15,000.00	KIERAN KESNER	DIRECT(DMF)-GREAT MARSH OUTREACH/MKTGING CONSULTANT 50%
16815	\$ 1,000.00	MASS.ALLIANCE FOR ECONOMIC DEV.	DIRECT(DHCD)-ANNUAL MEMBERSHIP DUES-BUS.IND.DATA, ETC.
16816	\$ 472.18	NATIONAL GRID (GAS CHARGES)	GAS CHARGES-APR'20
16817	\$ 333.99	NATIONAL GRID	ELECTRICITY-APR'20
16818	\$ 670.65	NE COPY SPECIALISTS, INC.	COPIER MAINTENANCE CHARGES-Q120
16819	\$ 1,737.75	NORTH OF BOSTON MEDIA GROUP	DIRECT(MADOT)-LEGAL NOTICES
16820	\$ 720.00	PHILLIPS,GERSTEIN,&CHANNEN	DIRECT(EPA)-LEGAL FEE-CONTRACT REVIEW
16821	\$ 6,650.00	SEASIDE SUSTAINABILITY, INC.	DIRECT(DMF)-MACROPLASTIC MAPPING & CLEANUP-FINAL PMT
16822	\$ 163.79	THREE LANTERN MARINE & FISHING	DIRECT(DMF)-BOAT SUPPLIES-LIFE VESTS, ETC.
16823	\$ 2,706.04	UNIVERSITY OF NEW HAMPSHIRE	DIRECT(DMF)-JOPPA FLATS SALTMARSH CONSULTANT
16824	\$ 544.60	VERIZON CONNECT NWF,INC.	DIRECT(NBPT)/ADMIN.-FLEET MONITORING FEES-APR'20
16825	\$ 199.95	VERIZON WIRELESS	IPAD DATA CHARGES (5)-APR'20
	\$ 84,117.64		

Warrant Paid Items:

NONE

TOTAL WARRANT	\$ 84,117.64	**TOTAL PASS THRU TO DIRECT PROJECTS = \$ 45K
		***TOTAL PASS THRU NWF/DMF GREAT MARSH RESTORATION = \$ 31K

APPROVED BY:

ROBERT SNOW, ACTING CHAIRMAN

Date

Monthly Commission Meeting

Chairman's Report

May 21, 2020

- We have entered Phase I of the Governor's reopening plan, which can be found here <https://www.mass.gov/info-details/reopening-massachusetts>. I encourage you to review the information to see how your community will be affected.
- We will conduct the June meeting virtually before we recess for summer. Meeting at 11am seems to work for everyone so will keep that timeslot unless anyone feels otherwise.
- MARPA has hired Tremont Strategies to help respond to H.48. They have worked with the regional planning agencies to craft and send a letter to the Chairman of House Ways and Means Committee, Rep. Michlewitz.
- The Nominating Committee will be presenting a slate of officers this evening for your vote.
- A warm welcome back to John Cashell. We're happy to see you back and fully recovered.

MONTHLY COMMISSION MEETING

Executive Director's Report

May 21, 2020

The staff continue to adhere to work from home advisory, the productivity remains high as we expand and utilize technical capacity to meet or exceed our work expectations. We continue to monitor the State's guidelines as we enter into Phase I of the State's reopening plan. MVPC will be developing its own operational guidelines until public safety can be confidently assured. In other areas:

- Attended two virtual MARPA meetings to discuss DLTA, COVID responses, and retirement legislation.
- Attended and participated in many MVPC-led meetings and discussions pertaining to MPO, MVP, Green Communities, MRDC and Newburyport Early Alert System.
- Reviewed a MassWorks grant application from the City of Lawrence at the request of EOHED.
- Attended the Lawrence Partnership Board meeting as ex-officio.
- Participated in tri-state Seacoast Managers/RPA (ME, NH, and MA) effort to coordinate beach access/openings.
- Provided input to the Executive Office of Housing and Economic Development on proposed changes to their MassWorks program
- Conduct bi-weekly program managers' meeting to coordinate
- Initiated weekly calls with Economic Development/Planning/Community Development staff to share time-sensitive ideas and resource, including grants coming out of the CARES Act.
- Respond to inquiry from State Rep. Lenny Mirra regarding the Housing Production Plan and 40B.
- Consolidated and provided information on COVID-19 to Mayors, Managers and Administrators.
- Participate in several weekly calls with the Lt. Governor, mayors and managers in the greater Boston area, and the MMA with regard to COVID-19 efforts underway.

Meetings/Activities of Note

Transportation Program updates:

The Merrimack Valley MPO held a Virtual Meeting on April 22nd. Key items for discussion were:

- Approval to release MVMPO's Draft FFYs 2021-2025 TIP for Public Review and Comment.
- Approval to release Draft Coordinated Public Transit – Human Services Transportation Plan for Public Review and Comment.
- Endorsement of Amendment #6 to the MPO's FFYs 2020-2024 TIP. This amendment reflects the increased cost of the Bradford Rail Trail – Phase II project;
- Endorsement of Amendment #1 to the MPO's FFY 2020 Unified Planning Work Program. This amendment will facilitate upgrading of the MVPC's Pavement Management Software.

The next Virtual Meeting of the MVMPO will be held on May 27th.

Completed nighttime data collection for Park St to Park St. Pedestrian Study, noting streetlight effectiveness and completing a video of the corridor.

Release of Revised Draft Park St. to Park St. Pedestrian Study of Route 28 in Methuen and Lawrence.

Prepared MPO's Draft FFYs 2021 to 2025 TIP for Public Review. This included moving the Groveland Community Trail from FFY 2022 to 2021 and rearranging funding for the replacement of 9 2009 MVRTA transit buses.

Implemented MVPC's outreach efforts as contained in the MVMPO's Public Participation Plan for the Draft MVMPO FFYs 2021 to 2025 TIP and the Draft Coordinated Public Transit - Human Services Transportation Plan.

Held two Virtual Public Hearings for review of the Draft MVMPO FFYs 2021 to 2025 TIP and the Draft Coordinated Public Transit - Human Services Transportation Plan.

Began preparation of the MPO's Final Draft FFYs 2021-2025 TIP, including preparing the required Greenhouse Gas analyses and incorporating the MVRTA's recently endorsed FFYs 2021 to 2025 Capital Plan and MVRTA's recently endorsed Transit Asset Management (TAM) Plan into the document.

Began collecting West Newbury sidewalk location and condition data.

Began collecting Groveland sidewalk location and condition Data.

Continued mapping of the Complete Streets projects in the region, which will be incorporated into a story map and included in the Active Transportation Plan.

Continued preparing the MVMPO's Draft FFY 2021 Unified Planning Work Program.

Provided assistance to the Town of Merrimac in support of its efforts to undertake an ADA Transition Plan.

Provided data on bridges in North Andover and Rowley to environmental staff for incorporation into Municipal Vulnerability Preparedness planning workshops that MVPC will be conducting.

Continued updating the Master Traffic Count Database file. This effort includes incorporation of some historical count data that goes back to the late 1970s.

Working with local DPW Directors and our Joint Purchasing consultant to improve the effectiveness of MVPC's Joint Procurement Services.

Gathering and analyzing crash data, plotting crash locations, setting up the capacity analyses, and writing document text in preparation for future gathering of traffic volume data for Road Safety Audits at these locations:

- Haverhill: Main Street (Route 125) in vicinity of Primrose Street and Marsh Avenue;
- Haverhill: Lowell Avenue, between River Street and the northerly corner
- Lawrence: Haverhill Street (Route 110) at Lawrence Street.

Started working with Rick Taintor on creating a video for the Active Transportation Plan.

Regularly participate in the MVRTA's Regional Transit planning process.

- Working with a designer to create a flyer for the MVRTA to be given to seniors by the RMV.
- Assisting the MVRTA with a grant application for a new micro-transit service.
- The MVRTA has asked for our assistance on data collection and analysis for a Fare Equity Analysis. This work is just beginning.
- Continue to work with the MVRTA and Trillium on the route marker project and updating the GTFS.

Currently working with WikiMapping to create a crowd sourcing tool for public participation in the Active Transportation Plan.

Working with Lisa Pearson and Elder Services of the Merrimack Valley to apply for a grant to provide transit rides for seniors needing to get to medical appointments in Boston. Amesbury may also participate.

Environmental Program updates:

Municipal Vulnerability Program

- Merrimac – A virtual listening session was held on April 27th with over 30 virtual attendees. The final summary of findings was submitted to the state MVP program earlier this month.
- North Andover – Virtual Core Team meeting was held and an online survey to determine the town's top Natural Hazard Threats was completed. Work started to update the Hazard Mitigation Plan. North Andover's virtual workshops are scheduled beginning May 14th and will run through the end of the month.
- Rowley –MVPC held Rowley's virtual Core Team meeting on April 22nd. A survey to identify the town's Natural Hazard Threats is underway. The first Rowley virtual planning workshop will be held late this month with two additional virtual workshops the first week of June.

Brownfields Program

- Merrimac – Coastal Metals seeking additional funding and have provided a scope of work, cost estimate and schedule. RLF subgrant drafted for +/- \$1550k and a Loan of \$75K. Merrimac has approved the documents and the Board of Selectmen is expected to sign them at their next May meeting.
- Methuen – provided assessment funding to complete EPA project eligibility work and then conduct cleanup planning to support Methuen's efforts to demolish a portion of their Highway Department Building containing asbestos. Final bid documents were received this week.
- Newburyport – MVPC has received an additional request for cleanup funding for contaminated land adjacent to the Clipper City Rail Trail site. MVPC has agreed to fund this request out of program income (i.e. revolved loan funds).
- Other site work and assessment is ongoing in Haverhill, Amesbury and Lawrence.

Stormwater Collaborative/MS4 Support

- Completed work on O&M procedures for open space and other municipal sites in Rowley and Boxford to meet MS4 permit requirements. These O&M procedures are in draft format to be reviewed with the municipalities. Work ongoing.
- May 13th Stormwater Collaborative meeting was held virtually and was conducted in collaboration with Greenscapes North Shore. A consultant from Sde Engineering presented a well-attended workshop on IDDE investigations. Over 20 Merrimack Valley Stormwater Collaborative and Greenscapes members attended.

Green Communities

- MVPC has the opportunity to add municipalities to its REPA grant. Signed MOUs have been received from Newburyport, Lawrence and Haverhill and were submitted to DOER.
- Final grant reporting was submitted for Lawrence. There is a small amount to be expended on their designation grant which will include assistance in organizing their energy tracking software and possibly training.
- Rowley was to hold a meeting on the stretch code later this month but had to delay that meeting due to the virus outbreak. A tentative new date has been set in June.

Merrimack Valley Regional Multi-Hazard Mitigation Plan

- MVPC did not reapply for Hazard Mitigation grant funding to update the regional plan. Some communities, i.e. Georgetown and North Andover, received MVP funding for combined HMP/MVP plans. The remaining 12 communities that were part of the Hazard Mitigation plan will be informed that the plan expires in 2021. MVPC will reach out and offer assistance in applying for grant funding.

Open Space

- Assisting West Newbury with Conservation Restriction monitoring. This has been put on hold until site visits can be conducted.

Affordable Access to Regional Coordination (AARC)

- Preparing a PowerPoint to present to municipalities, housing authorities and others to educate them on Energy Efficiency Assistance available for low-income homeowners and renters. In process of revising our list of deliverables due to delays presented by the virus outbreak.

Merrimack River District Commission

- Work on the MRDC framework is in full swing with meetings of the second meetings of the Steering Committee and Technical Advisory Group set for May 28th and June 2nd respectively.
- Work has also begun on the early alert system. MVPC participated in a white board session held by Brown and Caldwell and plans to hold a meeting with Mayor Holaday and Senator DiZoglio next week.

- Currently working with the Merrimack River Watershed Council on a MassDEP 319 grant proposal to serve as the Non-Point Source Coordinator in Essex County in the Merrimack River Watershed.

GIS Program updates:

Projects, Contracts and Grant Opportunities

- Completed creation and deployment of Electrical Inspector mobile application for Groveland Municipal Light Department (mobile & desktop applications)
- Proceeding on comprehensive water system updated working with the Salisbury Public Works Department.
- Completed preparation of Tri-Town Hydrant Locator mobile application.
- Re-enrolled Newburyport in GPS tracking program for Department of Public Services (FY21).
- Updating Open Space for Georgetown.
- Conducted Municipal Vulnerability Planning workshops with Environmental Program.
- Produced Complete Streets story map for Transportation Program.
- Processed quarterly available property inventory to support WeAreMV initiative.

Pictometry

- Pictometry flights completed during 4/15-4/19 timeframe, imagery currently being rolled out via Connect Explorer online application. Anticipating July/August timeframe for rollout of imagery to MVPC resources/MIMAP.

IT Hardware and Software

- Developed mailing list process for centralized mailing list management.
- Supporting deployment of Cartegraph software for Transportation Program.

Community Initiatives

- Amesbury – completed FY21 parcel update
- Georgetown – updated OS layer per request, FY2021 parcel update underway
- Groveland – provided draft open space/trails mobile application, completed deployment of electrical inspector for GMLD
- Haverhill – may be providing mapping support for student wifi access.
- Rowley – completed FY21 parcel update, system map update with RMLP (underway)
- Salisbury – launching project for comprehensive water system update
- West Newbury – initiating mapping for Historic Property Survey

Community and Economic Development updates:

Comprehensive Economic Development Strategy

- Merrimack Valley Cultural Asset Mapping Project. Working with the Essex County Community Foundation to engage and catalyze the arts and culture community. We have been working diligently since the COVID-19 pandemic to retool the project in a way that still accomplishes our goals but keeps people safe. The project is now live at PlaceAndMeaning.MVPC.org – we are doing outreach with the arts/culture communities and our municipal partners to solicit input from the public

CARES Act

- Applying to the new CARES Act funding set aside for EDD Districts

Data Portal

- Building out a regional data portal to synthesize, update, and present a wide myriad of data for our region including demographics, available real estate, and businesses. Significant progress has been made on the Data Portal. We have stepped up its level of importance due to the COVID-19 pandemic. We anticipate a product will be beta ready in a months' time, several months ahead of schedule.

Economic Adjustment Assistance (EAA) Grant

- Working with one of its CEDS Committee members on applying for a \$600K EAA grant from EDA.

Targeted Economic Development Strategy (TEDS)

- Reviewing applicants and working with our TEDS Advisory Board to solicit more applications.

We Are MV . com

- Updated the available property inventory on the property search section.
- Updated the COVID-19 Resources Page – which compiles information and resources for small businesses who have been impacted by COVID-19.

Housing

- Produced a Regional Housing Developers Database, a compilation of housing developers who have done projects in the region. This database serves to help communities be more proactive about what housing products they wish to see in their communities (i.e. single family home cluster development, mixed use affordable housing, dense residential market rate etc)

Contracts

May 21, 2020

The following Contracts require the authorization of the Commission.

Grants/Local Community Contracts

- **Newburyport - \$8,000 (No match required) – GPS Fleet Monitoring for Department of Public Service (DPS) vehicles FY2021**
- **Salisbury - \$17,500 (No match required) – Reorganization and hosting of Water System data for Department of Public Works (DPW) and Operation of Mobile Applications for FY 2021**

MVPC to receive funding from Newburyport and Salisbury to provide the above GIS products and updates.

2020 Report of the Nominating Committee

Committee Members:

Robert Snow of Rowley
Robert Laplante of Amesbury

The Nominating Committee reviewed the roster of MVPC Commissioners and recommends for election the following:

Chairman: Robert Snow of Rowley
Vice Chairman: Kathleen B Colwell of Methuen
Secretary: Robert Laplante of Amesbury
Treasurer: James Barnes of Boxford

Election held at the Commission's meeting of May 21. Commissioners should feel free to make nominations from the floor.

EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION POLICY STATEMENT AND PLAN



MERRIMACK VALLEY PLANNING COMMISSION STATE FISCAL YEAR 2020

As Approved by the Commission - February 18, 2016

Updated - May 18, 2017
Updated - May 17, 2018
Updated - May 16, 2019
DRAFT Update - May 2020

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160 Main Street
Haverhill, MA 01830-5061

(978) 374-0519
mvpc.org

I have received, reviewed, and understood the MVPC's Equal Employment Opportunity/Affirmative Action Policy Statement and Plan.

Employee Signature: _____

Date: _____

Cover Graphic: Image source:

http://content.time.com/time/specials/packages/article/0,28804,1855805_1855806_1855809,00.html from Getty Archives

Disclaimer

The MVPC reserves the right to amend this document without prior notice.

1. Policy Statement

It is a Merrimack Valley Planning Commission (MVPC) policy to not discriminate against any employee or applicant for employment because of age, children, citizenship, color, creed, disability, gender identity or expression, genetics, marital status, military status (including active, reserve, veteran), national origin, race, receipt of public assistance, religion or sexual orientation.

Accordingly, the MVPC shall:

- promote Equal Employment Opportunity (“EEO”) among those who seek employment with MVPC
- provide equal advancement opportunity for MVPC employees, to promote from within whenever possible
- make concerted efforts to ensure that MVPC staffing is representative of the region’s racial and ethnic diversity
- take steps to ensure realization of equal employment opportunity in all of MVPC’s affairs and in those organizations doing business with the MVPC
- comply with all Commonwealth and Federal Laws relating to EEO and Affirmative Action (“AA”).

The MVPC is committed to the practice of equal employment opportunity in all personnel matters, including, but not limited to: recruitment, hiring, training, promotion, demotion or transfer, termination, disciplinary actions, compensation, benefits and layoffs.

Any contracts that the MVPC enters into shall include an article prohibiting discriminatory employment practices by contractors, subcontractors and suppliers of goods or services based on race, creed, sex, age, color, religion, national origin, sexual orientation, genetics, marital status, veterans status, military status or disability. The non-discrimination article shall include a provision requiring contractors and suppliers of goods or services to give written notice of their commitments under this article to any labor union, association, or brotherhood with which they have collective bargaining or other agreement. Such notice shall also be given to minority, disabled, and women contractors and minority, women and disabled contractor associations. The MVPC shall make every effort to solicit goods and services from minority and women-owned business enterprises directly and shall require contractors

As of May 1, 2020, the MVPC staff consisted of fourteen individuals: One Executive Director and four department heads or Officials and Administrators (36%); eight Professionals (57%) and one Administrative Support staff (7%). Eleven staff are full-time employees and three staff are part-time employees.

Staff then organized MVPC staff job titles/positions among the above three EEO groups as shown in Table 4.1 below:

Table 4.1: Classification of MVPC Agency Job Titles according to Federal Equal Employment Opportunity Job Categories	
MVPC Job Titles	Federal Equal Employment Opportunity Job Category
Executive Director	1 Officials and Administrators
Transportation Program Manager	1 Officials and Administrators
Environmental Program Manager	1 Officials and Administrators
GIS Program Manager	1 Officials and Administrators
Finance Administrator	1 Officials and Administrators
Coastal Coordinator	1 Professionals
Sr. Transportation Planner	3 Professionals
Field Services Specialist	1 Professionals
Senior GIS Analyst	1 Professionals
Community & Economic Development Planner	1 Professionals
GIS Analyst	1 Professionals
Executive Assistant/Office Administrator	1 Administrative Support

An MVPC Organizational Chart illustrating the hierarchy of positions and staff persons is shown in Figure 1 on the following page:

Table 4.4 below shows a distribution of MVPC employees by employment category and by race or Hispanic or Latino Origin (if self-reported):

Table 4.4: Number of MVPC Employees by Race, Hispanic or Latino Origin, and Employment Category					
Race or Origin	Employment Category				
	O/A	Professionals	Technicians	Administrative Support	Total
W	4	7	0	1	12
B/AfAm	0	0	0	0	0
NH/PI	0	0	0	0	0
Asian	1	0	0	0	1
AI/AN	0	0	0	0	0
TOMR	0	0	0	0	0
Subtotal	5	7	0	1	13
DNR	0	1	0	0	1
Total	5	8	0	1	14
HLO	0	0	0	0	0

Regional Labor Force Comparison by Gender and Race

The MVPC’s reasonable recruitment area is the MVPC region. MVPC communities comprise (80%) of what was formerly Essex County, Commonwealth of Massachusetts. The Commonwealth continues to produce labor market data for each the geographic areas that constituted its former counties, and accordingly, MVPC uses this ‘county’ level data. Therefore, the MVPC’s affirmative action goal is to have MVPC’s workforce match the availability of females and minorities in the labor force of the region that we serve.

Gender

Table 4.5 below compares the proportion of females in MVPC’s workforce with the proportion of females in the labor force of the MVPC region by employment category:

Table 4.5: Labor Force Comparison by Gender¹			
Employment Category	Number of MVPC Employees	Percent Female	
		MVPC	MVPC Region
O/A	5	60%	43.5%
P	8	37.5%	59.3%
T	0	0%	63.6%
AS	1	100%	64.4%

¹ 2006-2010 American Community Survey (ACS) – “EEO Tabulation”

Race and Hispanic Origin

Table 4.6 below shows proportions of employees by race and Hispanic origin in two groups: a) the MVPC staff* and b) in the MVPC region

Table 4.6: Race and Hispanic Origin by Employment Category																
Employment Category	# of MVPC Employees	# of MVPC Employees Responded	Race												Origin	
			W		B/AfAm		TOMR		AI/AN		NH/PI		ASIAN		HLO	
			MVPC %	Merrimack Valley Region %	MVPC %	Merrimack Valley Region %	MVPC %	Merrimack Valley Region %	MVPC %	Merrimack Valley Region %	MVPC %	Merrimack Valley Region %	MVPC %	Merrimack Valley Region %	MVPC %	Merrimack Valley Region %
O/A	5	5	80	90.7	0	2.1	0	.6	0	.2	0	0	20	3.3	0	3
P	8	7	100	87	0	2.4	0	.4	0	.1	0	0	0	6.1	0	3.5
T	0	0	100	83.2	0	5.4	0	.1	0	0.3	0	0	0	3.7	0	6.8
AS	1	1	100	88.1	0	2.6	0	.9	0	.1	0	.1	0	1.6	0	6.3

*employees who self-reported

¹ 2006-2010 American Community Survey (ACS) – “EEO Tabulation”

Table 7.1: Summary of MVPC Employment Activities During 2019

OFCCP CATEGORY Officials and Managers Job Group	External Hires		External Applicants		Promotion Into Job Group		Promotions Within Job Group	
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES
W								
B/AfAm								
NH/PI								
As		1						
AI/AN								
TOMR								
DNR				22				
Total (count each person only once)	0	1		22	0		0	0
HLO								
	Voluntary Terminations		Involuntary Terminations		Layoffs			
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES		
W		1						
B/AfAm								
NH/PI								
As								
AI/AN								
TOMR								
DNR								
Total (count each person only once)		1	0	0	0	0	0	0
HLO								

Table 7.2: Summary of MVPC Employment Activities During 2019

OFCCP CATEGORY Professionals Job Group:	External Hires		External Applicants		Promotion Into Job Group		Promotions Within Job Group	
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES
W						1		
B/AfAm								
NHPI								
As								
AI/AN								
TOMR								
DNR								
Total	0	0	0		0	1	0	0
HLO								
	Voluntary Terminations		Involuntary Terminations		Layoffs			
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES		
W		0						
B/AfAm								
NHPI								
As								
AI/AN								
TOMR								
DNR								
Total	0	0	0	0	0	0		
HLO								

MERRIMACK VALLEY
ECONOMIC DEVELOPMENT CORPORATION
Annual Organizational Meeting of May 21, 2020

Meeting Location

Virtual on-line meeting
Time: 11:45 am

Agenda

- I. Call to Order
 - Jim Barnes, President
2. Adoption of Previous Minutes
3. Update on Existing Loans and Status of Capital for RLF
 - New Loan(s)
 - Loan Payoffs
4. Update on Projects and Expenses
5. Election of Officers - Vote
 - President, Jim Barnes
 - Treasurer, Kathleen B. Colwell
 - Secretary, Robert Laplante
 - Executive Director, Theresa Park
6. Adjournment

MERRIMACK VALLEY ECONOMIC DEVELOPMENT CORPORATION
MINUTES OF ORGANIZATIONAL MEETING
JANUARY 17, 2019

1. Call to Order

President Barnes called the meeting to order at 8:11pm and declared a quorum present.

The following were in attendance:

Members

Commissioners

Amesbury	Robert Laplante
Andover	Lisa Schwarz
Boxford	Jim Barnes, Treasurer
Georgetown	John Cashell
Groveland	Rebecca Oldham
Haverhill	April Der Boghosian
Newbury	Martha Taylor
Newbury	Peter Paicos, Alternate
Rowley	Robert Snow, Vice Chairman
West Newbury	Brian Murphey
Rep-at-Large	Brad Buschur

Staff

Karen Conard, Executive Director
Joe Cosgrove, Environmental Program Manager
Tony Komornick, Transportation Program Manager
Mikayla Minor, GIS Technician
Betsy Goodrich, Sr. Transportation Planner
Jen Dunlap, Finance Administrator
Nancy Lavallee, Office Administrator

2. Adoption of Minutes

In Secretary Ramsdell's absence, MVPC's Nancy Lavallee reported that Mr. Ramsdell reviewed the November 16, 2017 minutes and recommended their adoption.

Board Member Snow entertained a motion to approve the minutes and seconded by Board Member Murphey. *The minutes were unanimously approved.*

3. Update on Existing Loan and Status of Capital for RLF

MVPC's Finance Administrator, Jen Dunlap, reported on the EDA RLF program activities for the past 14 month's activities, including that MVED has \$145,000 available to be loaned. Ms. Dunlap added that there is one loan with North End Deli that is in default and that we are in discussions with them for potential payoff.

- a. **New Loans 2018** – G's Restaurant, Haverhill - \$35,000
- b. **Current Loans**
 1. Jessica's Brick Oven
 2. Osgood Properties - Jimmy's Pizza
 3. Janitech
 4. N.E. Deli – In Default for \$8,000
 5. Boston Best Cookie d/b/a HP Cookie
 6. G's Restaurant
- c. **Pending Loan** – Jessica's Brick Oven for \$50,000
- d. **Loan Payoff** – No Loans have been paid off in the past 14 months
- e. **Total Principal Outstanding through December 31, 2018** - \$505,372 (6 loans)

4. Update on Projects and Expenses

MVPC's Finance Administrator, Jen Dunlap, reported on MVED's FY18 projects and expenses including total Revenue of \$33,052 (Net Rental Income of \$1,957 and Program Income of \$31,095), total Expenses of \$32,094 (Operating Expenses of \$31,144 and Tax filing fees of \$950), and a net gain of \$958. The new fund balance is \$6,320. Dunlap noted that MVED owns 8.5% of the land and building.

5. Election of Officers

Board Member Snow made a motion to accept the following slate of officers and second by Board Member Schwarz. *The motion was unanimously approved.*

- President, Jim Barnes
- Treasurer, Robert Snow
- Secretary, Ed Ramsdell
- Executive Director, Karen Conard

6. Adjournment

The meeting adjourned at 8:19pm. Board Member Murphey made a motion to adjourn and second by Board Member Taylor. *The motion was unanimously approved.*

Merrimack Valley Economic Development, Inc. (MVED)

Revolving Loan Fund (RLF) Fun Facts

5/21/20

MVED RLF began in 1997 - \$869,220

Federal (EDA) - \$644,220

State - \$225,000

Loans – 40

Loaned - \$3.6 Million

Written off (5) - \$218K

Jobs Retained – 935

Jobs Created – 313

Communities Represented by Loans

Haverhill (12) - \$755,000

Lawrence (17) - \$1,431,000

Methuen (5) - \$710,000

North Andover (6) - \$671,775

Merrimack Valley Economic Development, Inc. (MVED)

Revolving Loan Fund (RLF) Activities

Since last annual meeting of January 2019 (16 Months)

5/21/20

Loans Paid off in full

6/19 - **Jessica's Brick Oven** (October 2010, 10 year loan) - **\$300,000**

Loans Written off

None

New Loans

2/19 - **Jessica's Brick Oven** (Equipment Loan, 5 yrs./7.5%) - **\$55,775**

6/19 - **Jessica's Brick Oven** (new Methuen building renovation, 5 yrs./7%) - **\$200,000**

Principal Outstanding

7 Loans Current - \$495,093

1 Loan in Default - \$8788 (Payoff is being discussed)

TOTAL = \$503,881

Funds Available to be Reloaned - \$102,000

Funds grow at the rate of \$14K per month

Merrimack Valley Economic Development, Inc. (MVED)

Annual Meeting – Financial Update

Fiscal Year ending June 30, 2019

5/21/20-

Income

Net Rental Income (8.5%)	\$ 1,452
RLF Program Income	<u>\$25,850</u>
TOTAL Income	\$27,302

Expenses

RLF Operating	\$25,850
Professional fees-tax filings	<u>\$ 950</u>
TOTAL Expenses	\$26,800

Net Gain \$ 502

Fund Balance

RLF Operating	\$ 0
Rental Activities	\$ 6,822

MERRIMACK VALLEY PLANNING COMMISSION

REGIONAL RESOURCE CENTER, INC.

Annual Organizational Meeting of May 21, 2020

Meeting Location

Virtual on-line meeting
Time: Noon

Agenda

1. Call to Order
 - Robert Snow, President
2. Adoption Previous Minutes
3. Update on Condominium Matters
 - Jen Dunlap, Finance Administrator
4. Update on Projects and Expenses
5. Election of Officers - Vote
 - President, Kathleen B. Colwell
 - Treasurer, Jim Barnes
 - Secretary, Robert Laplante
 - Executive Director, Theresa Park
6. Adjournment

**MERRIMACK VALLEY PLANNING COMMISSION
REGIONAL RESOURCE CENTER
MINUTES OF ORGANIZATIONAL MEETING
JANUARY 17, 2019**

1. Call to Order

President Snow called the meeting to order at 8:20pm and declared a quorum present.

The following were in attendance:

Members

Commissioners

Amesbury	Robert Laplante
Andover	Lisa Schwarz
Boxford	Jim Barnes, Treasurer
Georgetown	John Cashell
Groveland	Rebecca Oldham
Haverhill	April Der Boghosian
Newbury	Martha Taylor
Newbury	Peter Paicos, Alternate
Rowley	Robert Snow, Vice Chairman
West Newbury	Brian Murphey
Rep-at-Large	Brad Buschur

Staff

Karen Conard, Executive Director
Joe Cosgrove, Environmental Program Manager
Tony Komornick, Transportation Program Manager
Mikayla Minor, GIS Technician
Betsy Goodrich, Sr. Transportation Planner
Jen Dunlap, Finance Administrator
Nancy Lavallee, Office Administrator

2. Adoption of Minutes

In Secretary Ramsdell's absence, MVPC's Nancy Lavallee reported that Mr. Ramsdell reviewed the November 16, 2017 minutes and recommended their adoption.

Board Member Barnes entertained a motion to approve the minutes and seconded by Board Member Murphey. *The minutes were unanimously approved.*

3. Update on Mortgage and Condominium Matters

Executive Director Karen Conard reported on the Legion Condo Association and building status. MVPC-RRC owns 91.5% of the land and building.

- Steve Ramey of Fortis Construction has his condo for sale.

4. Update on Projects and Expenses

Ms. Dunlap reported on the following MVPC-RRC income and expenses for FY18.

The total income is \$16,225 (Net Rental). Total related expenses are \$15,756: Strategy Matters - Vision Sessions payment 2 & 3 of 3 (\$2,466), LLBean MVPC Logo Vests (\$1,289.78), and ESRI-ARC GIS Maintenance fee reimbursement (*partial costs) of \$12,000. There is a net gain of \$469 and a total fund balance of \$150,800.

5. Nomination and Election of Officers

President Snow presented the slate of candidates and asked the group for volunteers. Board Member Murphey made a motion to nominate the slate of candidates and seconded by Board Member Schwarz. *The motion was unanimously approved.*

- President, Robert Snow
- Treasurer, Jim Barnes
- Secretary, Ed Ramsdell
- Executive Director, Karen Conard

6. Adjournment

Board Member Barnes made a motion to adjourn at 8:24pm and seconded by Board Member Murphey. *The motion was unanimously approved.*

Ed Ramsdell, Secretary

MVPC Regional Resource Center, Inc. (RRC)

Annual Meeting – Financial Update

Fiscal Year ending June 30, 2019

5/21/20

Income

Net Rental Income (91.5%) \$13,115

TOTAL Income **\$13,115**

Expenses

Marketing \$ 7,060

Website Redesign 50% - \$6750

LLBean MVPC vests - \$310

Other:

ESRI ARCGIS Maintenance share \$ 5,000

TOTAL Expenses **\$12,060**

Net Gain **\$ 1,055**

Fund Balance

Rental Activities/Building **\$ 151,855**

Leasehold Improvements – 160 Main Street

5/21/20

First Floor Completed – Fall 2018

Painting/Repairs	\$14,125
Carpet	\$ 5,604
Window Blinds	\$ 5,124
Electrician	<u>\$ 4,888</u>
Total	\$ 29,741

First Floor Completed – Fall 2019

Network wiring redesign	\$18,550
Painting/Repairs	\$15,700
HVAC 2 nd and 3 rd Floor	\$ 9,562
Electrician	\$ 5,510
Carpet	\$ 4,417
Window Blinds	\$ 4,370
Junk Removal/Recycling	<u>\$ 2,677</u>
Total	\$ 60,786

Total Leasehold Improvements \$ 90,527