



Northern Middlesex Council of Governments

NOTICE OF MEETING

A Multi-Disciplinary
Regional Planning
Agency Serving:

Billerica
Chelmsford
Dracut
Dunstable
Lowell
Pepperell
Tewksbury
Tyngsborough
Westford

The next meeting of the **Northern Middlesex Council of Governments (NMCOG)** will be held on **Wednesday, September 20, 2023 at 7:00 p.m.** at **NMCOG Offices, 40 Church St, Suite 200, Lowell, MA 01852** with optional remote access via Zoom. To join this meeting via Zoom, please go to: <https://us02web.zoom.us/j/88101757628?pwd=MIl4dEhJaXFHZEZLNHlxZzNOZHN6dz09>. The Meeting ID is: 881 0175 7628 and Passcode is: 439793. If you are joining by phone, dial (646) 558-8656, Meeting ID# 881 0175 7628

AGENDA

- I. Call to Order and Roll Call**
- II. Election of NMCOG Officers**
- III. Welcome and Introductions to new Council and staff members**
- IV. Approval of Minutes – Minutes from August 2, 2023 (Vote Required)**
- V. Financial Report and Warrant - Income and expense statements 8/2/2023-9/18/2023 (Vote Required)**
- VI. Contract Signatory Authorization between City of Lowell and NMCOG for FY24 Weights and Measures Services (Vote Required)**
- VII. Strategic Planning– Update**
- VIII. Report of the Executive Director, August 2023**
- IX. Community Exchange**
- X. Reminders and Announcements**
 1. NMCOG Annual Council Meeting – October 18, 2023 at 7:00 PM
- XI. Other Business not known at the time of posting of this agenda**
- XII. Adjourn**

Andrew N. Deslaurier
Chair

Jennifer M. Raitt
Executive Director

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Suite 200
Lowell, MA
01852-2686

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www.nmcog.org

CITY/TOWN CLERKS: PLEASE POST PURSUANT TO OPEN MEETING LAW

Please contact Lesley Shahbazian at lshahbazian@nmcog.org with any questions on this agenda.

Northern Middlesex Council of Governments
40 Church Street, Suite 200
Lowell, MA 01852

Minutes from Council Meeting August 2, 2023

I. The August 2, 2023 meeting of the Northern Middlesex Council of Governments (NMCOG) was held hybrid at 40 Church Street, Suite 200, in the conference room and via Zoom. The meeting was called to order by Andrew Deslaurier at 7:00 p.m. The following were in attendance:

Councilors:

- Andrew Deslaurier, Chair, Billerica Select Board
- Christopher Tribou, Assistant Clerk, Billerica Planning Board
- Pat Wojtas, MPO Rep, Chelmsford Select Board
- Douglas Bruce, Chelmsford Alternate
- Heather Santiago-Hutchings, Dracut Select Board
- Michael Pestana, Dracut Planning Board
- Philippe Thibault, Dracut Alternate
- Ron Mikol, Dunstable Select Board
- Jim Wilkie, Dunstable Planning Board
- Gerard Frechette, Treasurer, Lowell Planning Board
- Chuck Walkovich, Pepperell Select Board
- Joan Ladik, Pepperell Planning Board
- Stephen Themelis, Pepperell Alternate
- Alex Lowder, Tewksbury Alternate
- Darrin Wizst, Westford Planning Board

Staff:

- Jennifer Raitt, Executive Director
- Kelly Lynema, Deputy Director
- Sara Paz, Finance and Benefits Manager
- Lesley Shahbazian, Executive Assistant
- Christopher Hayes, Housing and Economic Development Manger
- Jessica Boulanger, Transportation Mobility Specialist
- Isabel Emmet, Regional Land Use Planner
- Shravanthi Gopalan Narayanan, Transportation Planner

Members of the Public in Attendance:

- Andrew Jennings

II. Welcome and Introductions to new NMCOG Council and Staff Members

Mr. Thibault introduced Michael Pestana from Dracut Planning Board who is a new member of the NMCOG Council.

Ms. Raitt introduced Isabel Emmet who is a new staff member at NMCOG. She is a Regional Land Use Planner.

III. Minutes of Meeting: June 21, 2023, June 24, 2023, and July 12, 2023

- The Minutes of the June 21, 2023 meeting were distributed to all Councilors for review. Based on a Motion by Steve Themelis, seconded by Darrin Wizst, on a roll call vote, the Council approved the Minutes of the June 21, 2023 meeting.
- The Minutes of the June 24, 2023 meeting were distributed to all Councilors for review. Based on a Motion by Steve Themelis, seconded by Gerard Frechette, on a roll call vote, the Council approved the Minutes of the June 24, 2023 meeting, as amended.
- The Minutes of the July 12, 2023 meeting were distributed to all Councilors for review. Based on a Motion by Steve Themelis, seconded by Pat Wojtas, on a roll call vote, the Council approved the Minutes of the July 12, 2023 meeting, as amended.

IV. Financial Report and Warrant – Income and Expense Statements 6/20/2023 – 8/01/2023

Ms. Paz, Finance and Benefits Manager, presented the Financial Report and the Warrant for review and approval. Based on a Motion by Gerard Frechette, seconded by Darrin Wizst, following a roll call vote, the Council unanimously approved the Financial Report and Warrant.

V. NMCOG Officers' Report – Executive Director review process and timeline

Mr. Deslaurier introduced a new process for the Annual Review of the Executive Director. Jennifer Raitt will complete her self-evaluation and submit it to Andrew Deslaurier. Each Council member will complete an evaluation form prior to the September 20th NMCOG Council meeting. The ratings of the Executive Director's performance from each member will be compiled by Mr. Deslaurier. This form and process can be adjusted going forward if needed.

VI. Strategic Planning Committee – Update

The Strategic Planning meeting was held on June 24, 2023.

- Discussion and excitement about next steps including input from staff, outreach to people in member communities, and the work of other regional planning agencies in the area.
- There will be a more comprehensive update during the September meeting.

VII. Envision 2050 – the Long-Range Transportation Plan for Greater Lowell 2024-2050

Jessica Boulanger and Shravanthi Gopalan Narayanan gave a brief presentation of the plan. The plan is out for a 21-day public comment period. It will be presented to the MPO for endorsement at their meeting on August 23. If Council has any feedback it will be included in the overall comments in the plan.

Mr. Themelis asked if commuter rail systems, expansion of LRTA, and rail trails are considered part of Transportation. Staff confirmed that they are within the scope of this document. The plan is updated every five years so projects in the future can be added to this document. Staff referenced Chapter Three of the document that include forecasts of the region and what is anticipated in 2030, 2040, and 2050.

Mr. Thibault asked if this report discusses MGL Chapter 40A Section 3A (MBTA Communities). Ms. Raitt explained that this plan does not address this law specifically, but discusses household and population projections and potential land use and economic development, and any corresponding transportation changes.

VIII. Talbot Mills Dam Removal/Concord River Ecological Restoration Project

This project is undergoing a MEPA review. Ms. Raitt welcomed the Council's feedback which will be included in the agency's comment letter to MEPA.

Mr. Deslaurier explained that this is a state initiative to remove dams of environmental impact. This dam has been in place for 300 years. The dam is privately owned and came with the purchase of the mill building. The Town isn't against the removal of the dam. Their main concern is the lower water levels of the Concord River, which is their only water source. The Town is working with the State for a separate water intake strategy.

IX. Report of the Executive Director

Ms. Raitt reviewed highlights from her detailed report that was distributed to the Council prior to this meeting.

X. Community Exchange

Dracut – Heather Santiago-Hutchings reported on a 40B project – the owner of the land submitted a Comprehensive Permit application for 300, four-bedroom rental units in 47 buildings. A second 40B is in process on Greenmont Ave.

Lowell - Gerard Frechette reported on the Accessory Dwelling Unit Ordinance.

Westford - Darrin Wizst reported Westford is having the second meeting of the MBTA Communities Multi-Family Committee on August 3.

Pepperell - Chuck Walkovich reported Pepperell had their first meeting after taking the month of July off. Not much to report at the moment. Steve Themelis reported he attended a Planning Board meeting at the Auto Mill site to learn about a 40,000 square foot corporate office being proposed on that property. He also distributed the Strategic Planning Committee questionnaire to all the department heads and will get it back to Jennifer Raitt as soon as possible.

Chelmsford – Pat Wojtas reported that Chelmsford held a public hearing to address the double telephone poles throughout the town with the intention of National Grid removing them.

Billerica – Christopher Tribou reported that there was a Planning Board meeting on July 10th and discussion was that business has slowed down and there have not been many projects taking place lately. Andrew Deslaurier reported that there will be a Town Meeting to vote on 2 major spending articles – a new DPW facility and renovating Billerica Center.

XI. Reminders and Announcements

1. NMCOG Elections
2. NMCOG Council Meeting – September 20, 2023 at 7:00 PM
3. NMCOG Annual Meeting – October 18, 2023 at 7:00 PM

XII. Other Business not know at the time of posting of this agenda

XIII. Adjournment

Following a motion made by Pat Wojtas and seconded by Darrin Wizst, on a voice vote the Council unanimously adjourned the meeting at 8:35 pm.

CLERK'S CERTIFICATE

I certify that this is a true copy of the Minutes of the meeting of August 2, 2023.

Attest:

A handwritten signature in black ink, reading "Mary K. McBride", is enclosed within a thin black rectangular border.

Mary K. McBride, Clerk

WARRANT

DATE: September 20, 2023

AMOUNT: \$ 190,945.41

SIGNED: 
Jennifer Raitt, Executive Director

Signed:
Christopher Trilon
Pat Wojtas
Nancy Smith
John

Representing:
Billerica
Chelmsford
Billerica
DEPUTY

WARRANT

September 20, 2023

Outstanding Check Listing:

| | | | |
|------------------------------|-----------|------------------|---|
| Enterprise Operating Account | \$ | 10.74 | Checks dated 5/2023 presented for payment |
| Enterprise Operating Account | \$ | 909.00 | Checks dated 6/2023 presented for payment |
| Enterprise Operating Account | \$ | 199.00 | Checks dated 8/2023 presented for payment |
| Enterprise Operating Account | \$ | 48,750.58 | Checks dated 9/2023 presented for payment |
| Total | \$ | 49,869.32 | |

ANTICIPATED EXPENSES / INVOICES PENDING

| | | | |
|--------------------------|----|-----------|--|
| Atlantis Ventures | \$ | 8,399.75 | October Rent |
| Canon Financial Services | \$ | 682.83 | September Copier Lease |
| Comcast | \$ | 631.59 | October Service |
| GMS | \$ | 250.00 | Service for August 2023 |
| Guardian IT, Inc | \$ | 6,505.00 | IT services Q3 |
| Guardian Life Insurance | \$ | 315.28 | October Life Insurance |
| MIIA | \$ | 26,753.01 | <i>Est</i> October Health & Dental Insurance |
| National Grid | \$ | 691.41 | Electric Service Aug 10 - Sep 12, 2023 |
| The Lowell Sun | \$ | 292.68 | August public notice |
| Verizon | \$ | 50.00 | September Service |
| W.B. Mason | \$ | 44.94 | Water |
| | \$ | 44,616.49 | |

ANTICIPATED PAYROLL & TAXES

Paydates: September 28, 2023 & October 12, 2023

\$ 96,459.60

TOTAL WARRANT

\$ 190,945.41

Northern Middlesex Council of Governments
BALANCE SHEET
COUNCIL MEETING 09/20/2023

CURRENT ASSETS:

CASH IN BANK AS OF 09/14/2023:

| | |
|---|---------------|
| Enterprise Bank - Investment Acct | \$ 438,850.81 |
| Enterprise Bank - Operating Acct | \$ 49,869.32 |
| Washington Savings - Investment Acct. | \$ 535,785.86 |
| Salem Five 36 MO.CD * | \$ 173,154.00 |
| Restricted Cash Account OPEB (VantageCare RHS-EIP:Vantagepoint MP Trad Growth Dedicated Retirement Health Savings Plan) | \$ 323,376.40 |

TOTAL CASH IN BANK **\$ 1,521,036.39**

ACCOUNTS RECEIVABLE as of 09/14/2023:

| | |
|---------------------------------------|--------------|
| National Fish Wildlife Foundation | \$ 32,156.31 |
| FY24 Q1 Sealers W&M | \$ 13,125.00 |
| FY24 Stormwater | \$ 9,600.00 |
| Non-employee Health & Dental premiums | \$ 11,126.14 |
| Dracut OSRP | \$ 1,885.61 |
| EDA Final | \$ 11,918.49 |
| MassDOT July 2023 | \$ 57,286.24 |

TOTAL ACCOUNTS RECEIVABLES: **\$ 137,097.79**

TOTAL CURRENT ASSETS: **\$ 1,658,134.18**

CURRENT LIABILITIES:

ACCOUNTS PAYABLE :

| | |
|--|----------------|
| Outstanding A/P CHECKS | \$ (49,869.32) |
| ANTICIPATED EXPENSES / INVOICES PENDING | \$ (44,616.49) |
| ANTICIPATED PAYROLL & TAXES (Through October 12, 2023) | \$ (96,459.60) |

TOTAL ACCOUNTS PAYABLE: **\$ (190,945.41)**

Other Outstanding Payables:

| | |
|---|-----------------|
| Contract Advance-DLTA XV | \$ (54,807.00) |
| Due to/from Grantor-MHD Contracts FY94 - FY22 | \$ (125,827.00) |

Total Other Outstanding Payables: **\$ (180,634.00)**

TOTAL CURRENT LIABILITIES: **\$ (371,579.41)**

TOTAL CURRENT FUND BALANCE: **\$ 1,286,554.77**

To: Northern Middlesex Council of Governments, Council and Alternate Members
From: Jennifer Raitt, Executive Director
Re: Executive Director's Report for August
Date: August 2023

REGIONAL PLANNING ACTIVITIES

Transportation/ Northern Middlesex Metropolitan Planning Organization (NMMPO)

- **Envision 2050: Long-Range Transportation Plan**

On August 23, 2023 NMMPO voted to endorse the FY 2024 Long Range Regional Transportation Plan. At that meeting, staff presented comments received through the public comment period and noted how those comments had been addressed in the final plan. The Northern Middlesex Long-Range Transportation Plan (LRTP) Envision 2050 is the comprehensive and equitable vision for the future of transportation in the Northern Middlesex region. The plan identifies and analyzes transportation infrastructure and service improvement needs for the region's transportation system and serves as the policy framework for future investment in our roadway, transit, bicycle and pedestrian network, and serves to position the region for future housing, economic development, and mobility-related projects. To read the full plan document visit: <https://www.nmcog.org/federal-certification-documents>.
- **Northern Middlesex Transportation Improvement Program (TIP)**
 - **FFY 2023-2027 TIP Adjustment 2**

FFY 2023-2027 Northern Middlesex Transportation Improvement Program (TIP) Adjustment 2 involves several changes to existing LRTA projects that are funded with 100% State RTACAP.
 - **FFY 2023-2027 TIP Amendment 5**

FFY 2023-2027 Northern Middlesex Transportation Improvement Program (TIP) Amendment 5 did not receive any public comments during the 21-day public comment period which includes the public meeting held on July 17, 2023.
 - **FFY 2023-2027 TIP Amendment 6**

FFY 2023-2027 Northern Middlesex Transportation Improvement Program (TIP) Amendment 6 involves the programming of Project 608774 - Lowell-Tewksbury Route 38 Intersection Improvements from FFY 2023 to FFY 2024.
- **SS4A Regional Comprehensive Safety Action Plan "Greater Lowell Vision Zero**

Plan”

NMCOG staff have met with leadership in each of our member communities to discuss the Greater Lowell Vision Zero Plan, the Safe Streets and Roads for All Regional Comprehensive Safety Action Plan. NMCOG is accepting proposals from qualified transportation consultants to provide technical work supporting the Plan through this week. The RFP is available on our website under announcements and on [COMMBUYS](#). Work is anticipated to begin on the Greater Lowell Vision Zero Plan in earnest in October, 2023.

- **2023 NMCOG Traffic Counting Program**

NMCOG staff are working with a consultant, Southern Traffic Services (STS), to assist with the Traffic Counting Data Collection Program for the 2023 traffic counting season. NMCOG applied for traffic counting permits from the MassDOT Highway Division to conduct data collection in District 3 and District 4 roadways. Permit approval for the remaining eight sites is anticipated for September 8, 2023. Meanwhile, data collection at previously approved sites is being conducted by STS, having begun in the last week of July. Data collection is planned to continue through the last week of October.

NMCOG staff have received data for counts conducted in July and August. Staff are processing this data to be uploaded to MS2, the transportation data management system utilized by MassDOT. Data collected during the 2023 traffic counting season will inform regional traffic volume reports that address topics such as average daily traffic, regional traffic volume trends, traffic growth, and heavy vehicle monitoring.

- **Lowell Regional Transit Authority (LRTA) Planning Support**

NMCOG has a longstanding and ongoing relationship to provide transit planning support to the LRTA. In August, Blake Acton, Regional Transit Planner II, focused on understanding the LRTA system and connecting with its staff to determine how NMCOG can best support LRTA's initiatives.

NMCOG staff held a meeting with LRTA Administrator Dave Bradley on August 23rd and later with LRTA Assistant Administrator Ali Bent on September 5th. As part of NMCOG's proactive engagement strategy with the LRTA, plans are underway to meet with the entire LRTA team, as well as operations staff from Transdev and MV Transportation. Through this process, NMCOG staff have initiated the scoping of a project to update LRTA's static fixed-route transit maps. For further information, please contact Blake Acton at bacton@nmcog.org.

Weights and Measures

During the months of July 17th, 2023 through August 31st 2023, NMCOG's Weights and Measures program conducted 56 inspections in the communities of Billerica, Chelmsford, Dracut, Littleton, Lowell, Tewksbury, and Westford. All of the 65 inspections conducted during that period were annual inspections. The outcome of these inspections resulted in 431 devices being inspected and sealed. NMCOG's Weights and Measures has recently brought our services to the Town of Tyngsborough and looks forward to being able to serve them for FY24 beginning in October.

Regional and Municipal Digital Equity Planning Program

The Massachusetts Broadband Institute (MBI) has entered into a contract with the Metropolitan Area Planning Commission (MAPC) and NMCOG and MAPC have finalized a subcontract. The complete project budget is \$303,367, including \$130,023 to NMCOG for community engagement and drafting of the plan. NMCOG and MAPC are now reaching out to the lead municipality (Lowell) to develop a schedule for kickoff, which would tentatively be in early October.

NMCOG has also worked with Merrimack Valley Planning Commission (MVPC) to assist MBI in publicizing its Merrimack Valley listening session taking place in Lowell on September 20, 6:00 pm – 8:00 pm. This listening session is for the separate, but related, statewide digital equity plan. NMCOG and MAPC staff are attending this session and will use information shared at this session for the regional plan.

“At Home in Greater Lowell” Regional Housing Strategy

NMCOG staff have scheduled and/or met with several Town Managers and Administrators and their staff to discuss the “At Home in Greater Lowell” Regional Housing Strategy to better understand how the plan can be responsive to each community. NMCOG staff have also begun outlining the role of the advisory committee and are actively seeking suggestions for possible committee members, with the goal of starting the Regional Housing Strategy project as soon as funding is secured, likely in early Fall. In addition, a region-wide kick-off summit is being tentatively planned for November or December 2023.

Comprehensive Economic Development Strategy (CEDS) Economic Development Administration (EDA) Grant

The Greater Lowell Comprehensive Economic Development Strategy (CEDS) for 2020-2024 expires May 30, 2025. This document is critical both for allowing NMCOG and its member communities to receive grants from the Economic Development Administration (EDA) and for coordinating and prioritizing the activities of NMCOG; local, regional, and state economic development agencies; and municipalities.

NMCOG staff have developed a data collection and public outreach process to create a CEDS for 2025-2029 that would kick off in early 2024 for a year-long process with a goal of acceptance in March 2025. NMCOG is finalizing a grant application for the EDA to fund that process. NMCOG staff are conducting a quarterly meeting of the CEDS Committee on

September 11, 2023 to discuss and refine that proposal before grant submission. This meeting will also include updates on the 2023 Schedule of Goals. NMCOG are also consulting with partner agencies to refine the proposal. The total project value is tentatively estimated at \$150,000, which would be funded with a \$75,000 grant and a \$75,000 match.

Climate Pollution Reduction Grant (CPRG)

NMCOG is working closely with the Metropolitan Area Planning Council to coordinate efforts to advance the regional climate planning effort funded through the CPRG. Currently, Daniela Garcia Moreno is serving as a part of the Regional Planning Agency Steering Committee, which will be in charge of leading outreach and engagement effort in our region and coordinating with MAPC.

ASSISTANCE TO INDIVIDUAL COMMUNITIES

- **Multi-Family Zoning Requirement for MBTA Communities**

NMCOG continued MBTA Communities planning work with project coordination kickoff calls with Tewksbury and Westford for mapping GIS boundaries and reviewing proposed districts against the EOHLA's compliance modeling tool. NMCOG also hosted their monthly technical support conference call with all seven participating MBTA Communities from the NMCOG region on August 8th and September 12th. A sample document with Frequently Asked Questions was provided to member communities to be adapted as appropriate by each community. Presentations by NMCOG staff to the Planning Boards of Chelmsford (August 9th) and Billerica (August 21st) detailed potential district boundaries, compliance requirements, and general information on multifamily housing, as well as, solicited feedback from the Boards and Town Planners.

- **HOUSING PRODUCTION PLANS**

- **Dunstable Housing Production Plan**

The Town of Dunstable Affordable Housing Committee is currently reviewing the final draft of the Dunstable Housing Production Plan, which was provided to the Town in late August. The Town and NMCOG have a goal of adoption at the Planning Board and Select Board in October 2023.

- **Lowell Housing Production Plan**

NMCOG and the City of Lowell received more than 800 responses to the Housing, Homes, and Community Survey and are now creating a report based on those responses, in addition to other public outreach conducted throughout the summer. Staff are also completing the comprehensive housing needs assessment, anticipating a completion in early October. Key findings and goals will be presented at a meeting of the Lowell Forward Housing Subcommittee on October 10, and revised goals will be presented at the Lowell Forward Citywide Workshop, open to the public, on October

25, 5:30 pm – 7:00 pm, at the Lowell Senior Center.

- **Dracut Open Space and Recreation Plan**

Daniela Garcia Moreno worked closely with the Town’s Conservation Agent and Assistant Planner, Jackie Anderson, to plan a second Public Forum in the planning process. Scheduled for September 26th, 2023, this will be an opportunity for the public to hear about plan updates and participate in a visioning session to identify priorities to improve open space and recreation in Town.

- **Lowell Open Streets Project**

NMCOG and City of Lowell staff have been working together on a preliminary report to assist in determining the location and other details of a pilot study of closing a portion of Downtown Lowell to vehicular traffic. This would create a pedestrian mall, including additional space for events, programming, and al fresco dining. City of Lowell staff have targeted 2024 for the pilot program, and NMCOG staff are finishing a report with case studies, turning movement and traffic count analysis, parking analysis, and pilot layout alternatives targeting October for a final draft.

- **Pepperell Subdivision Regulations Ordinance**

NMCOG staff are working with the Town of Pepperell on drafting a new ordinance for subdivision regulations. Staff reviewed public comments on the newest draft, many of which were incorporated into the final document. Staff coordinated with the Town Administrator to put together a short presentation summarizing the proposed draft changes based on the comments. The updated draft and presentation will be brought to the Pepperell Planning Board at a meeting in early September.

- **Dunstable Walk Audit**

NMCOG staff held a walk audit with Dunstable Town stakeholders on August 30, and a separate walk audit with Dunstable seniors on September 13, to analyze potential improvements to walkability and safety in Dunstable Town Center. Staff and residents walked through several parts of town to observe how users traveled on foot, which places were ideal for sidewalk development, and what challenges would need to be addressed to make downtown Dunstable more pedestrian-friendly. The third walk audit and first public meeting for this project is scheduled for Wednesday, October 4, where staff will present initial findings and work with the community to identify improvements.

GIS AND DATA SHARING

NMCOG GIS worked with land use and housing planning staff to develop an affordable

housing opportunity scoring system for Dunstable to prioritize parcels with the highest potential for affordable housing. Based on priorities developed with the Town, town parcels were scored based on criteria such as estimated developable area and proximity to water service. The scoring results were integrated into an interactive web map to facilitate review of the results and the identification of properties for development or redevelopment potential.

NMCOG’s Data User Group met to discuss ideas for developing a data resource site for internal data management as well as an external dashboard. In order to support multiple staff GIS users, new Esri ArcGIS licensing was purchased and configured and the initial steps for migrating GIS data and resources to a centralized location were completed.

Support was provided for the Section 3A MBTA Tyngsborough scenario districts and compliance modeling. Training was provided for digitizing scenario districts and calculating required acreages. Dunstable parcel and assessor’s data updates were completed and approved by MassGIS for use in the statewide e911 address system. Staff completed updates to the Dunstable Open Space map and prepared land use statistics. NMCOG GIS worked with transportation staff and the traffic counting vendor to establish the required file formats. NMCOG also organized an Eagleview/Pictometry deployment meeting for communities receiving updated 2023 imagery.

Transition to the new IT managed services provider has progressed smoothly and is expected to be complete in early September. Other IT tasks included onboarding, procurement, and equipment configuration for two new employees and public records retention archiving.

REGIONAL SUPPORT ACTIVITIES

Massachusetts Environmental Policy Act (MEPA) Updates

The Executive Office of Energy and Environmental Affairs has published a Secretary’s Certificate for the Hadley House Project in Lowell, MA, stating that the Project will require a Single Environmental Impact Report. This certificate was published on August 16th, 2023. No additional certificates or projects have been published on the Environmental Monitor at this time.

| MEPA NUMBER AND TYPE OF DOCUMENT FILED | PROJECT NAME AND LOCATION | APPLICANT NAME AND ADDRESS | PROJECT DESCRIPTION | PRIORITY RANK | COMMENT DEADLINE AND STAFF REMARKS |
|--|---------------------------|----------------------------|---------------------|---------------|------------------------------------|
|--|---------------------------|----------------------------|---------------------|---------------|------------------------------------|

| | | | | | |
|----------------------|--------------------------|---|--|---|---|
| EOEEA #16732 EENF | Hadley House, Lowell, MA | Lowell Housing Authority, 350 Moody St., Lowell, MA 01854 | Land transfer to the Lowell Housing Authority (LHA) of the property at 719 Broadway Street in Lowell, MA known as Hadley House. Hadley House is an inventoried Massachusetts Cultural Resource and historic building. The property is currently owned by the Commonwealth of Massachusetts, and held as Article 97 land, making subject to MEPA Filing and Review. | C | Secretary's Certificate Issued August 16 th , 2023 |
|----------------------|--------------------------|---|--|---|---|

Note that the Priority Rankings are defined as follows:

- A Major regional project to be reviewed by the Officers
- B Regional project to be reviewed by staff and approved by Executive Director
- C Local or regional project to be tracked by NMCOG; no MEPA review needed.

For any questions regarding either project undergoing MEPA review, please contact Daniela Garcia Moreno at dgarciamoreno@nmcog.org.

OFFICE SPACE UPDATE

The Executive Director officially signed a lease for new office space at 672 Suffolk Street in Lowell (Wannalancit Mills) in August, 2023, with a move date of December 1, 2023. NMCOG will remain at 40 Church Street through the month of November.