Minutes of Meeting: June 20, 2018

The June 20, 2018 meeting was held at the Northern Middlesex Council of Governments office, 40 Church Street, Lowell, Massachusetts. The meeting was called to order at 7:00 p.m. with Vice Chair Andrew Deslaurier presiding. The following were in attendance, as indicated in Attachment #1:

Councilors

- Andrew Deslaurier, Billerica Board of Selectmen
- Marti Mahoney, Billerica Planning Board
- S. George Zaharoolis, Chelmsford Alternate
- Philippe Thibault, Dracut Alternate
- Roland Nutter, Pepperell Board of Selectmen
- Chuck Walkovich, Pepperell Planning Board
- Stephen Themelis, Pepperell Alternate
- Jay Kelly, Tewksbury Board of Selectmen
- Elizabeth Almeida, Westford Board of Selectmen
- Darrin Wizst, Westford Planning Board

Staff

- Beverly Woods, Executive Director
- Jay Donovan, Assistant Director
- Carmen Bellerose, Financial Officer
- Katrina Garavanian, Executive Assistant

Guests

- Kay Doyle, Esq., Commissioner, Cannabis Control Commission
- David Lakeman, Director of Government Affairs, Cannabis Control Commission

I. PRESENTATION: Cannabis Control Commission

Kay Doyle and David Lakeman of the Massachusetts Cannabis Control Commission provided a presentation to the Council on the new regulations, policies and procedures for recreational marijuana. The licensing process for retail and growing enterprises was also discussed, along with local land use regulations and host community agreements. A copy of the presentation was to be made available to the Council following the meeting.
II. Minutes of Meeting: May 16, 2018

The minutes were distributed to all Councilors for review. Based on a motion made by Stephen Themelis and seconded by Roland Nutter, the Council voted to approve the minutes of the May 16, 2018 meeting. Andrew Deslaurier, Marti Mahoney, and George Zaharoolis, abstained as they were not present at the May meeting.

III. Executive Director’s Report

The Executive Director’s Report was previously distributed to the Councilors for review. Upon a motion made by Steve Themelis and seconded by Roland Nutter, the Council voted unanimously to accept the Executive Director’s Report as presented. The report is included as Attachment #2.

IV. Financial Report and Warrant

Carmen Bellerose presented the Financial Report and the Warrant for review and signature. Based on a motion made by Roland Nutter and seconded by Marti Mahoney, the Financial Report and Warrant were unanimously approved. The Financial Report is included as Attachment #3.

V. Old Business

1. FY 2018 Transportation Improvement Program Amendment

A Summary Narrative of Amendment 4 to the FFY 2018-2022 TIP for the NMCOG region was included in the Council packet. Justin Howard outlined the Amendment, which addresses a cost increase for Intersection Improvements at Groton Road (Route 40) and Dunstable Road in Westford. Currently, the Northern Middlesex TIP has programmed the project at $2,248,616. As design has progressed, the cost estimate increased to $3,362,131, an increase of $1,113,515 (50%).

Based on a motion by Steve Themelis and seconded by Roland Nutter, the Council voted unanimously to authorize the Chair to vote in favor of endorsing the amendment at the June 26th NMMPO meeting.

2. AARC Grant Update

Beverly Woods provided an update to the Council on the Affordable Access Regional Coordination (AARC) grant application that was submitted to the Department of Energy Resources (DOER) several months ago. NMCOG is now working with DOER to restructure the scope of work for the project and to adjust the budget.
3. **Update on the Rourke Bridge Replacement Project**

Beverly Woods informed the Council that MassDOT has received proposals from twelve design consultants, and has developed a short list of four firms that will be interviewed over the upcoming weeks. She is expecting to receive additional updates at the June 26, 2018 MPO meeting.

4. **Other Old Business**

There was none.

VI. **New Business**

1. **Community Reports**

There were none.

2. **Project Referrals**

Beverly Woods stated that NMCOG has two projects currently under MEPA review. The first project involves an agricultural preservation restriction (APR) transfer at 315 Marsh Hill Road in Dracut. The request is to remove 2.27 acres containing a homestead from the APR at Ogonowski Farm and replace it with an adjacent 9.5-acre lot more suitable for farming. The second project involves an ENF for the signalization of Route 40 and Dunstable Road in Westford. The filing of the ENF was triggered by the need to remove nine shade trees of 14 or more inches in diameter. There was no Council action required at this time.

3. **Approval of the Adjusted FY 2019 Budget**

Included in the Council packet was the FY 2019 Budget with minor revisions from the Budget set in February for an effective date of July 1, 2018. Beverly Woods reviewed the adjustments, noting that the revisions include a small increase in funding on the revenue side, and an increase in the advertising line item on the expense side, to account for anticipated public meeting notice advertising expenses. The adjusted budget is otherwise similar to what was approved by the Council in February.

Based on a motion by Roland Nutter and seconded by Stephen Themelis, the Council voted unanimously to approve the FY 2019 Adjusted Budget as presented.

4. **Transportation Intern**

Beverly Woods provided a resume in the Council packet for a student interning at NMCOG this summer. Zachary Schladenhauffen is a Civil Engineering major at UMass Amherst and is interested in a career in transportation. She stated that he is working with our transportation planning staff two days a week, helping with traffic counting and pavement management.
5. **Summer Meeting Schedule**

The Council elected to cancel the July and August meetings, and will meet again on September 19, 2018. Marti Mahoney, Clerk, will distribute NMCOG officer nomination forms by mail.

Beverly Woods noted that the only issue that would require the Council’s attention over the summer is a needed amendment to the Regional Transportation Plan (RTP) in order to revise air quality conformity findings. Based on a motion made by Stephen Themelis and seconded by Roland Nutter, the Council voted unanimously to authorize the Chair to vote affirmatively on the amendment at the next MPO meeting.

6. **Other New Business**

There was none.

VII. **Announcements**

There were none.

VIII. **Adjournment**

Following a motion made by Steve Themelis and seconded by Roland Nutter, the Council voted unanimously to adjourn the meeting at 8:30 p.m.

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**CLERK'S CERTIFICATE**

I certify that this is a true copy of the Minutes of the meeting of June 20, 2018.

[Signature]
Marti Mahoney, Clerk