



Board of Selectmen Meeting Record
Date: 2-15-16

Montachusett Metropolitan Planning Organization

Sub-Region Selection Process for 2016

Information and Guide for Local Elected Officials

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What is the Metropolitan Planning Organization (MPO) and What is Its Role?

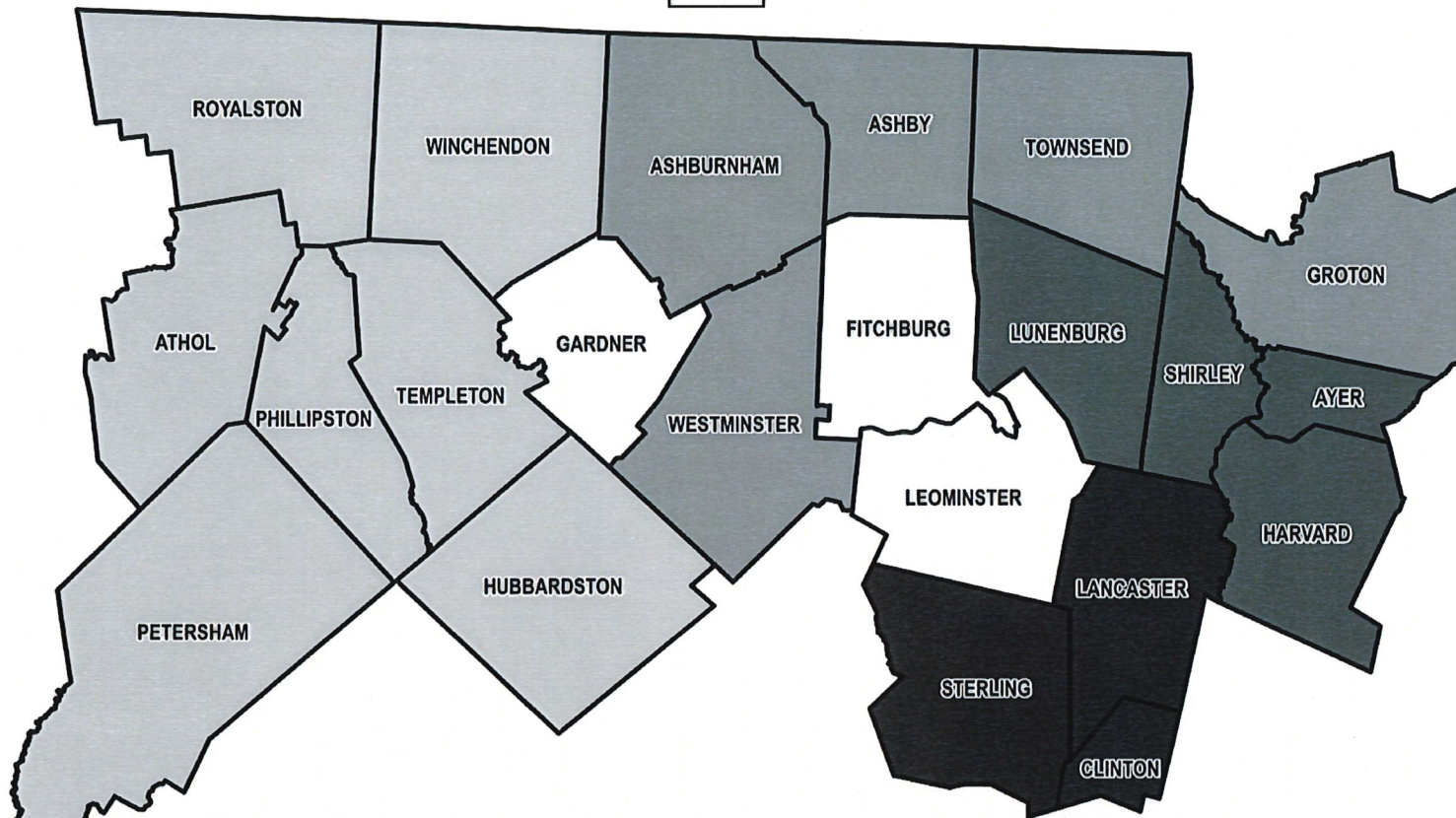
MPO's were created through federal legislation in the 1960's:

- As a Federally-mandated Transportation Policy-Making Body;
- Is Comprised of Representatives from Local Governments; and
- Seek to Ensure That Expenditures for Transportation Projects/Programs are Based on a Continuing, Cooperative and Comprehensive (3C) Planning Process.

The voting members of the Montachusett MPO consist of the following officials or their designees:

- * Secretary and Chief Executive Officer of the Massachusetts Department of Transportation
- * Administrator of the Highway Division of the Massachusetts Department of Transportation
- * Chairman of the Montachusett Regional Planning Commission
- * Chairman of the Montachusett Regional Transit Authority
- * Mayor of the City of Fitchburg
- * Mayor of the City of Gardner
- * Mayor of the City of Leominster
- * AND Four Representatives from the four identified Subregions of towns in the MRPC region;
 - Subregion 1: Athol, Hubbardston, Petersham, Phillipston, Royalston, Templeton, Winchendon
 - Subregion 2: Ashburnham, Ashby, Groton, Townsend, Westminster
 - Subregion 3: Ayer, Harvard, Lunenburg, Shirley
 - Subregion 4: Clinton, Lancaster, Sterling

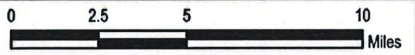
Montachusett Regional Metropolitan Planning Organization



DATA SOURCES: MassGIS, MassDOT and the MRPC.






DISCLAIMER: The information depicted on this map is for planning purposes only. All data are representational and are not adequate for boundary definition, regulatory interpretation, or parcel-based analysis.

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Legend

MPO Membership

-  Fitchburg/Gardner/Leominster
-  Representative Subregion 1
-  Representative Subregion 2
-  Representative Subregion 3
-  Representative Subregion 4

- Secretary & CEO of MassDOT
- Administrator, Highway Division, MassDOT
- Chair of the MRPC
- Chair of MART

There are five core functions of an MPO:

1. Establish/manage a fair and impartial setting for effective regional decision making;
2. Use planning methods to generate and evaluate transportation improvement options/alternatives;
3. Develop and update a fiscally-constrained **Long Range Transportation Plan (LRTP)**;
4. Develop a fiscally-constrained **Transportation Improvement Program (TIP)**; and
5. Involve the general public and all significantly affected sub-groups in the functions listed above.

For the Montachusett MPO, the Montachusett Regional Planning Commission (MRPC) serves as staff for the MPO and assists the MPO board by preparing documents, fostering interagency coordination, facilitating public input and feedback, and managing the planning process. The MPO staff may also provide technical assessments and evaluations of proposed transportation initiatives.

One core function that is usually of greatest importance and interest to local communities is the **Transportation Improvement Program (TIP)**. In the TIP, the MPO identifies the transportation projects (both highway and transit) that it plans to undertake over the next four federal fiscal years. All projects receiving federal funding must be in the TIP. The TIP is the region's way of allocating its limited transportation resources among the various capital and operating needs of the area, based on a clear set of short-term transportation priorities.

It is in the TIP that the MPO evaluates, prioritizes and allocates the limited Federal funding for transportation projects and programs within the Montachusett Region.

It is at MPO meetings that communities can advocate for projects in their community. And it is the Subregion representative that advocates for the projects within the communities they serve.

Thus in order to administer a fair and effective MPO process, it is necessary for strong local representation on the MPO board. This is especially important for the 19 smaller communities of the Montachusett Region and their Subregion representative.

The MRPC is currently in the process of appointing new Subregion representatives for all 4 Subregions. The Subregion representative will serve a three (3) year term on the MPO. To accomplish this selection task, the MRPC has established the following procedure:

1. Staff notifies the Chief Elected Officials (CEO) of the 19 communities and solicits from each respective CEO Board potential candidates to represent their Subregion on the MPO.
2. Convene a special meeting(s) of interested CEO's to review, discuss and select four Subregion MPO representatives and alternates. The alternate will be from a different community within that Subregion.
3. Official designees for the Representative and the Alternate will be identified at the selection meeting. In addition, at the meeting the Subregions will seek to determine the process for communication with member communities regarding MPO proceedings.

What is Needed from Your Community?

1. The name of a Board of Selectmen member willing to serve as the Subregion representative on the MPO.
2. The name of a designee (i.e. town planner, DPW superintendent, other town official, etc.) who could represent the official Subregion representative at any MPO meeting.
3. Submit the name and contact information no later than February 26, 2016 to:

Brad Harris

MRPC

1427R Water Street

Fitchburg, MA 01420

bharris@mrpc.org (978) 345-7376 ext. 311

Once all communities have responded, a dinner meeting will be scheduled and all interested candidates contacted and invited. Please call Brad Harris with any questions or for more information. MRPC staff is also available to meet with any community to discuss the MPO and the selection process.

Summary

1. Montachusett MPO requires 4 representatives for the MPO signatory board from the identified MPO Subregions.
2. Subregion representatives are Board of Selectmen members.
3. Subregion representative will serve for three (3) years on the MPO board.
4. MPO meetings are held approximately once per month on the second Wednesday at 1:00 PM at MRPC Offices located at the MART Maintenance Facility, 1427R Water Street, Fitchburg MA 01420 and run from 1-1 ½ hours.
5. CEO's of the Subregion communities are asked to submit to the MRPC the name of any member interested in being the representative for their respective Subregion.
6. Representatives can designate an individual to act on their behalf at any MPO meeting. This designee can be anyone from the representatives community, i.e. Planning Department Director, DPW Superintendent, Town Administrator, etc.
7. A special dinner meeting will be scheduled where all interested candidates can meet to select a Subregion representative and alternate.
8. The MRPC acts as staff for the MPO and is available to assist the Subregion representatives in any manner appropriate to facilitate the selection process, the communication between Subregion municipalities, and any other MPO activity.

MRPC staff is available to meet at the community's request to discuss any questions regarding the MPO and the selection process.

Please contact:

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