

## MEMO

TO: Organizational Members of the MJTC  
FROM: Brad Harris, Transportation Project Director  
DATE: July 20, 2020  
RE: Appointment to the Montachusett Joint Transportation Committee (MJTC)

The Montachusett Joint Transportation Committee (MJTC) is a subcommittee of the Montachusett Regional Planning Commission (MRPC) that provides public input to the transportation planning process in the Montachusett Region. Your organization is part of the membership of the MJTC that also includes two (2) representatives from each MRPC communities.

As part of the ongoing transportation planning process in the region, it is important to have active participation from our member communities and organizations. The MJTC plays an important role in the development of the Transportation Improvement Program (TIP), the long range Regional Transportation Plan (RTP) and the continued flow of information between the MRPC and its members regarding various issues of importance. In addition, information sharing between members is a key aspect of the Committee.

Appointees are at the discretion of the organization. The individual appointee is responsible to the organization and therefore should be someone who can actively provide communications to and from the organization.

Attached please find the annual MJTC Appointment Form for your organization. Included on the form, where applicable, is the name of your current appointee. The appointment will begin July 1, 2020 and terminate on June 30, 2021. Please either re-nominate the individual listed or appoint someone else if desired and return the form to the MRPC as soon as possible. Many of the positions are currently unfilled, so we strongly encourage you to consider making an appointment of someone who can commit to participating with the MJTC. This will only benefit your organization in the long run.

Meetings are currently held on the second Wednesday of the month at 2:30 pm. In addition, as part of our response to the COVID pandemic, MJTC meetings have been held online through GoToMeeting.com. It is our intention to maintain online accessibility even after the lifting of the pandemic restrictions. Any questions related to the MJTC and its process, please contact Brad Harris at (978) 345-7376 ext. 311 or [bharris@mrpc.org](mailto:bharris@mrpc.org).

Please complete and return the attached form to the Montachusett Regional Planning Commission via email at [lparmenter@mrpc.org](mailto:lparmenter@mrpc.org), fax at (978) 348-2490 or regular mail at MRPC, 464 Abbott Avenue, Leominster, MA 01453.

Our apologies for the lateness of this action.

Thank You!

Sincerely,  
Brad Harris  
Transportation Project Director  
MRPC

**MONTACHUSETT JOINT TRANSPORTATION COMMITTEE (MJTC)  
APPOINTMENT 2020 – 2021**

The  on   
ORGANIZATION DATE

has officially appointed:

NAME:

ADDRESS:

TELEPHONE #:

EMAIL ADDRESS:

to represent us on the Montachusett Joint Transportation Committee for the year beginning July 1, 2020 to June 30, 2021.

Signed By:

NAME

TITLE

YOUR CURRENT REPRESENTATIVE TO  
THE MJTC IS:

CHECK THIS BOX TO RE-NOMINATE  
THE CURRENT REPRESENTATIVE

PLEASE MAIL, EMAIL OR FAX THIS FORM TO:

MONTACHUSETT REGIONAL PLANNING COMMISSION  
464 ABBOTT AVENUE  
LEOMINSTER, MA 01453  
ATTENTION: Linda Parmenter  
lparmenter@mrpc.org  
(978) 348-2490 (FAX)

THANK YOU FOR YOUR PROMPT ATTENTION TO THIS MATTER.