
CMRPC Physical Development Committee
Meeting Minutes
April 19, 2012

Present: Chair Tim Wheeler, Kathleen Keohane, Otto Lies, Bob Hassinger, Peter Krawczyk, Al Lanni and Chris Baehrecke
Staff: Lawrence Adams, Janet Pierce, Vera Koliass, and Trish Settles
Guest: Adam Gaudette, Spencer, Town Administrator

The meeting was called to order at 7:10 pm.

Minutes: *MOTION* was made by Mr. Lies to approve the minutes of February 16, 2012. Seconded by Ms. Keohane, the motion carried unanimously.

Mr. Adams reviewed staff changes that have been made in response to budget constraints. He also commented on adjustments to staff assignments that will be made to assure continued service to member communities.

Reconsideration of DLTA proposal for Spencer and Leicester

Mr. Gaudette presented the proposal requesting regional prioritization for twelve communities – Spencer, Leicester, Sturbridge, Southbridge, Charlton, Webster, Dudley, Oxford, Auburn, Paxton, Holden, and West Boylston. In his remarks, he also stated that each community, through their Town Administrator/Manager, committed to participating in the project.

Ms. Koliass added information to help the committee understand the proposed project in context of the recently completed 495 MetroWest Development Compact and the recently started Blackstone Valley Prioritization Project.

There was discussion regarding: 1) the level of commitment and participation needed from the project towns; and 2) required and available funding.

MOTION was made by Mr. Hassinger to reconsider the Spencer and Leicester proposal approved at the February 16, 2012 Physical Development Committee meeting. Seconded by Ms Keohane, the motion carried unanimously.

MOTION was made by Mr. Hassinger to withdraw approval of the Spencer and Leicester proposal as submitted at the February 16, 2012 Physical Development Committee meeting. Seconded by Mr. Lanni, the motion carried unanimously.

Motion to move the question by Mr. Hassinger, seconded by Mr. Lees, the motion carried unanimously.

MOTION was made by Mr. Hassinger to approve the Central 12 proposal as presented by and described by Mr. Gaudette, with a budget of \$75,000. Seconded by Mr. Lanni, the motion carried unanimously. (See attached Central 12 Compact proposal)

Review DLTA project for regionalizing municipal services.

Ms. Pierce described her recent effort to outreach to municipalities in the region to offer CMRPC assistance with regionalization of municipal services. The proposal approved at the previous Physical Development Committee has been placed on hold for the time being.

Review/discuss future work under development for CDAP Program

A spreadsheet with current and future projects was distributed. Due to meeting time constraints, this topic was tabled until a future meeting.

Announcements/Upcoming Meeting

Next Physical Development Committee Meeting, May 24, 7pm.
Legislative Breakfast May 18, 8-10am, Union Hall
CMRPC Open House, May 24, 10:30-3:30pm
CMRPC Annual Meeting, June 14, 5:30pm, Grand Hall

Other Business

Members asked that time be allocated at a future meeting to discuss roles, responsibilities and expectations of the committee commencing with discussions at the Executive Committee level.

Adjournment,

Motion, made, seconded and all present voted in favor to adjourn.

CENTRAL TWELVE COMPACT

District Local Technical Assistance (DLTA) Application

Person serving as Single Point of Contact: Adam Gaudette Signature: _____

Position: Spencer Town Administrator **Municipality:** Multi-town - Paxton, Holden, West Boylston, Auburn, Oxford, Webster, Dudley, Charlton, Southbridge, Sturbridge, Leicester, and Spencer.

Phone 508 885 7500 x 155

E-mail agaudette@spencerma.gov

Project and scope, anticipated deliverables (Describe your objective, how you propose to achieve it, and what products/deliverables you seek):

Project Summary:

The objective of this project is to work with twelve communities to identify locally-significant Priority Development Areas (PDAs), including workforce housing, Priority Protection Areas (PPAs), and Priority Infrastructure Investments (PIIs), including transportation, in an effort to advance the economic development capacity and success of these communities including, in part, opportunities available under the Mass Works Program.. This project will identify, describe and map these locally significant priority areas. The study follows the work plan and goals of the recently completed 495 Compact Study. The project includes the towns of Paxton, Holden, West Boylston, Auburn, Oxford, Webster, Dudley, Charlton, Southbridge, Sturbridge, Leicester, and Spencer.

The work will entail research of local land-use reports and plans, and in-depth discussions with local municipal officials, staff and representatives. In addition, larger public meetings in the communities and other outreach and public participation opportunities to identify and map each participating municipality's locally significant priorities will be undertaken.

Following an established screening and analysis process, those local priorities will be evaluated to determine which also have regional significance. They will be analyzed to determine whether their impacts help to achieve regional objectives for economic, housing and infrastructure development and environmental protection. The final product will be a comprehensive narrative description and maps of locally-identified priority areas for both development and protection, and an identification and discussion of significant infrastructure needs in the communities. Mapping will also identify those areas which meet criteria relative to regional significance.

The written report will be a study document identifying the participating communities, purpose, and approach. The demographics of the CMRPC region will be described, with data concurrently gathered for the US EDA Region wide Economic Development Vision and

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Plan being undertaken with CMRPC staff and public-private sector committee representatives. For each participating community there will be developed an assessment section that compares local demographics to the region's, describes the local approach (outreach efforts and participation), identifies and describes the characteristics of the Priority Areas, and a map of the priority development, protection and infrastructure investment areas.

The participating municipalities have expressed a willingness to be highly engaged in this planning project. Additionally, the active participation of various citizen and business groups will help produce a reliable and comprehensive plan for the communities to promote their priorities. Some specific commitments include the following:

- The participating municipalities agree to coordinate and manage all outreach / notices / public participation at local level. This should include actively engaging the business community, conservation/protection communities, housing groups, residents representing and/or agencies assisting environmental justice populations, and others. Active outreach and discussions, particularly during the process to identify locally-significant priorities, is crucial.
- The participating municipalities will name 3 representatives from the group who agree to serve as part of the project coordination team.
- The participating municipalities may wish to convene focus groups for a more detailed discussion about the connections between priorities for development, housing, protection and infrastructure. In particular, the towns may wish to facilitate discussions with business development groups and environmental protection groups. In this case, CMRPC would like to participate as active listeners in the focus groups, so that the discussion paths can be captured and incorporated into the plan products.

The Towns of Leicester and Oxford do not have digitized maps available. In these municipalities, locally-significant areas will be plotted generally, and MassGIS layers will be used for this project.

The resulting Plan will include the following: Introduction, an Orientation Map showing CMRPC region and participating communities, Description of approach / methodology, Description of various data as it applies to CMRPC Region for each town, a Description of the data sets as compared against that data for region; more detailed methodology info (what documents / reports were reviewed, who was interviewed, what conflicts were identified, how they were resolved, etc); Information (to be provided by the Town) describing outreach efforts/activities; Map and Description of locally-significant areas for development, workforce housing, protection, infrastructure investment

What benefits do you expect to realize (cost savings, increased revenue, etc)? Please be specific:

Municipalities (and thus the region) and the private sector benefit when Visions and Priorities are identified. A clear direction in the form of a vision and identified priorities

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results in lower costs and clear processes, which will benefit developers by facilitating their appropriate development proposals, and increasing the percentage of their investment funding available for job creation. Similarly, a clear vision and process at the municipal level results in more streamlined project review and less litigation management. This is particularly important as these communities have limited staff capacity.

An added benefit to communities is greater competitiveness for grant assistance and infrastructure investments. Through thoughtful local planning and priority-setting, participating communities will be stronger applicants and better poised to answer grant-funding opportunities to promote the Plan's action steps and implementation activities.

It is anticipated that the project will progress with ongoing guidance from the EOHED that coordinated the 495 Compact Study, so that the final product is complementary to that effort.

Municipal Partnerships that will be participating or benefiting from this initiative (describe):

The twelve municipalities participating in this effort are: Paxton, Holden, West Boylston, Auburn, Oxford, Webster, Dudley, Charlton, Southbridge, Sturbridge, Leicester, and Spencer. The partnership of these communities is based on established cooperation among town officials and administrators, as evidenced in this application and other initiatives.

This planning process will develop a blueprint for economic development and environmental protection in twelve municipalities in the CMRPC region, with each town approving and endorsing its particular set of local priorities, once determined. It is essential to include the participation of the region's public, private, and civic organizations. A consensus-driven process that reflects all of the unique aspects of the individual communities that make up Central Massachusetts, as well as the strengths of the combined region, will benefit all municipalities. Each community will take the lead in developing municipal, public and private sector participation in its planning and decision making.

Project Funding Request: \$75,000.00