

Celebrating Fifty Years of Service - 1963-2013

Approved: February 3, 2015

**CMRPC Physical Development Committee
Meeting Minutes
November 22, 2014**

Present: Tim Wheeler, Chairman, Vice Chair Otto Lies, Bob Hassinger, Chris Baehrecke, Al Lanni, Peter Krawczyk, and Kathleen Keohane (Quorum – Yes)
Absent: None
Staff: Larry Adams, Chris Ryan, Janet Pierce, Eric Smith, and Trish Settles
Guests:

The meeting was called to order at 7:07 pm.

Minutes: *MOTION was made by Bob Hassinger to approve the minutes of August 20, 2014 meeting. Seconded by Otto Lies, the motion carried unanimously.*

CDAP Report

Chris Ryan provided updates on all CDAP projects and discussed how the budget was spent for the DLTA program. Trish Settles provided updates on Housing, Farm Survey, and the Buy Local Initiative. Chris also noted issues that led to some budget overages for some projects, most notably PDA and Freight Rail and proposed adjustments to prevent such overages in 2015 program. Both Eric Smith and Trish Settles spoke about their experiences with PDA projects and how projects could be better scoped, allocated hours, and kept tight within their allocation. Specific ways to keep costs in line included scoping better with mileage and meeting allowances and working more closely with clients to ensure keeping to the scope.

Committee Vacancy

It was noted that the Executive Committee appointed a new member, Jon Fedeman, to replace Bill Linnane, who had resigned. It is expected that Mr. Fedeman will be able to attend the next meeting.

Regional Services Report

Janet Pierce distributed a table of regional services projects and provided updates on the status of all projects.

Budget Update

Janet Pierce provided the Committee with the final DLTA budget spreadsheet for 2014 showing a negative balance of \$6,520.37. Chris Ryan proposed taking a surplus from Energy (347100) and applying it to the shortfall in the PDA account (347070). The Committee voted in favor of this proposed transfer.

Next meeting: Thursday, January 22, 2014 at 7pm.

Adjournment: A MOTION was made by Bob Hassinger, seconded by Otto Lies, and all present voted in favor to adjourn at 9:10p.m.

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