

Approved November 15, 2012

**CMRPC Physical Development Committee**  
**Meeting Minutes**  
October 18, 2012

**Present:** Chair Tim Wheeler, Otto Lies, Peter Krawczyk, Chris Baehrecke, Bill Linnane, and Al Lanni  
**Staff:** Trish Settles

The meeting was called to order at 7:08 pm.

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

**New member:**

Bill Linnane of Westborough introduced himself and the committee introduced themselves to Bill. Bill has a civil engineering background and has served in various capacities in the Town of Westborough, most notably the Finance committee.

**Review current CDAP projects/DLTA Projects**

Ms. Settles reviewed the status of the Community Development and Planning Department (CDAP) active projects including the four (4) District Local Technical Assistance (DLTA) Projects - Blackstone Valley Prioritization Project, Central 13 Prioritization Project, Regional Services, and the Boroughs Regional Park. Ms. Settles provided a budget update, which shows that the projects are still within budget. Members asked that in the future the project chart also reflect the level (percentage) of project completion. Mr. Wheeler expressed some concern that we ensure that the available DLTA funds are expended by the end of the year.

The committee expressed some concern that the Regional Services project budget may not be fully spent down by the end of the year, particularly as the vast majority of these funds are still available.

There was a brief discussion regarding a “tickler system” to assist communities in meeting their action items indicated in their Master Plans, Open Space Plans, etc. Trish suggested this would be difficult to do for each town but might be relevant for regional plans.

There was also discussion of regional boundaries and the ability of towns to move between RPA’s.

The committee asked that CDAP staff seek clarity from the State office overseeing DLTA on type and format for DLTA projects. In the past guidance was provided through the CDAP manager. Trish suggested that there might be some flexibility. Any significant transfer of funds from one project to another as the funding year comes to an end should be presented to the Committee at its November meeting so it can be recorded in our minutes.

With funds still unspent/uncommitted this year, the committee has decided to entertain additional requests at its November 15<sup>th</sup> meeting. These projects should be able to be accomplished in the remaining calendar year. Projects that provide background work for possible 2013 DLTA projects might be appropriate but should stand alone. There should be no assumption that approval for the small 2012 project will lead to a 2013 project. The chair agreed to take the questions concerning DLTA funds outlined above to the next Executive Committee.

### **Future Work under development**

The town of Mendon is reviewing a previously prepared proposal from CMRPC for development of its Master Plan. In addition Trish shared information regarding efforts by the staff to develop other projects. These included grant applications for the Commonwealth Innovation Challenge Grant program, The Priority Development Fund, the Mass Emergency Management Agency, two separate Brownfield program applications, and a CDBG project with Dudley and Oxford. Some concern was raised about the efficacy of developing a CDBG application for 2 communities with such low scores. (Can you identify the name of the document that ranks the Towns and establishes these scores?) Trish indicated that Jim Mazik of PVPC has indicated that that agency would support our efforts in writing this CDBG grant. It is also the goal of CMRPC to develop capacity in this arena so moving forward at this time makes sense.

### **2013 DLTA**

Trish shared a draft of a 2013 DLTA request for assistance form. Building on the efforts this past spring the committee agreed that it would like to have communities work with the staff to develop requests. A spokesperson from the one or more of the project communities would then be asked to attend a Physical Development Committee and make a short presentation describing their request. Trish indicated that CDAP is actively working with communities to develop appropriate projects. Ideas have come in for the Rural Community prioritization project, a transportation project from Westborough, a project in Auburn, and others.

### **Announcements/Upcoming Meeting**

CMRPC Quarterly Meeting: November 8<sup>th</sup>, 7pm

Physical Development Committee Meeting: November 15, 7pm

Legislative Affairs Breakfast: November 16<sup>th</sup>, 8am

Citizen Planner Training Collaborative: Flyer of various classes distributed.

**Adjournment** A Motion was made by Mr. Lanni, seconded by Mr. Lies, and all present voted in favour to adjourn at 9:02 p.m.

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