

Celebrating Fifty Years of Service - 1963-2013

Approved: November 14, 2013

**CMRPC Physical Development Committee
Meeting Minutes
September 12, 2013**

Present: Chair Tim Wheeler, Otto Lies, Bob Hassinger, Bill Linnane, Chris Baehrecke, and Kathleen Keohane
Absent: Peter Krawczyk, Al Lanni
Staff: Larry Adams, Janet Pierce, and Trish Settles
Guest: Howard Drobner, Commission Chair

The meeting was called to order at 6:04 pm.

Minutes: ***MOTION*** was made by Mr. Linnane to approve the minutes of July 11, 2013 meeting. Seconded by Mr. Baehrecke, the motion carried unanimously.

2013 DLTA Project Status and Budget Update

A year-to-date budget summary was provided by Janet for all of the DLTA projects. For the most part the projects and the overall DLTA program is on track to spend out by the end of the year.

Staff reviewed the 2013 DLTA project status. Progress updates were provided on the following active projects

- Rural-11 Project – Generally on track, may require a bit more funds before complete.
- Priority Development Area Project - Vera completed all of the active requests for the technical assistance prior to her departure and there have been no further inquiries.
- Housing Project - With the exception of very limited data request by DHCD, this is probably as much as will be done on this topic. We do not anticipate a second workshop at this time.
- Scenic Byway Project Committee - Though they got a late start, they are rolling along quite well.
- Regional Services - The seven projects are on hold somewhat because of a need for greater capacity to complete reports.
- The Bikeway project - The first phase is complete and took more hours than anticipated but was well received and will be asking for additional assistance for next steps later on the agenda.
- UMass Farm Survey – After conversations with Bob Mitchell, we have decided it would be best to postpone this till the completion of the Rural -11 and do the survey with the spring class. A DLTA 2014 request will be forthcoming.

Celebrating Fifty Years of Service - 1963-2013

Members asked a few clarifying questions.

Community Development and Planning Staffing Plans.

Larry Adams informed the committee that he had withdrawn the CDAP planner position announcement release earlier this summer and he has issued a new announcement for a CDAP Manager. He feels CDAP needs more leadership and management.

He also indicated that he expects to be phasing out the current grant writing position. They have been meeting with Montachusett Regional Planning Commission (MRPC) to discuss possible collaborative solutions. He indicated that they are reviewing the job description of a potential replacement for Judy Pearson in light of a need for more marketing and outreach services. He has received 2 resumes to date. He would like to hire by mid-October, but understands that someone at that level may need to provide more notice before leaving current employment.

Bob Hassinger asked if it was more important to have a grant writer or a grant finder. Tim Wheeler asked about the likelihood of having the planning role and the grant writing role in one position.

2013 DLTA Requests

The trail committees of Shrewsbury and Northborough have requested further assistance from CMRPC to help accomplished the next steps indicated in the summary report from the first phase. 40 hours of assistance would be a reasonable request according to Trish. At the same time the committee could cover the overrun from phase 1.

A motion was made to allocate \$4,800 more to the Westborough bike trail project to cover additional hours needed for phase one and additional work to be performed for phase two (upto 40 hours). Seconded by Bob Hassinger, the motion was approved unanimously.

Janet indicated that Spencer had sought assistance to investigate the possibility of shared dispatch with the town of Leicester. She thought that effort could be covered under the current Regional services allocation. So no further allocation is sought.

She also indicated that there was an initial request from the Town of Charlton to investigate water resources, but had seen that negotiations with Southbridge had moved forward and thus has put the request on hold till further discussion.

Announcements/Other Upcoming Meetings

Rural-11 Regional Forum on September 25th at 7pm in New Braintree.

Fall Legislative Breakfast on Zoning Reform Bill on October 25th at 8:30 in Union Hall.

Next meeting: Thursday, November 14th, 2013 at 6:00pm before the Quarterly Commission meeting, (with food)

Adjournment A motion was made by Mr. Baerhecke, seconded by Mr. Lies, and all present voted in favor to adjourn at 6:55 p.m.

Approved: November 14, 2013