

Approved: November 19, 2015

CMRPC Physical Development Committee

Meeting Minutes

June 3, 2015

- Present:** Tim Wheeler, Chairman, Vice Chair Otto Lies, Bob Hassinger, Peter Krawczyk, Chris Baehrecke, Al Lanni and Kathleen Keohane (Quorum – Yes)
- Absent:** John Fudeman
- Staff:** Chris Ryan, Janet Pierce, Eric Smith, and Trish Settles
- Guests:** Greg Baker (City of Worcester), Sherry Patch (Town of Hardwick), Mary Walter (Town of North Brookfield)

The meeting was called to order at 7:03 pm.

Minutes: A motion was made by Bob Hassinger to accept the minutes of March 12, 2014. Otto seconded the motion. There was no further discussion. The motion carried and the minutes were accepted as presented.

District Local Technical Assistance (DLTA) 2015 projects and priorities

Round 2 was funded. \$120,556 provided for each installment. The following proposals were presented for consideration:

- a. Energy Technical Assistance - A similar project last year was performed last in Upton and Dudley. This year Hardwick, Worcester, Grafton and two additional communities each have various areas of focus. Sherry Patch spoke about the focus and benefit that the Town of Hardwick seeks assistance with. Amount requested \$24,000.
- b. Mill Redevelopment - A targeted project to assist select mills (Dudley, Jefferson, Sturbridge, Warren, Hardwick) in the region in partnership with Mass Development and others. Amount requested \$24,600.
- c. Union Hill Design Guidelines - A pilot neighborhood revitalization project with Preservation Worcester seeks assistance to analyze, review historic elements, take photos, develop design guidelines, and prepare and conduct a visual preference survey in this high need neighborhood of Worcester. Amount requested \$8,235.

- d. North Brookfield Rail Assessment - Related to the previous rail assessment projects. North Brookfield Board of Selectmen manages this inactive railroad. This will be treated similar to a PDA project and will pull lots of disconnected information into one body of knowledge. Amount requested \$3,260.
- e. DataCommon Phase 2 - This is a request for refunding of the 10% that was cut, when everything was reduced to 90% in the last round. The project was denied some funding requests. CDAP is still trying to make the match required by the Health Foundation of Central Massachusetts to release their grant. Amount requested \$3,600.
- f. Village /Town Center Zoning Initiative Phase 1 - This request is trying to get back 10% cut from Phase 1, but might actually need more. Amount requested \$1,200.
- g. Village /Town Center Zoning Initiative Phase 2 - This project builds on efforts this spring. Trying to develop an effective model to bring model bylaws to these communities. West Boylston, Holden, Grafton, Millville, Auburn, Upton, Dudley will benefit. Amount requested \$30,795.
- h. Priority Preservation Area (PPA) Program, Open Space Pilot Project – This project will identify and prepare a PPA analysis of a farm in Spencer. Amount requested \$5,000.
- i. PPA Program, Trails Pilot Project - This project will identify and prepare a PPA analysis of a trail in Shrewsbury. Amount requested \$5,000.
- j. Priority Development Area (PDA) Technical Assistance, Round 2 (Westborough) – Westborough has requested DLTA assistance to be combined with Local Planning Assistance to develop a reuse plan for a section of the Westborough State Hospital site. Amount requested \$3,200.
- k. Regional Housing Coalition Feasibility Assessment - CDAP and Regional Services will work together to review existing models and develop a preferred approach to the provision of housing service for multiple communities. This project was initiated by Upton and Mendon but may benefit others. Amount requested \$10,000.
- l. DLTA Admin will require \$5,000 for the next half of the year.

Chris R. suggested the following amendments

Janet presented a spreadsheet that showed the funds expended to date from the first round. Some funds were unused from round one. Chris R. said we have additional flexibility.

1. Funding at two projects at 90%
 - a. Energy drops to \$21,600, and
 - b. Mill Redevelopment drops to \$2,3544
2. Boosting #4 to \$4,100 from \$1,600

As requested and then amended, the total allocation is \$242,436 (95.7% allocated) of resources.

Bob has requested that we assign numbers to project proposals that follow through from application to summary spreadsheet to accounting table. Trish suggested that we assign unique element codes to the projects on the application, the summary sheet, and the accounting spreadsheet.

Bob made a motion ***“to allocate resources as requested and then amended and as indicated in the spreadsheet prepared by Janet that shows a proposed 6/3 budget of \$242,436 (95.7% allocated).”*** The motion was seconded by Kathleen. All presented voted in favor of the motion. The motion passed.

Next meeting: Tentatively scheduled for November 12th at 7pm.

Adjournment: A motion to adjourn was made by Chris Baehrecke seconded by Al Lanni and all voted in favor. Meeting adjourned at 9:13.

Approved: November 19, 2015

2015 DLTA thru 5/23/15

Element	Code	Salaries	Indirect	Expenses	Total	Physical Dev Approved Budget	Proposed Budget 6/3	Balance	% Charged	Est. % Complete
2015 DLTA Admin	322000	\$ 1,070.19	\$ 1,145.10	\$ -	\$ 2,215.29	\$ 6,027.80	\$ 11,027.80	\$3,812.51	36.75%	
DataCommon	322010	\$ 1,833.54	\$ 1,961.89	\$ -	\$ 3,795.43	\$ 31,500.00	\$ 35,100.00	\$27,704.57	12.05%	
Freight Rail	322020	\$ 3,695.36	\$ 3,954.04	\$ 12.22	\$ 7,661.62	\$ 17,068.50	\$ 17,068.50	\$9,406.88	44.89%	
PDA Projects	322030-40	\$ 1,932.39	\$ 2,067.66	\$ -	\$ 4,000.05	\$ 22,176.00	\$ 25,376.00	\$18,175.95	18.04%	
Central Mass Grown	322050	\$ 4,546.06	\$ 4,864.28	\$ 91.91	\$ 9,502.25	\$ 15,000.00	\$ 15,000.00	\$15,000.00	63.35%	50%
Village/Town Center Zoning	322060	\$ 3,639.46	\$ 3,894.22	\$ -	\$ 7,533.68	\$ 5,000.00	\$ 9,200.00	\$5,000.00	150.67%	
SW Worc Cty Food Hub	322070	\$ 248.36	\$ 265.75	\$ -	\$ 514.11	\$ 7,470.00	\$ 7,470.00	\$6,955.89	6.88%	
Regional Services	322080	\$ -	\$ -	\$ -	\$ -	\$ 4,860.00	\$ 4,860.00	\$4,860.00	0.00%	2%
PPA Program	322090	\$ 702.02	\$ 751.16	\$ -	\$ 1,453.18	\$ 2,700.00	\$ 2,700.00	\$1,246.82	53.82%	
Shared Animal Control	322100	\$ 691.52	\$ 739.93	\$ 19.19	\$ 1,450.64	\$ 7,200.00	\$ 7,200.00	\$8,000.00	20.15%	20%
N. Brookfield Rail Assessment	322110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,260.00	\$0.00	#DIV/0!	
Union Hill Neighborhood Design	322120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,235.00	\$0.00	#DIV/0!	
Village/Town Center Zoning Phase 2	322130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,795.00	\$0.00	#DIV/0!	
PPA Program: Open Space	322140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$0.00	#DIV/0!	
PPA Program: Trails	322150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$0.00	#DIV/0!	
Energy Tech Assistance	322160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,600.00	\$0.00	#DIV/0!	
Regional Housing Coalition	322170	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$0.00	#DIV/0!	
Mill Redevelopment	322180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,544.00	\$0.00	#DIV/0!	
		\$ 18,358.90	\$ 19,644.02	\$ 123.32	\$ 38,126.24	\$ 119,002.30	\$ 242,436.30	\$96,350.12		

Budget Adjustments:
DLTA Admin: \$5,000
DataCommon: \$3,600
PDA Projects: \$3,200
Village/Town Center: \$4,200

Contract Spent %:	15.06%
Cash Match	5% \$ 12,055.60
Contract:	\$ 241,112.00
5% Cash:	\$ 12,055.60
Total:	\$ 253,167.60
Allocated:	\$ 119,002.30
Available:	\$ 134,165.30

**95.76%
Allocated**

\$ 253,167.60
\$ 242,436.30
\$ 10,731.30