

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Quarterly Commission Meeting Minutes

**January 14, 2016**

At the Commission Offices, 2 Washington Square, Union Station, 2<sup>nd</sup> Fl., Worcester, MA 01604-4016

Attending:

Officers:

Chairperson: Howard Drobner, Boylston  
Vice Chairperson: John F. Knipe, Jr., Shrewsbury  
Clerk: Timothy Wheeler, Berlin  
Assistant Clerk: Denny Drewry, Westborough  
Treasurer: Otto Lies, Holden

Alternates/Delegates:

Philip Hubbard, Barre  
Charles Richard Williams, Rutland  
Denise Moberg, Webster  
Greg Baker, City of Worcester  
Adam Menard, Leicester  
Matthew Benoit, Auburn  
William King, North Brookfield  
Mary Walter, North Brookfield  
Peter Krawczyk, Warren  
Tom Daly, Princeton  
James R. Bates, Jr., Upton  
Richard Baker, Boylston  
Shirley Schiver, Spencer  
Lee Alton, Southbridge  
Sandy Acly, Southbridge  
Don Hutchins, Shrewsbury  
Christian Baehrecke, Paxton  
Phil Joinville, Auburn  
Robert Hassinger, Grafton  
Russell Chamberland, Sturbridge  
Charles Diamond, Westborough

Guests:

Michael Scully, Grafton Planning Board  
Alan Tetreault, Mendon  
Kathy Schofield, Mendon  
Evelyn Dueck, Berlin  
William Trifone, Dudley  
Marcia Wagner, Dudley Planning Board  
Clarence Snyder, Brookfield  
John Bechard, VHB

Brian Brosnan, VHB  
Ron SanAngelo, Southbridge  
David Muradian, State Representative  
Thomas Roufos, Groton  
Anthony Petrone, Senator Michael Moore's Office  
Erik Atkins, Green International Affil.  
Ronald Houle, Leominster School Committee

Staff:

Janet A. Pierce, Executive Director  
Mary Ellen Blunt, Transportation Program Manager  
Christopher Ryan, Ph.D., CDAP Program Manager  
Trish Settles, Municipal Collaboration Manager  
Dianna Provencher, Business Manager  
Daniel Daniska, Transportation Planner  
Eric Smith, CDAP Planner  
Hoamy Tran, CDAP Planner  
Judith C. Pearson, Administrative Assistant

Janet A. Pierce, Executive Director, welcomed all members and guests then listed the following CMRPC priorities:

- Introduction of new CRPC staff members and promotions of staff members:

Paul Dell'Aquila, Principal Planner who was the former Executive Director of the Metrowest Regional Collaboration and also formerly with MassAudubon

Danielle Mucchiarone has been hired as a Principal Planner. She was a former Environmental and Energy Planner at Northern Middlesex Council of Governments (NMCOG).

Trish Settles has been promoted to Municipal Collaboration Program Manager encompassing Regional Services, Homeland Security, Geographic Information Services (GIS), Legislative Affairs and Procurement

Dianna Provencher has been promoted to Business Manager.

Hoamy Tran to Planning Assistant, a former intern for CMRPC while a student at Clark University

- Transportation Program

The Metropolitan Planning Organization met recently to vote on 6 proposals for the '20-'21 Transportation Improvement Program (TIP) with an additional 6 proposals anticipated in February. The Worcester Regional Transit Authority (WRTA) has narrowed the field of applicants to five for the vacant Administrator's post. The Commission looks forward to working with the new Administrator. Ms. Blunt, Transportation Program Manager, is one of two Transportation Managers who will be working with the Massachusetts Association of Regional Planning Agencies (MARPA) and MassDOT on the Community Investment Plan.

- Community Development and Planning (CDAP)

The CDAP Department has been contracted to supply Town Planner services in Barre, Rutland, Oxford, Dudley and Upton, a pilot program.

Staff is currently working on CDBG applications for the towns of Southbridge, Leicester and Charlton with guidance and technical assistance from Pioneer Valley Commission (PVPC).

Green Energy Program-Hardwick was designated as a Green energy Community with a grant award of over \$150,000.

604b Grant with Central Massachusetts Storm Water Coalition which represents 28 communities throughout Central Massachusetts

Staff is working with the Worcester Regional Chamber of Commerce (WRCC) on a Comprehensive Economic Development Strategy (CEDS).

Thanking the Massachusetts Legislature, Ms. Pierce praised the District Local Technical Assistance (DLTA) Program which has helped so many of the CMRPC communities in the past seven years. Over \$250,000 will be available for CMRPC communities this year and part of the funding this year will include the Community Compact Project.

Central MassGrown will be participating in Worcester's Best Chef competition this year. Ms. Pierce urged the members to attend the event on January 31 at Mechanics Hall in Worcester. Also, Central Mass Grown will be celebrating its second anniversary in April.

Ms. Pierce noted a Legislative Priorities Survey available at the registration table and also on line as a link from the Commission's Website. She asked the members to complete the survey since it aids in guiding the Commission's Legislative Affairs Committee.

Staff is also working with a number of CMRPC's communities under the Community Compact Program for best practices.

Ms. Pierce urged the members to "like" CMRPC on Facebook and Twitter.

1. Call To Order of the Business Meeting

Mr. Drobner called the business portion of the January 14, 2016 CMRPC Quarterly Commission Meeting to order at 7:15 P.M.

2. Approval of the Minutes of the November 12, 2015 Quarterly Commission Meeting

Upon a motion by Charles Richard Williams, duly seconded by Timothy Wheeler, the members unanimously voted to approve the minutes of the November 12, 2015 Quarterly Commission meeting as presented.

3. Approval of the FY 2017 Assessment Schedule

Mr. Drobner presented the FY 2017 Assessment Schedule for the CMRPC region noting a 2.5% increase over last year's schedule. The total assessment was reported at \$147,720.08.

Upon a motion by James R. Bates, Jr., duly seconded by Timothy Wheeler, the members unanimously voted to approve the FY 2017 Assessment Schedule as presented.

4. Budget Sub Committee Appointments

Mr. Drobner informed the members that a Budget Sub Committee needs to be formed which includes the Executive Committee and appointments from the full Commission. The Budget Committee reviews the CMRPC budget for the next fiscal year. Mr. Drobner asked for volunteers to serve on said Committee. Peter Kraczyk and Robert Hassinger volunteered. Mr. Kraczyk also stated that Tim Morell would be willing to serve. The meeting will be held before the next Executive Committee meeting in February.

5. Adjournment of the Business Meeting

Upon a motion by Robert Hassinger, duly seconded by Denny Drewry, the members unanimously voted to adjourn the business portion of the Quarterly Commission meeting at 7:25 P.M.

**FEATURE PRESENTATION:**

Ms. Blunt, Transportation Program Manager, informed the members that the City of Worcester and the CMRPC are pleased to announce the launch of the Bicycle Parking Program for the central Massachusetts Region. CMRPC communities, the WRTA, Massachusetts Bay Transit Authority (MBTA) and the Department of Conservation and Recreation (DCR) will be eligible for the Program in mid-January 2016. She stated that bike racks can be installed on public property and the Program provides full reimbursement for the full cost of the bicycle rack minus shipping and installation costs which will be borne by agencies/municipalities as part of the local match for funding.

She added that interested parties should go to:

<http://www.worcesterma.gov/dpw/engineering/bike-rack-project> and review the materials there. Any questions or comments may be directed to Daniel Daniska, CMRPC Transportation Planner at 508.459.3331 or [ddaniska@cmrpc.org](mailto:ddaniska@cmrpc.org) or to Joseph Borbone, Director of Engineering for the City of Worcester at 508.929.1300 ext. 4150 or [borbonej@worcesterma.gov](mailto:borbonej@worcesterma.gov).

**COMPLETE STREETS (CS) FUNDING PROGRAM**

Via teleconferencing, Eileen Gunn, from Environmental Services, MassDOT, presided over the following Complete Streets Funding Program presentation:

A Complete Street is defined as one that provides safe and accessible options for all travel modes- walking, biking, transit and vehicles-for people of all ages and abilities. Complete Streets improvements may be large scale such as corridor wide or focused on the needs of a single mode.

The Program Objectives for FY '16 provide technical assistance and incentives for adoption of Complete Streets policies at the municipal level, encourage municipalities to adopt a strategic and comprehensive approach to Complete Streets, rather than simply seeking funding for a single project, through Complete Streets prioritization plans, facilitate better pedestrian, bicycle and transit travel for users for all ages and abilities by addressing critical gaps in pedestrian, bicycle and transit infrastructure and safety and reward municipalities who have committed to adopting Complete Streets best practices through the

Community Compact Cabinet while assuring underserved municipalities are served equitably by the program as stated in the statute.

CS Funding Program Snapshot: Three Tiers for entry into the Program, Planning Assistance to support CS Prioritization Plan-Up to \$50,000 available to any community (reimbursable), eligible list of CS infrastructure and roadways (design is not an eligible expense), \$12.5M to be spent over the next two years (2016-17), full program guidance and application Portal-late January.

Community Compact-a voluntary, mutual agreement entered into between the Baker-Polito Administration and cities and towns where a community agrees to implement at least one best practice selected from across a variety of areas. Signatories to the Compact receive priority for specific Commonwealth technical assistance resources to help achieve the chosen best practices(s). Complete Streets are included as one of the listed best practices. The CS Funding Program Framework consists of three tiers, complete Streets Policy Development, complete Streets Prioritization Plan and Project Approvals and Notice to Proceed for construction. Tier one requires attendance at a training and successful passage of the training to go on to the next tier 2 the Complete Streets Prioritization Plan which includes a template for a model. Tier two requires a Complete Streets Prioritization Plan which includes the following three options: Option 2a-have an eligible policy (score >80 and the desire to submit their CS Prioritization Plan for Review. Option 2b-have an eligible policy (score >80) and want technical assistance up to \$50K to develop the CS Prioritization Plan and Option 2C- Commit to adopting a policy (through letter of commitment to MassDOT) and developing a CS Prioritization Plan and desire to request Technical Assistance to develop the Plan and Option 2c-commit to adopting a policy and adopt a policy and develop a CS Prioritization Plan.

Tier 3-Project Approval and Notice to Proceed. A Municipality identifies projects from its Prioritization Plan for funding, enters into a contract with MassDOT for reimbursement, notification of approved projects and enter into a process similar to Chapter 90.

Eligible roadways are: local roads, arterials and collectors. Eligible Infrastructure are: street lighting, traffic calming measures, intersection improvements, pedestrian signal timing, pavement markings or signage for alternative modes, addition of or widening of shoulders, additional regulatory signing and curbing.

Ms. Gunn then outlined the eligible infrastructure for transit, pedestrian and bicycle facilities. Regarding the Model Policy, she listed the ten elements that included vision and intent, users and modes, projects and phases, exception, network, jurisdiction, context sensitivity, design guidance performance measures and implementation. CS Policy scoring includes 10 points for vision, 45 points total for core commitment, 25 points for best practices and 10 points for implementation totaling 100 points. Ms. Gunn then reviewed the CS Program Timeline which began in December of 2015 ending in November, 2016. MassDOT District #3 contacts are Arthur Frost in Worcester, Rick Handfield and Michael O'Hara.

Ms. Gunn and Ms. Blunt then fielded questions and comments from the members and guests.

Ms. Pierce reviewed the upcoming meetings of the Commission and the sub committees.

Mr. Drobner added that there has been a change in energy at the Commission in the last six months and asked the members to contact the Commission for any help needed.

Respectfully submitted,

Judith C. Pearson  
Administrative Assistant

Documents and Handouts:  
FY '17 Assessment Schedule  
Baystate Roads Information  
City of Worcester CMRPC Bicycle Parking Program  
Upcoming Meetings Listing  
Legislative Priorities Survey