

*Celebrating Fifty Years of Service - 1963-2013*

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Approved: March 13, 2014

**CMRPC Physical Development Committee  
Meeting Minutes  
February 20, 2014**

- Present:** Chair Tim Wheeler, Bob Hassinger, Otto Lies, Chris Baehrecke, Peter Krawczyk, and Kathleen Keohane (Quorum – Yes)
- Absent:** Bill Linnane, Al Lanni
- Staff:** Chris Ryan, Trish Settles, Janet Pierce,
- Guest:** Erik Fleming (Hardwick), Kristen Las (Shrewsbury), Anita Fenton (Paxton), Richard Fenton (Paxton), Paul Robinson (Paxton)

The meeting was called to order at 7:09 pm.

**Consider DLTA 2014 proposals**

Lost Village Scenic Byway Kiosk – Request for \$2,750

Janet gave a brief history of the project and overview of the request. The Local Advisory Committee meeting is seeking assistance to construct one of five kiosks to be placed on the Lost Villages Section (Paxton to Petersham) of the Route 122 Byway and to develop and print brochures and kiosk posters. Trish provided additional information. Anita Fenton (Paxton) of the Local Advisory Committee was present, along with Richard Fenton and Paul Robinson to discuss the project and how it would benefit from the DLTA resources.

Priority Development Area Feasibility Analysis – Request \$37,400

Trish gave a brief history of the project as it was performed last year. We offered this program last year and it was so well-received that staff believes it should be continued this year. The byproducts of this project will assist CMRPC as we develop a regional economic development plan. Similarly, EOHED has expressed their appreciation and enthusiasm for this project and promote its similar implementation in other regions that have performed prioritization projects.

Letters are attached from each of the 17 communities. Kristen Las of Shrewsbury was present to explain the benefits of the project performed last year on the former Spag's site and the town's desire to have a similar project to be performed on the Glavin Center site.

### Regional Housing Initiative – Request \$16,320

Trish explained that the purpose of this project is to identify the challenges faced by our communities with regards to housing planning and to then develop a customized set of strategies that may be implemented regionally or sub-regionally to address them. Trish passed around a copy of PVPC's Regional Housing Strategy and information regarding the foreclosure challenges of central Mass as published by MHP.

We propose to host two sets (up to 4) of workshops (Spring and Fall). The workshop program will be developed in consultation with a representative advisory group and based on a survey sent to each municipality to identify relevant and desired workshop content.

Erik Fleming from Hardwick was present to speak about the need for multi-municipal housing strategies. Trish recommended that the committee fund \$8,000 now and then after a progress report in the summer; consider allocating the full amount if the committee is satisfied with progress.

### Freight Rail Pilot Study and Feasibility Analysis - Request \$8,000

Chris provided a summary of this project and its desired outcome. The study proposes concurrent in-depth examination of and discussions with both the municipal and private sectors to develop strategies and policies that create economic expansion opportunities regarding freight, particularly freight rail, while mitigating local and regional conflicts. This is a complicated project that will allow us to refine the scope of work on our future freight rail economic development efforts. The pilot is proposed to focus on Oxford and Auburn. Though expected in the short term, no letters of support/commitment were available at the meeting. These resources leverage funds from the Transportation Department via the UPWP.

### Energy - Request Up to \$20,200

Chris provided a summary of this project and its desired outcome. This is an RPA Initiative Project to provide technical assistance to communities who are seeking or considering pursuit of Green Community status making them eligible for significant grant funding from the State for energy efficiency projects, which would otherwise not be available. 4 communities have indicated their desire to use this resource.

***Motion made to accept the staff recommendation to ALLOCATE \$37,400 for Priority Development Area Feasibility Assessment by Chris Baehrecke, seconded by Otto Lies and all present voted in favor.***

***Motion made to accept the staff recommendation to ALLOCATE \$2,750 for Lost Villages Scenic Byway Kiosks by Bob Hassinger, seconded by Otto Lies and all present voted in favor.***

***Motion made to TABLE the decision until the March 13 Physical Development Committee meeting to allocate \$8,000 for Freight Rail Pilot and Feasibility Analysis by Otto Lies, seconded by Bob Hassinger and five voted in favor and one voted in opposition.*** The committee was concerned that no letters of support were available at the time of our vote and that we expect to see those materials when we meet on the 13th of March.

***Motion by Bob Hassinger made to accept the staff recommendation to ALLOCATE \$8,000 for the Regional Housing Initiative and to review progress reports prior to making any further allocation. The motion was seconded by Otto Lies and all present voted in favor.***

***Motion made to accept the staff recommendation to ALLOCATE UPTO \$20,200 for Municipal Energy Efficiency Support by Bob Hassinger, seconded by Peter Krawczyk and all present voted in favor.***

***Minutes: MOTION was made by Ms. Keohane to approve the minutes of January 23, 2014 meeting. Seconded by Mr. Hassinger, the motion carried unanimously.***

#### **2014 DLTA project status and budget update.**

Janet reviewed the latest DLTA budget. For the projects approved at the January 2014 meeting and the requested amounts for the DLTA projects discussed at this meeting. The total for those projects was \$165,752.95 of the \$257,101.95 in 2014 DLTA funds.

#### **Community Development and Planning (CDAP) Department Report**

Chris shared a January 7, 2014 memorandum he submitted to Larry regarding CDAP Program Development and Visioning. Chris also briefly discussed the CDAP Project lists for 2014 which included current and projected activities. The solicitation for a new Full time CDAP staff member has been released. The committee asked for more information on available Local Planning Hours and suggested that it is time to remind towns of the LPA resources available to them.

#### **Organization Chart**

Chris presented a draft organization chart as requested by the chair. After some discussion, some changes were suggested. In particular, tasks should not be included in an organizational chart but should be provided separately. Chris indicated that he would discuss the proposed changes with Executive Director Adams.

Additionally, the committee seemed in agreement that Regional Services should be guided by the Physical Development Committee rather than by a new committee.

#### **Announcements/Other Upcoming Meetings**

The CMRPC Quarterly Commission meeting is scheduled for March 13<sup>th</sup>.

**Next meeting:** Thursday, March 13, 2014 at 6:30pm prior to the Quarterly Commission meeting.

**Adjournment:** A MOTION was made by Mr. Hassinger, seconded by Mr. Baehrecke, and all present voted in favor to adjourn at 9:45 p.m.

Approved: \_\_\_\_\_ March 13, 2014