

Approved April 11, 2013

**CMRPC Physical Development Committee
Meeting Minutes
January 17, 2013**

Present: Chair Tim Wheeler, Otto Lies, Peter Krawczyk, Bob Hassinger, Bill Linnane, Chris Baehrecke, and Al Lanni
Absent: Kathleen Keohane
Staff: Trish Settles, Vera Koliass, Janet Pierce, Larry Adams
Guests: Heather Lemieux, Barre
Don Burn and Tim Dodd, Westborough
Nancy Runkle, Dudley

The meeting was called to order at 7:02 pm.

Minutes: ***MOTION*** was made by Mr. Linnane to approve the minutes of November 15, 2012. Seconded by Mr. Lies, the motion carried unanimously.

Review 2012 DLTA Projects

Staff reviewed the 2012 DLTA project summary. Committee members asked a few clarifying questions. Mr. Adams commended the committee and the staff for their efforts. Ms. Pierce provided a year end budget summary and noted that all 2012 DLTA funds were spent, and our cash match of 5% and in kind match of 5% had been met.

Review and Discuss 2013 DLTA Budget/Contract Terms

The committee reviewed and discussed the goals, criteria and guidelines described in the 2013 DLTA contract. It was brought to the committee's attention that the contract seeks work in three areas – Planning Ahead For Growth, Planning Ahead For Housing, and Supporting Regional Services. The funding amount is the same as that of last year's contract. Ms. Pierce pointed out that there is some flexibility in how funds are allocated.

2013 DLTA Requests

Requests for the following projects were submitted and discussed. A spreadsheet (see attachment) with requests and proposed project budgets was presented for the committee's review. Each request, except Administration and Planning and Regional Services, had a written request.

1. Administration and Planning. Ms. Pierce pointed out that the 5% cash match is equivalent to the amount that she expects to need for Administration and Planning. Amount requested 5% of total DLTA funds which is \$8,249. The committee voted to allocate \$8,249.

2. The Westborough, Northborough, Shrewsbury Bike Trail proposal, drafted by Westborough Town Planner Jim Robbins, was discussed first. Ms. Settles pointed out that the proposal was received at the last minute and her understanding of the full project scope was limited. Don Burn and Tim Dodd of Westborough were present to explain the request and promote the project. Background information on the Boston Worcester Air Line Trail (BWALT) was passed around. The goal of the project is to provide technical assistance to the towns of Northborough and Shrewsbury to research parcels and route options. - The Committee recognized this project may require additional resources at a future date.
Amount requested not specified. The committee voted to allocate \$3,200 (40 hours of staff time).
3. The Priority Development Area Development Suitability Analysis Project request was drafted by Vera Kalias at the request of Adam Gaudette of Spencer and is a follow up effort to the previously completed prioritization projects. Each town was asked to nominate a PDA for further analysis. Fifteen (15) (Auburn, Berlin, Dudley, Grafton, Holden, Leicester, Millbury, Northborough, Northbridge, Shrewsbury, Spencer, Sturbridge, Sutton, Upton, and Westborough) towns have nominated a site. Ms. Kalias has budgeted 25 hours per site. Nancy Runkle, Dudley Town Planner, was on hand to promote the request. Amount requested was \$30,000. The committee voted to allocate \$30,000.
4. The Rural -11 Prioritization Project request was drafted by Trish Settles to allow CDAP to complete the prioritization process throughout the region. The towns in the region include Barre, Brookfield, East Brookfield, North Brookfield, West Brookfield, Warren, Hardwick, Oakham, New Braintree, Princeton, and Rutland. All eleven towns were contacted about their participation. Heather Lemieux, Barre Town Administrator, was present to promote the request. Amount requested was \$71,000. The committee voted to allocate \$71,000.
5. The Planning Ahead For Housing request was drafted by Vera Kalias. The project will allow CDAP to work with EOHEd to develop workshops for our communities that would target Housing development. The original proposal included working with the town of Brookfield to locate resources for site feasibility analysis at the "Campground". It was pointed out that DLTA funds cannot be used to write grants. Amount requested was \$10,000. The committee voted to allocate \$3,200.
6. The Lost Village Scenic Byway Project request was drafted by Trish Settles. The project would allow CDAP to facilitate the efforts of the scenic byway advisory committee as it develops a strategy and work plan to achieve goals and objectives outlined in the Corridor Management Plan. Amount requested was \$7,000. The committee voted to allocate \$3,200.

7. The Regional Services program was not drafted in a formal request. Ms. Pierce described projects that might be undertaken with those resources and will forward a summary of planned projects to the committee. Amount requested was \$20,000 to be set aside. The committee voted to allocate \$20,000 to be set aside.

A Regional Freight Plan has been discussed but the project scope has not been fully developed. The committee should expect a request on this project at a future meeting.

A summary of the amount originally requested and the amount allocated by the committee is shown in the table below. The amounts were proposed separately by a motion of a committee member, seconded and voted in favor.

Should the subtotal allocated and the amount remaining to be allocated in the chart below be moved to the right?

DRAFT

DLTA Planning		State Admin and Finance		For completion prior to Dec-2013	Original Request Amount	Voted Allocation (Total sum available=\$173,227)	Approval date
345000	Admin and Planning			Jan-Dec 2013	\$ 8,249	\$ 8,249	allocated 1/17/13
345001	Rural 11	11 towns	Trish	Jan-Dec 2013	\$ 71,000	\$ 71,000	allocated 1/17/13
345002	PDA Development Suitability Analysis	15 towns	Vera	Jan-Dec 2013	\$ 30,000	\$ 30,000	allocated 1/17/13
345003	Housing	All	Trish	Jan-Dec 2013	\$ 10,000	\$ 3,200	allocated 1/17/13
345004	Lost/Legacy Villages SB	Petersham, Barre, Oakham, Rutland, Paxton	Trish / Vera	Feb - Sept 2013	\$ 7,000	\$ 3,200	allocated 1/17/13
345005	TBD (Sharps, ALS, Procurement, Mgrs Mtg, etc.)	Regional	Janet	Jan-Dec 2013	\$ 20,000	\$ 20,000	allocated 1/17/13
345006	Bikeway TA	Westboro, Northboro, Shrewsbury	Trish/ Jonathan	March -June 2013	\$ 3,200	\$ 3,200	allocated 1/17/13
	<i>Subtotal allocated</i>				\$ 138,849		
	<i>Amount remaining to be allocated</i>				\$ 34,378		
Expected or possible future requests							
	Freight Rail Study	Towns with Rail	Rich/Ryan	Jan-Dec 2013	\$ 20,000	\$ 20,000	



Lawrence B. Adams Executive Director
Community Development
Mary Ellen Blunt Transportation
Janet Pierce Regional Services and
Business Manager
Otto R. Lies Commission Chair

Announcements/Upcoming Meeting

None

Next meeting: Thursday, April 11, 2013

Adjournment A Motion was made by Mr. Lanni, seconded by Mr. Lies, and all present voted in favor to adjourn at 9:45 p.m.

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