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CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

March 28, 2024 Executive Committee Meeting Minutes
In-Person/Hybrid Meeting

Attending Officers	Attending Sub-Regional Delegates
Vice Chair: Robert Hassinger, Grafton	Northeast: Julianne Hirsh, Northborough
Treasurer: Daniel Schur, Westborough	Southeast: Walter Baker, Sutton
Asst. Treas.: C. Richard Williams, Rutland	Central City: David Quiroa, Worcester
Clerk: Timothy H. Wheeler, Berlin	
Staff:	Attendees
Janet A. Pierce, Executive Director	Roland Lambalot, CPA
Sujatha Krishnan, Dep. Dir., Transportation	Andrew Goals, Charlton Town Admin.
Stephanie Toupin, Human Resource Manager	
Anthony Senesi, Communications Coordinator Ethan Melad, Associate Planner	

1. Call to Order:

Vice Chair Hassinger called the March 28, 2024, Executive Committee meeting to order at 7:04 p.m. with a roll call to establish a quorum. Mr. Hassinger stated that Chairman Drobner would not be in attendance for the meeting.

Mr. Wheeler stated that as Clerk, he received a letter of resignation from Jeffrey Howland.

2. Approval of Minutes

Mr. Williams made a motion to accept the minutes of the March 24, 2024, Executive Committee Meeting, seconded by Mr. Schur. **Motion Approved.**

3. Public Comment:

None

4. Presentation of FY23 Audit by Roland P. Lambalot, CPA

Mr. Lambalot stated that the FY23 Audit found no GASB pronouncements that affected statements or the audit procedures. Mr. Lambalot stated that the Audit found no unusual activity in regard to funding sources and staffing levels. Mr. Lambalot stated all materials were provided to perform the procedures development in auditing the agency. Mr. Lambalot stated that there were no findings to be reported in the areas of internal control and compliance.



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Mr. Lambalot described and presented the financial statements. Mr. Lambalot described the potential Massachusetts State Retirement System OPEB settlement that may affect CMRPC's indirect rate.

Mr. Williams made a motion to accept the Fiscal Year 2023 Audit as presented, seconded by Mr. Wheeler. **Motion Approved.**

5. Executive Director's Report

a. Staffing and Administration:

- Ms. Pierce stated that Jeffrey Howland has accepted the role of Transportation & Planning Engineer. Ms. Pierce stated that Mr. Howland will begin his role on April 1, 2024. Ms. Pierce stated that he will begin on a part-time basis due to his interim position in the Town of Sturbridge as the Conservation Agent. Ms. Pierce described his qualifications as DPW Director and Town Engineer at the Town of Shrewsbury. Ms. Pierce stated that he previously worked with Graves Engineering, and was the owner of an engineering firm.
- Ms. Pierce stated that two candidates declined the Executive Assistant role, and CMRPC will be re-advertising for the position.
- Ms. Pierce stated that the Finance Manager position will be advertised in the coming weeks.

b. Transportation

- Ms. Krishan stated that MassDOT invited CMRPC to a legislative meet and greet for District 3 municipalities.
- Ms. Krishnan stated that the State Transportation Secretary is planning to attend a CMMPO upcoming meeting.
- Ms. Krishnan stated that Transportation staff are working on developing the TIP, Unified Planning Work Program (UPWP), and data collection program.

c. Regional Collaboration and Community Planning

- Mr. Robichaud stated that the RCCP staff are working to explore Federal grant opportunities for the region.
- Mr. Robichaud stated that the Environmental & Resiliency staff are working on Municipal Vulnerability Preparedness 2.0 grants and are hiring stipends for community members that would like to assist in the program.
- Mr. Robichaud stated that RCCP staff have been receiving cost proposals for Hazard Mitigation plans.



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- Mr. Robichaud stated that the Community Development staff submitted 5 applications for Community Development Block Grants, with a primary focus on construction and improvement projects.
- Mr. Robichaud stated that an additional Regional Public Health Trainer may be hired in early FY25.
- Mr. Robichaud stated that RCCP staff have worked in the City of Gardner regarding a downtown parking facility.

6. Approval of Warrant for Payment of Bills and Review of Financial Statements:

Executive Director Janet Pierce presented Warrant #24-09 for the payment of bills as required by Section 7, Chapter 40B, for the month of March 2024 totaling \$160,319.81.

Mr. Williams made a motion to approve Warrant #24-09 for the month of March 2024 in the amount of \$160,319.81, seconded by Mr. Schur. **Motion approved.**

7. Committee and Sub-Regional Briefings

- Transportation** - Mr. Hassinger stated that the Transportation Committee recommended the endorsement of the Proposed 2025-2029 TIP Amendment #5.
- Legislative Affairs** - Mr. Robichaud stated that Trish Settles gave the Executive Committee a memo from the Legislative Affairs Committee outlining the proposed dual focus of the Legislative Affairs Committee. Mr. Robichaud stated that one element would be to educate constituents and the other element would be advising the legislative and executive branches of CMRPC. Mr. Robichaud stated that the memo outlines the process for determining actions. Mr. Golas stated that the Legislative Affairs Committee supports this memo.
- Physical Development** - Mr. Wheeler stated that the Physical Development Committee met early in the week to distribute a second phase of District Local Technical Assistance (DLTA) funding, Mr. Wheeler stated that nearly \$109,000 was distributed.
- Rural Caucus** - No Update.
- Southern Worcester County Economic Development Organization** - The Quarterly Meeting occurred in March.
- Sub-Regional Update** - Mr. Quiora stated that the City received a Federal earmark for the Mill Street redesign project. Ms. Hirsh asked the CMRPC staff if they are aware of any funding for dam removals. Ms. Pierce asked that if Ms. Hirsh had specific questions regarding dam removal funding, that they be forwarded to Ms. Settles.

8. New Business: Ms. Pierce stated that there is now a vacancy on the Executive Committee, due to Jeff Howland's resignation. Ms. Pierce stated that Jared Grigg, from the Town of Spencer is



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interested in the vacated position for the West subregion. Ms. Pierce stated that the Nominating Committee will meet at 7:00 p.m. on April 25, 2024.

9. Adjournment:

Upon a motion by Mr. Schur, seconded by Mr. Williams to adjourn at 8:34 p.m. The vote by roll call was unanimous. **Motion approved.**

Respectfully submitted by Anthony Senesi, CMRPC.