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CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION
 October 31, 2024 Executive Committee Meeting Minutes
 Hybrid Meeting

Attending Officers	Attending Sub-Regional Delegates
Chairperson: Howard N. Drobner, Boylston	North: Otto Lies, Holden*
Vice Chair: Robert Hassinger, Grafton*	Northeast: Julianne Hirsh, Northborough*
Asst. Treasurer: Andrew Coles, Auburn*	Southeast: Walter Baker, Sutton*
Clerk: Timothy H. Wheeler, Berlin*	Southwest: William Trifone, Dudley*
Asst. Clerk, Barur Rajeshkumar, West Boylston	West: Jared Grigg, Spencer*
Staff:	Not In Attendance:
Janet A. Pierce, Executive Director	Treasurer: Daniel Schur, Westborough
Trish Settles, Deputy Dir., RCCP*	Central City: David Quiroa, Worcester
Jeffrey Howland, Transportation Engineer	
Anthony Senesi, Communications Coordinator	
Dara Griswold, Finance Manager*	*indicates remote participation

1. Call to Order:

Chairperson Drobner called the Executive Committee meeting to order at 7:00 p.m. with a roll call to establish a quorum.

2. Approval of Minutes:

Motion: to accept the Executive Committee Meeting Minutes from September 26, 2024

Moved by Mr. Rajeshkumar, seconded by Ms. Hirsh. Roll Call Vote. **Motion Unanimously Approved.**

3. Public Comment:

None.

4. Executive Director’s Report:

I. Staffing and Administration (Janet Pierce, Executive Director)

- Ms. Pierce described the series of grant awards that were just announced, including the Community One Stop, CMRPC Transportation Planning Study, \$125,000 for the Vernon Street Interchange in Worcester. Ms. Pierce stated that for the Community One Stop Awards, CMRPC entered in MOUs with some municipalities that were assisted by CMRPC with grant writing. Ms. Pierce stated

described the series of MOUs: Hardwick Master Plan, \$130,000; Douglas Master Plan, \$115,000; Barre Zoning Bylaw Update, \$57,000; Warren Zoning Bylaw Update, \$49,500; Boylston Hillside Master Plan, \$68,700.

- Ms. Pierce stated that the Region received over \$16.1 Million from the most recent round of the Community One Stop Program. Ms. Pierce stated that CMRPC assisted the City of Gardner with a \$3.5 Million grant application for the Community One Stop for Growth program. Ms. Pierce is proud of the work CMRPC staff have done.
- Ms. Pierce stated that Daniel Ward, Contract Specialist began at CMRPC on October 22, 2024; Anna Walker, RCCP Intern began on October 28, 2024; Forest Kuestner-Burlson, RCCP Intern, began on October 29, 2024; Emily Forest Whittaker-Smith, Public Health Trainer, will begin on November 1, 2024; and Mishel Caisapanta, Public Health Trainer left her role at CMRPC on October 18, 2024.
- Ms. Pierce stated that there are multiple open positions with scheduled interviews.
- Ms. Pierce described the recently established MARPA guidelines regarding work and services outside of an RPAs region.

II. Transportation

Transportation Engineer Jeffrey Howland provided the Transportation report.

- Mr. Howland stated that there are three open positions within the Transportation Department, and they have received a strong applicant pool. Mr. Howland stated that there have been interviews this week.
- Mr. Howland stated that the Transportation Department received a notification of a successful grant award for the Community One Stop for Growth program, which includes the Vernon Street/I-290 Interchange planning study.
- Mr. Howland stated that the Transportation Department is working with the City of Worcester and the Town of Southbridge regarding their RAISE grant applications. Mr. Howland stated that CMRPC notified MassDOT regarding these proposed applications.
- Mr. Howland stated that the functional classification effort is currently underway. Mr. Howland stated that CMRPC staff have internally reviewed roadways within the region and provided suggestions for municipalities to consider. Mr. Howland stated that five municipalities provided additional suggestions.
- Mr. Howland stated that the Transportation Department and members of RCCP were heavily involved in the 2024 MassTrails Conference that was held last

weekend. Mr. Howland stated that Kerrie Salwa, Director of Economic Development, gave a presentation regarding the economic development impact of trail networks. Nathan Lewis and Adam Wriggins served as moderators for a panel.

- Mr. Howland stated that Transit staff are working with the WRTA regarding two improvement projects, including permanent bus stops in the Town of Auburn.
- Mr. Howland stated that CMRPC is working with the Town of Princeton regarding a traffic data speed analysis to assist with speed reduction requests.
- Mr. Howland stated that CMRPC is assisting municipalities with RRFPs for flashing beacons at crosswalks.
- Mr. Howland stated that the CPRG team is conducting expert interviews in six sectors.
- Mr. Grigg stated that he had a meeting with Ms. Krishnan regarding TIP projects and roadway reclassifications. Mr. Grigg thanked CMRPC staff for that.

III. Regional Collaboration and Community Planning (RCCP):

Deputy Director, Trish Settles provided the RCCP report

- Ms. Settles stated that RCCP staff submitted Green Communities competitive grants two weeks ago.
- Ms. Settles stated that the Community Development division is working to finalize MOUs for recent CDBG contracts that were awarded. Ms. Settles stated that there will be an upcoming meeting in East Brookfield regarding potential eligibility for CDBG funding.
- Ms. Settles stated that she is looking forward to EEA Planning Assistance grant awards that should be announced in the coming weeks.
- Ms. Settles stated that the regional plan, Imagine 2050 has held engaging scenario planning workshops.
- Ms. Settles stated that the EPA Brownfields grant will be submitted in the coming weeks.
- Ms. Settles stated that RCCP staff facilitated a Peer to Peer ADU Workshop at the request of the Grafton Planning Department. Ms. Settles stated that there will be an additional workshop in the evening in December.

IV. Human Resources

Janet Pierce provided the Human Resources report within the Staff & Administrative Report.

V. Review of Services Guide

Ms. Pierce presented the CMRPC Services Guide to the Executive Committee.

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

Ms. Griswold presented Warrant 25-04 for the month of October totaling \$125,511.67

Motion: to approve Warrant 25-04 for the month of October in the amount of \$125,511.67. Moved by Mr. Rajeshkumar, seconded by Ms. Hirsh.

Discussion:

- Mr. Drobner asked about the software charges. Ms. Pierce stated that the charges are for the new VPN.

Roll Call Vote. **Motion Unanimously Approved.**

Vote to Adopt a New Depreciation Schedule

Ms. Pierce stated that in 2009-2010, the Auditor, recommended that CMRPC approve a Depreciation Schedule. Ms. Pierce stated that Executive Committee approved a Schedule, that states that "All assets over \$1,000 are depreciated for three years". Ms. Pierce stated that the Auditor, now recommends that the schedule be revised to, "All assets over \$3,000 are depreciated for three years".

Mr. Trifone stated that based in his prior public sector work, he would recommend that the Executive Committee approve, "All assets over \$5,000 are depreciated for three years". Ms. Pierce stated that she is not opposed to Mr. Trifone's recommendation.

Motion: to amend the CMRPC depreciation schedule with the language, "All assets over \$5,000 are depreciated for 3 years".

Moved by Mr. Hassinger, seconded by Mr. Rajeshkumar.

Ms. Pierce recommended that the Executive Committee modify the motion to state that the depreciation schedule would have the effective retroactive date on July 1, 2024.

Mr. Hassinger accepted the modified motion, to include that depreciation schedule would be effective retroactive date on July 1, 2024. Mr. Rajeshkumar accepted the amended motion and seconded the amended motion.

Roll Call Vote. **Motion Unanimously Approved.**

6. Committee and Sub-Regional Briefings:

- a. Transportation** – Mr. Hassinger stated that the Transportation Committee did not meet this month.
- b. Legislative Affairs** – Mr. Trifone stated that the Legislative Affairs Committee will be meeting the second Tuesday of November.
- c. Physical Development Committee-** Mr. Wheeler stated that the Committee will meet on November 20, 2024, to adjust and modify funding allocations to projects.
- d. Rural Caucus** – None.
- e. Southern Worcester County Economic Development Organization** – Ms. Pierce said that the EDO will meet in early December.
- f. Sub-regions**– Mr. Drobner asked if anyone had a report
 - Northeast: Ms. Hirsh stated that Northborough is considering voting for a new fire station.
 - East: Mr. Drobner stated that the Town of Boylston is looking to build a senior center and a fire station.

7. New Business:

- None

8. Adjournment:

- **Motion:** to adjourn. Made by Mr. Hassinger, seconded by Mr. Rajeshkumar. Roll Call Vote. **Motion Unanimously Approved.** Chair Drobner adjourned the meeting at 8:30pm.

Documents:

ED Monthly Report October 2024
October 2024 Warrant
CMRPC Services Guide

Draft Minutes September 26, 2024
Recommended Depreciation Schedule

Respectfully submitted by Anthony Senesi, CMRPC.