



**Physical Development Committee
Minutes**

Tuesday August 20, 2024, 6:30 pm

This meeting was Hybrid. The live aspect of the meeting was held at the following location: Grafton Town Hall, 30 Providence Road, Conference Room F, Grafton, MA 01519 The remote aspect of the meeting was held via Zoom webinar.

1. Call to Order:

Attending: Tim Wheeler, Chair, Bob Hassinger, Otto Lies, Jared Grigg, Julianne Hirsh, Conor McCormack (Quorum Yes.)

Staff: Janet Pierce, Trish Settles, Dominique DuTremble, Connor Robichaud, Anthony Sensi, and Julia Moore

The meeting was called to order at 6:35pm.

2. Consider Approving Minutes of the March 26, 2024 meeting:

A motion was made by Jared to accept the minutes of March 26, 2024. The motion was seconded by Julianne, and all present voted in favor. Motion passed.

3. Committee Membership:

Tim indicated that the committee has lost two of its members. Rebekah Cornell is no longer a delegate or alternate from West Brookfield. And Jean Vincent from Charlton passed away in May after battling an illness. Janet asked that we observe a moment of silence to honor Jean's memory and years of valuable contributions to her town and to CMRPC. Most of the conversation was focused on finding new members who could represent the region that included Charlton and / or West Brookfield. Trish and Janet will put their heads together and come up with some options.

4. Brief update on DLTA 2024 projects

Trish submitted the mid-year DLTA CY 2024 report and we are on track to complete those projects and expend the entire funded amounts. Some projects got late starts but that was by design and project leaders are ramping them up quickly.

5. Consider DLTA 2025 funding priorities and in light of community needs for grant matching funds:

The committee discussed the reality that many applications for town projects are funded and require a match. In the past, we have utilized and are allowed to use DLTA as a match for Energy and Environmental Assistance Planning Assistance Grants. In recent years we have

gotten more creative and use town professional time and LPA and encourage Town cash as match. This has allowed us to reduce the burden on DLTA.

But with our very impressive success rate on not only EEA PAG, but also Community One Stop, the need for match is growing. Janet has set aside some funds in the CMRPC organizational budget for match contributions that might be needed. Between DLTA and CMRPC and the other sources of cash match, we are able to bring in many more projects that benefit the organization and the region.

The committee and staff present discuss being mindful in the development of proposals that encouraged towns to “have some skin in the game”, to reward creativity and planning enthusiasm, that typically has the town engaging more with CMRPC, a worthy goal. Before committing match, we should weigh geography, town resources, town capacity, town need, town participation and engagement with CMRPC and planning in general.

The timing on the need to commit match as part of the application process and the DLTA allocation process is not aligned, but should be given some consideration to future planning.

We also discussed that we might be able to reduce funding to some projects that might be able to utilize other resources such as Green Communities Assistance and Regional Services.

6. Discuss DLTA-Augmentation fund.

Trish submitted the DLTA-A 23 final report, which was an impressive 16-page document summarizing the resource development efforts from January 1, 2023 to June 30, 2024 (18 months).

7. Future Meetings

The committee agreed that it made sense to meet one more time to review the progress of the current round of projects and make amendments to the allocations as needed. The meeting will likely be in late October or early November.

8. Adjourn:

A motion to adjourn was made by Jared and was seconded by Bob, and all present voted in favor. Meeting adjourned at 8:05pm.