



Physical Development Committee Virtual Meeting Wednesday, December 17, 2025 Meeting Minutes

Members Present: Tim Wheeler (Chairman), Bob Hassinger, Meg Haight, Otto Lies, Jeanne Scigliano, Julianne Hirsh

Members Absent: Conor McCormack, Jared Grigg

Staff: Janet Pierce, Trish Settles, Andrew Loew, Anna Walker, Charlotte Leavitt, Connie Mellis, Dani Marini King, Dominique DuTremble, Emily Glaubitz, Gabe Trevor, Kerrie Salwa, Marc Granato, Ron Berron, Sam Carter, Sandy Amoakohene, Sherrie Haber, Will Talbot, Yahaira Graxirena

Guests: David George, Dylan Lindholm, Eva Brown, Fiona DiMartino, Heather Blakely, Jack Hunter, Jeanne Hebert, Jenny Gingras, Jim McKeon, Joe Belrose, John Charbonneau, Josh Campbell, Lauren Graham, Matthew Wyke, Mike Antonellis, Moira Johnson, Paul Dell'Aquila, Richard Clark, Trish from North Brookfield

1. Call to order: The meeting was called to order at 6:01 pm.
2. Consider Approving Minutes of the October 16, 2025 meeting:

A motion was made by Bob Hassinger and seconded by Otto Lies to accept the minutes of October 16, 2025. With a roll call vote, the motion passed unanimously with an abstention from Meg Haight.

3. DLTA Project Proposals: Presented as seen in the table at the end of this document.

Discussion:

1. Ms. Settles stated that the projects affect 20 communities directly plus regional projects.
2. Mr. Wheeler added that these new projects will open doors for other opportunities. He asked if there were any questions and if the committee thought all the projects are appropriate. Mr. Lies agreed that all are appropriate.
3. Ms. Scigliano asked how much money we have and if we can fund all projects. Mr. Wheeler answered that we do have enough for all with almost \$60,000 remaining for a 2nd round.
4. Mr. Hassinger asked to see numbers on how much it will cost to fund all. Ms. Settles replied \$206,330 to fund all with 59,244 left for round two. Ms. Pierce added that we have close to 300,000 that can be allocated and that there's a 10% cash match for Commission administration and that it should be voted on separately.

A motion was made by Jeanne Scigliano and seconded by Julianne Hirsh to approve all projects as presented for a total of \$206,330. With a roll call vote, the motion passed unanimously.

A motion was made by Meg Haight and seconded by Jeanne Scigliano to approve administrative expenses as presented for a total of \$26,557. With a roll call vote, the motion passed unanimously.



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4. Consider defining the charge of the Physical Development Committee: Mr. Wheeler suggested that members consider the matter independently and to bring thoughts to the next meeting of the committee in February.
5. Letter to EOHLC: Ms. Settles stated that within 2 months of the contract signing CMRPC needs to send a letter to EOHLC explaining how decisions are made and how priorities are decided. Mr. Wheeler, without objection, stated that Ms. Settles has the experience to write this letter and he trusts her judgement.
6. Adjourn:

A motion was made by Bob Hassinger and seconded by Julianne Hirsh to adjourn the meeting. With a roll call vote, the motion passed unanimously. The meeting adjourned at 8:11pm.



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Central Massachusetts Regional Planning Commission

Funding Received	\$265,574	
10% Match from CMRPC	\$26,557	Total not including Administration
Total DLTA	\$292,131	\$206,330

Reporting - December 18, 2025 - December 31, 2026

Allowable overhead per contract = 86%

Municipality	Program Name	Short Project Description	Project Timeframe	Original Allocation	Staff Lead	Guest Advocate Speaking
				Total		
Region	Administration = Cash Match	Admin	December 18, 2025 - December 31, 2026	\$26,557	Trish Settles	
Uxbridge	Planning Ahead for Growth	Uxbridge Pre Master Planning Outreach	December 18, 2025 - December 31, 2026	\$8,500	Dominique DuTremble	Jack Hunter
West Boylston	Planning Ahead for Growth	West Boylston Pre-Master Planning Outreach	December 18, 2025 - December 31, 2026	\$8,500	Anna Walker	Heather Butler Moira Johnson
Westborough and others	Planning Ahead for Growth	Westborough Walk Audit Training	December 18, 2025 - December 31, 2026	\$10,000	Sandy Amoakohene	Jenny Gingras



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Northbridge and Sutton	Planning Ahead for Housing, Planning Ahead for Growth	Blackstone Valley Mobility Community Engagement	December 18, 2025 - December 31, 2026	\$10,000	Connie Mellis	Jen Hager and Jeannie Hebert
Leicester	Planning Ahead for Housing, Planning Ahead for Growth	Leicester ZBL and SRR Update Match	December 18, 2025 - December 31, 2026	\$5,830	Dominique DuTremble	Josh Campbell
Holden and others	Planning Ahead for Growth	Regional BESS and Solar Bylaw TA	December 18, 2025 - December 31, 2026	\$7,000	Ron Barron	David George
Blackstone with others	Planning Ahead for Growth	Regional ADU TA Part 2	December 18, 2025 - December 31, 2026	\$7,000	Ron Barron	Joe Belrose
Grafton	Planning Ahead for Housing, Planning Ahead for Growth	Grafton Flexible Development Bylaw Incentivization	December 18, 2025 - December 31, 2026	\$5,000	Ron Barron	Fiona DiMartino
Auburn	Planning Ahead for Growth	Auburn Permitting Guide	December 18, 2025 - December 31, 2026	\$7,000	Kerrie Salwa	Paul Dell' Aquila
Grafton	Planning Ahead for Growth	Grafton Permitting Guide	December 18, 2025 - December 31, 2026	\$7,000	Kerrie Salwa	Fiona DiMartino
Mendon Millbury	Planning Ahead for Housing	Mendon Millbury SRR Supplement sub-division	December 18, 2025 - December 31, 2026	\$10,000	Ron Barron	Dylan Lindholm and Bruce DeVault
Rutland and Douglas	Planning Ahead for Growth	Rutland and Douglas Zoning Diagnostic and Site Plan Review Rewrite	December 18, 2025 - December 31, 2026	\$20,000	Gabe Trevor	Tim Nahrwold Jeanne Sciglione and John Charbonneau
Auburn, Millbury, Southbridge, and Warren	Planning Ahead for Growth	Regional HMP Implement Maintenance Project	December 18, 2025 - December 31, 2026	\$10,000	Charlotte Leavitt	Jim McKeon & Paul Dell'Aquila



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Millbury and Sturbridge	Planning Ahead for Housing, Planning Ahead for Growth	Regional HMP High Hazard Potential Dams	December 18, 2025 - December 31, 2026	\$9,000	Marc Granato	Heather Blakely & Matthew Wyke
Northbridge, Grafton, Sutton, Douglas, Upton, Mendon, Uxbridge	Planning Ahead for Growth	Blackstone Valley Food Policy Council	December 18, 2025 - December 31, 2026	\$15,000	Sam Carter	Jeanne Hebert
Sutton	Planning Ahead for Housing	Chapter 40R Design Standards	December 18, 2025 - December 31, 2026	\$8,000	Emily Glaubitz	Jen Hager
Dudley	Planning Ahead for Growth	Dudley Master Plan Match	December 18, 2025 - December 31, 2026	\$10,000	Dominique DuTremble	Richard Clark
Upton	Planning Ahead for Growth	Zoning Bylaw Update Match	December 18, 2025 - December 31, 2026	\$6,000	Gabe Trevor	Lauren Graham
CMRPC Region	Planning Ahead for Housing, Planning Ahead for Growth	Regional Housing and Transportation Study Extended Community Engagement	December 18, 2025 - December 31, 2026	\$6,000	Dominique DuTremble	
Region	Planning Ahead for Growth	Agricultural Vocational Program Support	December 18, 2025 - December 31, 2026	\$10,000	Kerrie Salwa	See letters of support
Blackstone, Brookfield, Douglas and Leicester	Planning Ahead for Growth	Priority Development Center Study Match	December 18, 2025 - December 31, 2026	\$10,000	Kerrie Salwa	
Worcester County	Planning Ahead for Growth	Paul Bruhn Historic Revitalization Sub-grant Match	December 18, 2025 - December 31, 2026	\$16,500	Dominique DuTremble	Eva Brown



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Total Requested

\$206,330

**Remaining to be
allocated**

\$59,244

29%

Respectfully submitted by Sherrie Haber, CMRPC