CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION
1 MERCANTILE STREET – SUITE 520
WORCESTER, MA 01608
WWW.CMRPC.ORG

Physical Development Committee Virtual Meeting
Thursday, March 5, 2026
Meeting Minutes

Members Present: Tim Wheeler (Chairman), Bob Hassinger, Meg Haight, Otto Lies, Jeanne Scigliano, Conor McCormack
Members Absent: Jared Grigg
Staff: Janet Pierce, Trish Settles, Dani Marini King, Dominique DuTremble, Emily Glaubitz, Kerrie Salwa, Yahaira Graxirena, Gloria Agossou, Shannon Sullivan, Ethan Melad
Guests: John Charbonneau (6:32-6:42), Sherry Patch (6:32-6:50), Vivian Poplawski (6:32-7:01), Lara Crawford (6:32-7:01), Molly Kavia (6:39-6:49)

1. Call to order: The meeting was called to order at 6:32 pm.

2. Consider Approving Minutes of the December 17, 2025 meeting:

A motion was made by Bob Hassinger and seconded by Otto Lies to accept the minutes of December 17, 2025. With a roll call vote, the motion passed unanimously.

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

   Discussion:

   1. Ms. Settles stated that there is $59,244 remaining for this round and the total presented is $59,250.

   2. Mr. Wheeler added that since the funds have been committed early there is a greater opportunity for the towns to utilize the funds.

A motion was made by Bob Hassinger and seconded by Jeanne Scigliano to approve all projects as presented for a total of $59,250. With a roll call vote, the motion passed unanimously.

4. DLTA Day: Ms. Settles asked Ms. Pierce to update the committee on DLTA Day at the State House.

   1. Ms. Pierce stated that she presented two projects at the state house from last year, the Shrewsbury Transit Feasibility Study and the Economic Development Arts & Culture Guide. Both were well received and there was great interest in the Arts & Culture project. It is a great model for other regions and the state. Senators Eldridge and Donato spoke highly of DLTA and will be asking for an amendment of DLTA to $4 million. They have a full understanding of the program and its importance to our communities.

   2. Mr. Hassinger asked for a comparison of other RPAs in the number of projects they fund, ratio of funding to what it accomplished. Ms. Pierce answered that we give quarterly and annual reports to the legislature and can reach out to state contacts to gather that information. Ms. Settles added that many other RPAs fund what we leverage for. This allows us to stretch our funding further. Mr. Wheeler added that CMRPC distributes

funding differently than any other RPA by including Commission members and not only staff. It is a very transparent process.

5. Consider defining the charge of the Physical Development Committee: Ms. Settles stated that the Bylaws require each committee to have a stated charge. The closest that Physical Development has is what is written in the handbook which only mentions the distribution of DLTA funds. Ms. Settles would like the committee to help advise RCCP and assist with aligning priorities to the needs of the communities. Physical Development now meets 3-4 times a year and would need to meet more often. It would be a good opportunity for staff to hear what is important to communities.

    1. Mr. Wheeler stated that Physical Development had additional responsibilities in the past and he would welcome the opportunity to broaden the scope. Mr. Hassinger agreed.

    2. Ms. Haight asked if it would make sense to provide topic areas or surveys to allow members to reach out to the towns in advance to be able to give meaningful responses. Ms. Settles agreed and stated that we could also invite topic experts.

    3. Ms. Scigliano stated that she would also want to have the topics ahead of time to ask the select board for feedback and input before discussion with the committee.

    4. Mr. Wheeler stated that the committee will meet in May to discuss.

6. Adjourn:

A motion was made by Bob Hassinger and seconded by Jeanne Scigliano to adjourn the meeting. With a roll call vote, the motion passed unanimously. The meeting adjourned at 7:43pm.

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Funding Received	$265,574	
10% Match from CMRPC	$26,557	Total not including Administration
Total DLTA	$292,131	$292,137

Allowable overhead per contract = 86%

Reporting - December 18, 2025 - December 31, 2026

Municipality	Short Project Description	Project Timeframe	Original Allocation	Staff Lead	Guest Advocate
Region	Admin	12/18/25 – 12/31/26	$26,557	Trish Settles	
Total Requested Round 1			**$232,887**	**$206,330**	
Remaining to be allocated after Round 1			**$59,244**	**25%**	
DLTA Round 2:					
CMRPC Region	Regional Trails Plan Support	3/6/2026 - 12/31/2026	$2,500	Yahaira Graxirena	
Multi-town (Shrewsbury and Worcester)	Arts and Culture Projects	3/6/2026 - 12/31/2026	$9,000	Ethan Melad	
Douglas	Douglas Master Plan Story Map and Implementation Tool	3/6/2026 - 12/31/2026	$10,000	Emily Glaubitz	John Charbonneau
Northbridge	Northbridge Master Plan	3/6/2026 - 12/31/2026	$10,250	Dominique DuTremble	
Princeton	Princeton Pro Housing Toolkit	3/6/2026 - 12/31/2026	$7,500	Emily Glaubitz	Deb Cary, Molly Kaviar, and Sherry Patch

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CMRPC Region	Green Communities and Energy Support	3/6/2026 - 12/31/2026	$5,000	Gloria Agossou	
Multi-town (Spencer, Westborough, Hardwick, and others)	EDC Support	3/6/2026 - 12/31/2026	$15,000	Kerrie Salwa	Lara Crawford (Westborough), Vivian Poplawski (Spencer), Meg Haight (Hardwick)
Total Requested Round 2			$59,250		
Remaining to Be Allocated			$ (6)		

Respectfully submitted by Sherrie Haber, CMRPC