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

Physical Development Committee Virtual Meeting

Wednesday, June 24, 2026
Meeting Minutes

Members Present: Tim Wheeler (Chairman), Bob Hassinger, Meg Haight, Jeanne Scigliano, Otto Lies (6:35pm), Jared Grigg (6:40pm)

Members Absent: Conor McCormack

Staff: Janet Pierce, Trish Settles, Dani Marini King, Dominique DuTremble, Set Peters, Mike Maughn-Brown, Ron Barron, Andrew Loew, Matt Franz, Sherrie Haber

1. Call to order: The meeting was called to order at 6:31pm.
2. Minutes:

   Motion: To accept the minutes of March 5, 2026. Made by Mr. Hassinger and seconded by Ms. Haight. With a roll call vote, the motion passed unanimously.
3. DLTA Update: Trish Settles
   - DLTA projects are continuing to spend their funds and a couple of DLTA projects have wound down. Trish will soon develop the 3rd quarter report.
   - Mr. Wheeler asked if we expect DLTA-A to be funded again. Ms. Pierce said yes, in the same amount.
4. Consider defining the charge of the Physical Development Committee:
   - Ms. Settles read the description of the committee from the 2006 version of the handbook recognizing that things have changed since then:

     "Physical Development Committee oversees the work of the community development staff. These activities include implementation of the Commission's Development Framework, the design and provision of local planning services to communities, the preparation and administration of Community Development Block Grants and the operation of CMRPC's Regional GIS Service Center. This body is comprised of Commission members, area planners and environmental specialists who meet periodically throughout the year."
   - Ms. Settles shared that many divisions have been added since including: Regional Services (Public Health, Homeland Security, and Regional Collaboration and Municipal Support), Community Development (community development block grant applications and grant administration), Environmental and Resiliency Planning (climate change, open space and recreation plans, green energy), Community Planning (Master Planning, Land Use and Zoning and Housing Planning), Economic Development, Information and GIS services. She also introduced the staff that were in the meeting with their roles in each area. She stated that additionally there has been work done on historic preservation, outdoor recreation and grant administration. She would like to lean on the

Committee as the department takes on new things. The Committee description in the current Delegate Handbook ties the Committee to DLTA and it is instrumental in allocation of funds.

- Ms. Scigliano asked if there is an org chart for the staff. Ms. Haber shared the chart on the screen. Ms. Scigliano asked if it could be shared with the group. Ms. Settles stated that it will be updated and shared.
- Ms. Haight asked if this Committee would just advise RCCP and Ms. Settles answered yes.
- Ms. Settles suggested that the Committee could advise on if new things should be considered or if it is a space the Commission does not need to be in. She gave an example of historical preservation stating that it has to do with Land Use and Economic Development so it does tie in to CMRPC's work. The Committee could then consider if it is something best done by CMRPC or someone else. She is not looking for micromanagement but for high level input. She asked what the right level of advice and engagement is.
    - Mr. Hassinger stated that for T-Committee they are more than advisory because they make decisions for the CMMPO. He is not comfortable with a few specified things on the list for the charge. He would prefer it to be broad because things change and a change to the charge requires a vote of the Commission. Ms. Settles agrees that things change often.
    - Mr. Grigg stated that there should be key areas of focus and what the Committee is trying to accomplish. If the charge needs to be changed it can be voted on and it would inform the membership that the scope of work is changing.
- Mr. Wheeler asked the Committee to look at the proposed draft and it was shared on the screen.
    - The first bullet states that the Committee would provide guidance across all operational divisions of RCCP. Mr. Wheeler stated that there is no need to specify. Mr. Hassinger stated that the parts of the organization even change names (RCCP) and the committee should consider stating it differently in case it changes again. Ms. Settles stated that Regional Collaboration and Community Planning encompasses what the department does and doesn't foresee a name change.
    - The second bullet gives the committee the opportunity to consider things that know about now. Mr. Grigg asked what would be an area of need that we have taken on. Ms. Settles answered Public Health. Mr. Hassinger stated that the Commission helped with Covid and Ms. Settles agreed. Ms. Pierce stated that CMRPC distributed funding to the towns. Mr. Hassinger likes the second bullet as is.
    - The third bullet states that the committee may identify emerging needs. Mr. Hassinger and Ms. Haight both agreed it is good.
    - The forth bullet states that the committee will review and evaluate proposals and approve funding of projects and initiatives using DLTA funds. Mr. Wheeler suggested that it be broadened to include more than just DLTA. Mr. Hassinger suggested the sentence end after the word initiatives.
- Regarding membership of the Committee: Mr. Wheeler stated that he cannot recall having a non-Commission member on the Committee. Mr. Hassinger stated that having it as an option is nice for

interested parties. Ms. Settles stated that sometimes their experience and expertise can add to the discussion.

- **Motion:** to approve the charge of the Physical Development Committee with changes as discussed. Made by Mr. Hassinger and seconded by Mr. Grigg. Mr. Wheeler opened the floor for additional discussion.
- Ms. Haber asked if the Committee wanted to consider a name change at the same time. Mr. Hassinger said no. Ms. Scigliano asked why it is called Physical Development. Ms. Settles stated that the department does very little physical development.
- Mr. Grigg asked what the intent is of adding an advisory role. Ms. Settles stated that staff would bring forth topic areas for consideration if they should be added to better serve the region. Mr. Wheeler stated that it would not be for approval, but for advice.
- Mr. Grigg stated that he does not think it should be considered an advisory committee because they do funding approval.
- Mr. Grigg would like more time to digest the information before voting. Mr. Hassinger added that the bylaw process is moving forward. Ms. Pierce stated that they are looking to vote in September.
- Ms. Haight asked regarding membership – would the Committee consider 7 Commission members and 2 additional non-commission members that would be part in an advisory capacity. Mr. Wheeler stated that non-voting members could be considered. Mr. Hassinger stated that there should be an odd number of voting members. Ms. Settles stated that the committee membership should include geographic diversity or by type of community but would not want to see that written into the charge as it may be difficult to find members. Ms. Haight asked who appoints the members. Mr. Hassinger answered that the Commission Chair does. Mr. Wheeler added that staff help identify potential candidates.
- Mr. Hassinger **withdrew his motion** and Mr. Grigg agreed.
- Mr. Wheeler stated that moving forward Ms. Haber and Ms. Settles will redraft the summary for the Delegate Handbook. They will list 7 Commission members and add non-voting, non-Commission members. He asked Mr. Grigg to send Ms. Settles comments regarding what specifics he feels should be added to the charge for the committee to consider at the next meeting.
- Ms. Scigliano stated that she is still stuck on the name of the committee. Suggestions were mentioned by the group including RCCP Committee, Community Development Committee, Community Planning Committee, Regional Planning Committee and more. Ms. Settles and Ms. Haber will provide options for the next meeting.
- Ms. Settles thanked the staff for attending. Mr. Wheeler added that the committee does not want to micromanage the staff.

5. Adjourn:

   Motion: To adjourn the meeting. Made by Bob Hassinger and seconded by Jared Grigg. With a roll call vote, the motion passed unanimously and the meeting adjourned at 7:27pm.

Respectfully submitted by Sherrie Haber, CMRPC

Documents:

PDC Charge Working Document