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Physical Development Committee

February 9, 2023, 7:30 pm
Remote Meeting

MINUTES

Members Present: Tim Wheeler (Chairman), Otto Lies (Vice Chair), Bob Hassinger, Rebekah Cornell, Jean Vincent, Julianne Hirsh, Kathleen Keohane, Jared Grigg

Members Absent: None

Staff: Trish Settles, Janet Pierce, Dominique DuTremble

Guests: None

1. Call to Order: The meeting was called to order at 7:32 pm

2. Consider Approving Minutes January 19, 2023 meeting:

A motion to approve these minutes was made by Bob Hassinger and seconded by Otto Lies. Trish pointed out an error in the table for the EEA Round 5 Match \$27,869 should read \$13,935. The amendment was noted and the motion to amend and accept the minutes was allowed. All members voted in favor to accept the minutes as amended. Motion passed.

3. 2023 DLTA- Augmentation (DLTAA) Authorization

Trish provided an overview of the allowed uses of DLTA.

Supplemental one-time funding to help our member municipalities or other local and regional public entities take advantage of variety of beneficial funding opportunities, including the Infrastructure Investment and Jobs Act (IIJA) and the Inflation Reduction Act (IRA) (DLTA Augmentation). DLTA Augmentation activities and projects may include, but is not limited to, the following:

- identification and understanding of top project priorities;
- research, assessment, and identification of federal, state, and other funding opportunities;
- review of grant application guidelines and preparation of applications and/or identification of specialty skills needed (e.g. specialized technical assessment, engineering, cost benefit analysis);
- provision of needed procurement services; and
- assessment of municipal grant reporting capacity and determination if assistance is needed by the RPA.

She presented a request to allow staff to utilize the funds in accordance with those allowed uses without submitting specific project requests. Available funds will be \$172,049. (The original DLTA Allocation was \$177, 049. \$5,000 was authorized for use on the development of a future Brownfields application to the EPA.) There was much discussion on how staff perform outreach to towns, the prioritization of federal funding opportunities, and regular updates on the usage of the funds.

A motion was made by Bob Hassinger and seconded by Jared Grigg to authorize \$45,000 of the DLTA funds for allowed uses with the understanding that if needed Physical Development Chair, Tim Wheeler, can provide emergency authorization of an additional \$10,000 at his discretion. Staff will be asked to provide regular updates on activities for which the funds are utilized. After some discussion, all members voted in favor of the motion. Motion passed.

4. DLTA timeline

Trish reminded the committee that the next round of DLTA requests is due on March 9th, with the Physical Development Committee meeting the following Thursday March 16th. The solicitation has gone out via the newsletter to all Planning Boards, Selectboards, Town Administrators and Managers, and Town Planners. The Solicitation is also on our website. An informational meeting/webinar will be held soon to discuss the availability of funds for both DLTA and DLTA.

5. Consider provisions for remote participation

The emergency provisions that allow the committee to meet entirely remote will expire on March 31, 2023 unless additional legislation is passed to continue this practice. The provisions of the Open Meeting Law do however permit this committee to meet with a hybrid format (if a quorum is physically present) if the following is adopted.

"(b) Regional or District Public Bodies. The regional or district public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees."

A motion was made by Bob Hassinger and seconded by Julianne Hirsh to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees. All members present voted in favor. Motion passed.

6. Adjourn

A motion was made by Bob Hassinger and seconded by Rebeka Cornell to adjourn the meeting. Tim Wheeler did a roll call vote. The motion passed. The meeting adjourned at 8:45 pm

Respectfully submitted by Trish Settles