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## Physical Development Committee

November 2, 2023, 6:30 pm  
Remote Meeting

### MINUTES

**Members Present:** Tim Wheeler (Chairman), Otto Lies (Vice Chair), Bob Hassinger, Jean Vincent, Julianne Hirsh, Jared Grigg  
**Members Absent:** Rebekah Cornel  
**Staff:** Trish Settles, Janet Pierce, Jane Wyrick, and Sarah Plutnicki  
**Guests:** None

1. Call to Order: The meeting was called to order at 6:32 pm
2. Consider approving the minutes of August 10: ***A motion was made by Bob Hassinger and seconded by Otto Lies to accept the minutes of August 10, 2023. All present voted in favor of the Motion. Motion passed.***
3. Discuss Committee Membership  
In light of Kathleen Keohane's resignation from the Commission, and thus the Physical Development Committee, there is a vacancy on the committee. Trish spoke with David Quiroa of the city of Worcester and asked if the City would consider suggesting a candidate to sit on the committee. Trish said David and she spoke about Conor McCormack, a delegate and member of the City of Worcester Planning Board (and former CMRPC employee) might be an ideal candidate. David will discuss with Conor and others at the City and get back to Trish.
4. Review Spreadsheet of approved DLTA projects and 5. Review DLTA-Augmentation Progress  
Trish reviewed the recently submitted quarterly progress report for the DLTA and DLTA with the committee. She explained that we are making good progress on our projects and overall spending down our funding as a reasonable rate consistent with our timing to be complete by December. A number of adjustments were recommended to the original project allocations. Jared asked why there were variations in the budgets from the initial allocations. Trish explained that these projects are usually non-traditional and are difficult to accurately provide cost estimates when the applications are developed. Janet added that staff changes also account for some of the variations.

Additionally, Trish explained that we have been very busy using DLTA-A resources in applying for grants. And that we are at the previous milestone set and would like additional authorization to use an additional \$50,000 DLTA funding for the grant seeking activities.

***Bob made a motion to accept the recommended budget adjustments and to authorize an additional use of \$50,000 from the District Local Technical Assistance Augmentation funds. The motion was seconded and all present, voted in favor. The Motion passed.***

5. Project updates – Jane Wyrick and Sarah Plutnicki were present and each discussed some current projects they were working on. These projects included.
  - Grafton Park Design
  - Short Term Rental Bylaw Development
  - Paxton Bylaw Update
  - Holden Bylaw Update
  - Regional Waste Plan
  - Heat Resiliency Plan
  - Youth Trail Mapping and Accessible Trails project
  
6. Future DLTA project under consideration
  - Green Communities Assistance
  - EEA Round 7 Match
  - Regional Services
  - Northborough White Cliffs
  - BWALT
  - Native American inclusion
  - Wachusett Regional School District Survey
  - Arts and Culture Planning Phase 2
  - Best practices for Municipal Capital Planning Committees

7. Adjourn

***A motion was made by Bob Hassinger and seconded by Julianne Hirsh to adjourn the meeting. Tim Wheeler did a roll call vote. The motion passed. The meeting adjourned at 7:36pm***

***Respectfully submitted by Trish Settles***