

CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Executive Committee Meeting Minutes

January 26, 2017

At the Commission Offices, 2 Washington Square, Union Station, 2nd. Fl., Worcester, MA 01604-4016

Attending:

Officers:

Chairperson: Denny Drewry, Westborough
Vice Chairperson: John F. Knipe, Jr., Shrewsbury
Treasurer: Otto Lies, Holden
Assistant Treasurer: Howard Drobner, Boylston
Clerk: Timothy Wheeler, Berlin
Assistant Clerk: Robert Hassinger

Sub Regional Delegates:

Southeast: James R. Bates, Jr., Upton
Southwest: Terrence Cummings, Oxford
North: Charles Richard Williams, Rutland
Central City: Greg Baker, City of Worcester
Northeast: Kathleen Keohane, Shrewsbury

Not In Attendance:

West: Mary Walter, North Brookfield

Staff:

Janet A. Pierce, Executive Director
Dianna M. Provencher, Business Manager
Connor Robichaud, Administrative Assistant

1. Call to Order

Chairperson Drewry called the January 26, 2017 Executive Committee meeting to order at 7:14 P.M. noting there was a quorum present. He then asked the members to recite the Pledge of Allegiance to the Flag of the United State of America.

2. Approval of the Minutes of the January 5, 2017 Executive Committee Meeting

Upon a motion by Charles Richard Williams, duly seconded by John F. Knipe, Jr., the members voted to approve the minutes of the January 5, 2017 Executive Committee meeting as presented. Mr. Cummings abstained.

3. Chairperson's Remarks-Approval of the Executive Director's Job Description

Mr. Bates suggested that the mission of the Commission be included in the description. Mr. Bates asked for clarification regarding the difference between Regional Services/Municipal Collaboration and the Community Development Program (CDAP).

Discussion followed regarding the job titles that were listed. Mr. Drobner stated that the listings were typical job descriptions and that additional job titles could be added.

Mr. Bates then commented on the following excerpt from the description: “ Experience with a government entity or another executive position that oversees the operations of a complex public entity governed by an elected/appointed regulatory or policy body that makes decisions in public is strongly preferred”. He asked whether the phrase should be retained as one of the abilities of the Executive Director or as one of the requirements of a potential applicant for the position.

Ms. Pierce stated that the phrase was included in the profile and was determined the Executive Committee. Mr. Drobner added that these requirements are what the Steering Committee looked for in a potential candidate for the Executive Director’s position and can be changed in the event another search is needed for the position of Executive Director.

Mr. Hassinger asked about the highlighted sentence under the heading, “Physical Requirements/Work Location: FLSA status”: Whether or not a position is exempt or non-exempt under the FLSA requires an analysis of the FLSA standards for same, on a case by case basis.” Ms. Pierce explained that most of the positions of CMRPC are exempt.

Mr. Baker asked about goals for the position of Executive Director. Mr. Drobner stated that the goals will be set after the job description is finalized. Mr. Drewry added that goals could change every year.

Mr. Wheeler suggested that the goals be ready for the next fiscal year. Mr. Drobner asked if this item can be included in the agenda for next month.

4. Executive Director’s Discussion

a. Zoning Reform Legislation

Ms. Pierce told the members that there will be a section on the CMRPC website dedicated to the Zoning Reform Legislation to keep the CMRPC region informed along with a comments section.

b. Union Station Lease

Ms. Pierce reported that the Commission has leased space at Union Station for the last ten years and it is time for lease renewal. She has scheduled a meeting with Mike Jacobs from Glickman, Kavago and Jacobs Realty to negotiate a contract as a tenants’ representative. She said Mr. Jacobs will conduct a market analysis, a list of available properties in the City and work on the Commission’s behalf. She then referenced the *Worcester Telegram’s* newspaper article regarding the monetary loss the City of Worcester experiences every year because of Union Station.

Ms. Pierce then stated that the Commission is out of space with every cubicle taken at this time and there is a possibility of using space behind the partition in Union Hall for additional cubicles. She added that she does not want to spend a lot of money in Union Hall since she did not know where the Commission will be in a year from now. She also said she will be putting this item on the agenda every month to keep in the Executive Committee informed of her progress.

Mr. Williams asked about some of the details of the lease. Ms. Pierce answered that the lease was for \$132,000 per year for approximately 10,000 square feet. She also mentioned some of the security and maintenance issues that staff has experienced.

c. District Local Technical Assistance (DLTA) Solicitations

Ms. Pierce referenced the portion of the handout that included DLTA Assistance Activities and Community Compact Best Practices. She stated the two general categories were: Planning Ahead for Housing and Growth and Community Compact Cabinet activities. She asked that the members take the list of Community Compact Cabinet Best Practices outlined in the handout back to their respective communities which could identify potential opportunities for the member communities.

Ms. Pierce then told the members that the application process will be modified and notifications will be sent out soon and there will be a Physical Development scheduled for February 9, 2017. CMRPC's allotment of the DLTA monies is \$244,859 for a calendar year.

d. Quarterly Commission Meeting

Ms. Pierce thanked Mr. Drewry, Mr. Hassinger and Mr. Knipe for presenting Mary Ellen Blunt, Transportation Program Manager, with the citations from the Commonwealth in recognition of her years of service to transportation planning in Central Massachusetts.

Mr. Williams mentioned that he had appreciated the "Loop" bus ride throughout the center of Worcester.

5. Approval of the Warrant for the Payment of Bills

Ms. Provencher presented the Warrant for the Payment of Bills totaling \$8,380.32 with no pass-through monies reported.

The members discussed items #4, In-Stock Design Supply for service for the map plotter and item #2 for Caliper Corporation for Traffic Counting Software.

Upon a motion by John F. Knipe, Jr., duly seconded by James R. Bates, Jr., the members unanimously voted to approve the Warrant for the payment of bills.

Ms. Provencher then reviewed the Cash Flow and Report of Cash Reports.

Ms. Pierce informed the members that Roland Lambalot has been in the office commencing the annual audit and he will be in attendance at the next Budget Committee meeting to be held before the Executive Committee meeting in February. She then told the members that the preliminary Indirect Cost Rate (ICR) for the last fiscal year is 102.7% with an excess of \$56,000.00 to the undesignated funds account which is used for matches of grants.

The members then discussed Mr. Lambalot's fee for services and his experience in auditing public agencies and Transit Authorities.

6. Sub Committee Briefings

a. Physical Development

Mr. Wheeler, Chair of the Physical Development Committee reiterated the Committee's meeting date of February 9, 2017. He stated that if staff has proposals from the past, they might be carried over to be reviewed during the upcoming meeting. Solicitations for proposals will go out probably late February or early in March.

Mr. Wheeler also stated that the Committee will simplify the application process which will in, turn, simplify the evaluation process as well as examining the Community Compact Best Practices.

b. Legislative Affairs

Mr. Bates, Chair of the Legislative Affairs Committee, stated that the next meeting for the Committee will be January 31, 2017. He reported that there have been 5700 bills filed and the Committee will review the ones pertinent to CMRPC's member communities.

1. Robin Craver, Town of Charlton resignation
Chairperson Drewry accepted the resignation of Robin Craver from the Legislative Affairs Committee. The new appointee is Kevin Mizikar, Town Administrator Leicester, MA.

c. Transportation (T-Committee)

Mr. Hassinger reported that the T-Committee discussed the bridge on Southbridge Street in Worcester and the Blackstone River Valley Freight Rail Planning Feasibility Study.

He also told the members that the T-committee voted to recommend a modification to the Central Massachusetts Metropolitan Planning Organization (CMMPO) to the public outreach program comment period reducing it from 30 to 21 days.

Mr. Cummings added that MassDOT will hold a meeting at Oxford High School on February 1, 2017 to discuss Route 20 in Oxford and Charlton.

d. Budget Sub committee

Ms. Pierce reported that the Budget Sub-Committee will meet prior to the Executive Committee meeting on February 23, 2017.

7. New Business

Ms. Pierce stated that the Commission has an ad out for a Planning Assistant in the Community Development and Planning (CDAP) Department.

8. Adjournment

Upon a motion by John F. Knipe, Jr., duly seconded by Timothy H. Wheeler, the members unanimously voted to adjourn the January 16, 2017 Executive Committee meeting at 8:25 P.M.

Respectfully submitted,

Judith C. Pearson
Administrative Assistant

Attachments:

Minutes of the January 5, 2017 Executive Committee meeting

Warrant for the Payment of Bills

Cash Flow Report

Report of Cash Report

Executive Director's Job Description

Article dated January 16, 2017 from Worcester T & G relating to Union Station

District Local Technical Assistance (DLTA) information