



Memorandum

Date: July 22, 2019
To: CMRPC Planning Boards, Delegates, Town Planners, and Town Administrators/Managers
From: Trish Settles, Deputy Director for Regional Collaboration and Community Planning
Re: Local Planning Assistance

Central Massachusetts Regional Planning Commission (CMRPC) is pleased to remind its communities of the availability of Local Planning Assistance (LPA). LPA is a resource that CMRPC offers to its communities as a flexible planning resource. LPA Hours are CMRPC planning staff time. One LPA Hour may be used to request one Hour of a CMRPC professional planner's assistance.

Available LPA Hours & Accumulation of Additional Hours

Each community has an initial allocation of 12 LPA "Hours" that can be used to support municipal planning efforts. In addition to the 12 LPA Hours, communities can "earn" additional LPA Hours, when municipal officials attend approved events. Approved events include, but are not limited to, the following:

- CMRPC Annual Meeting (June)
- Quarterly Commission Meetings (January, March, September and November),
- CMRPC Legislative Affairs Committee meetings or events
- CMRPC Physical Development Committee meetings,
- Certain Regional Dialogues such as Town Managers/Administrator Meetings; Planners Forum; Economic Development Roundtables; Planning Board Gatherings.

Going forward we will a concerted attempt to indicate if a meeting is designated as eligible to earn LPA Hours (LPA Eligible). A Maximum of ONE LPA Hour per Municipality will be earned for each event, regardless of the number of individuals representing a Municipality and attending the event. Credit will only be given if a record such as a sign-in sheet or minutes indicate a town was represented. Communities may earn up to twelve (12) additional LPA Hours for a maximum of 24 LPA Hours per Fiscal Year. LPA Hours cannot be accumulated or rolled over from fiscal year to fiscal year.

Eligible Projects

LPA Hours may be used for the following types of planning assistance:

- GIS Mapping Services;
- Data Requests;
- To offset the personnel costs of larger planning projects;
- Requests for Planning staff to provide expertise on a specific planning matter;

- Requests for Planning staff to prepare for, attend and provide planning services at a meeting not specifically related to an on-going project; or
- To request assistance with the development of a grant application or proposal.

LPA Hours may not be used for the following:

- Non-CMRPC staff planning assistance.
- Goods or services purchased by the town or other entity for a planning project.

Authorization of LPA Hour Usage

CMRPC is a Regional PLANNING Agency. The first delegate for any municipality is always a member of the Planning Board. In the past, there has been much confusion on who determines what the LPA Hours may be used on. To be consistent going forward, we are going to vest the authority to allocate the LPA Hours with the Planning Board. Each Planning Board, however may designate the authority to others including the Town Planner or Select Board. The Planning Board, through its Chair, is asked to specifically indicate who is eligible to allocate the LPA Hours. Please complete the attached form and return it to Trish Settles (tsettles@cmrpc.org)

Authorization for Use of CMRPC Local Planning Assistance.

Date:

Municipality

Contact information for the Planning Board Chairperson

Name:

Phone:

Email 1:

Email 2:

On behalf of the municipality, the following individuals (not more than two (2) total) are authorized to allocate our Local Planning Assistance:

- The Planning Board, through its Chair (up to ____% or up to _____ Hours of the total LPA Hours)
- The Board of Selectmen, through its Chair (up to ____% or up to _____ Hours of the total LPA Hours)
- The Town Administrator/Manager /Executive Secretary (up to ____% or up to _____ Hours of the total LPA Hours)
- The Town Planner (up to ____% or up to _____ Hours of the total LPA Hours)
- The Town Assessor (up to ____% or up to _____ Hours of the total LPA Hours)
- Other (please be specific) _____, (up to ____% or up to _____ Hours of the total LPA Hours)

This Form or (a copy) should be returned to CMRPC prior to requesting use of LPA resources (preferably after the Planning Board's first meeting following July 1). We will send this out yearly to all communities. It is the responsibility of the Planning Board to update this form if there are changes. Authorization should be provided to the Deputy Director of Regional Collaboration and Community Planning (RCCP). Authorization may be provided via email.

Additionally, the CMRPC delegate(s) should be made aware of the request.

Accounting

A short accounting of each municipality's LPA resources will be produced quarterly and provided to the Planning Board and the Board of Selectmen. The statement will include the following:

- The Hours available,
- Hours earned,
- Requests for LPA Hours,
- LPA Hours used,
- Projects for which LPA Hours are used, and finally,
- The number of LPA Hours still available.

Timing

LPA resources (of up to 12 Hours) may be requested in June for projects with start dates after July. Due to previously scheduled projects and limitations on staff capacity, LPA resources of greater than 4 Hours will not be entertained after June 1.

Project Scope

Once a request is received, CMRPC staff will be assigned to work with the municipality to develop a brief scope of service and to determine the estimated number of Hours for the task or project.

Questions

Please direct any questions to Trish Settles, Deputy Director RCCP tsettles@cmrpc.org