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Memorandum

Date: October 17, 2022
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
- CMRPC Transportation Committee
- CMRPC Rural Caucus
- Certain Regional Dialogues such as Town Managers/Administrator Meetings; Planners Forum; Economic Development Roundtables; Planning Board Gatherings

Going forward, we will make 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. Please note, projects requiring 12 hours or more must be submitted no later than March 31st:

- 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 give the authority to allocate the LPA Hours with the Planning Board Chair.

Authorization should be provided by the Planning Board chair via email to Trish Settles. Additionally, the CMRPC delegate(s) should be made aware of the request.

Program Status Reports

We will try to provide periodic updates on the usage of the LPA. Please feel free to send specific requests for updates to Trish Settles at tsettles@cmrpc.org.

Timing

LPA resources (of up to 12 Hours) may be requested in June for projects with start dates after July 1. Due to previously scheduled projects and limitations on staff capacity, all projects requiring 12 hours or more must be submitted to CMRPC no later than March 31st. LPA resources of greater than 4 Hours will not be entertained after June 1. If "LPA hours" are not drawn down by June 1, the "LPA hours" may be allocated to other projects in that Town that may be in progress and those projects will be discounted/credited accordingly.

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

Below is a listing of the "hours" available as of October 1, 2022. Please be aware that some municipalities have pre-authorized use as part of projects and those amounts are not indicated here.

Town	Remaining hours
Auburn LPA	16
Barre LPA	14
Berlin LPA	16
Blackstone LPA	12
Boylston LPA	15
Brookfield LPA	7
Charlton LPA	17
Douglas LPA	13
Dudley LPA	16.25
East Brookfield LPA	13
Grafton LPA	18
Hardwick LPA	12
Holden LPA	18
Hopedale LPA	14
Leicester LPA	12
Mendon LPA	12
Millbury LPA	15
Millville LPA	12
New Braintree LPA	17
North Brookfield LPA	13
Northborough LPA	17
Northbridge LPA	5
Oakham LPA	12
Oxford LPA	13
Paxton LPA	14
Princeton LPA	13
Rutland LPA	9.5
Shrewsbury LPA	16
Southbridge LPA	15
Spencer LPA	14
Sturbridge LPA	14
Sutton LPA	15.75
Upton LPA	14
Uxbridge LPA	13
Warren LPA	13
Webster LPA	12
West Boylston LPA	16
West Brookfield LPA	13
Westborough LPA	14
Worcester LPA	17
Good	All Spent
Fine	Over the 24hr Total Spent
Low	Under 24hr Total but 24hr not earned