**DOWNTOWN DEVELOPMENT COMMITTEE** **(DDC) MEETING MINUTES**

**September 10, 2018**

**In Attendance:**  James Fraser, Adam Gillette, April Messenger, Jack McClintock,

Sheila Orsi (Members)

Trish Settles and Kerrie Carnes Salwa (Central MA Regional Planning)

Maureen Weslowski and Marilyn Borst(sp) (Friends of the North Brookfield Town House Inc.)

**Meeting Opened:** 6:30PM

**Explanation of Purpose of Committee:** Sheila Orsi indicated that we would like to

work in collaboration with the Town House Committee to develop downtown North

Brookfield to resemble Spencer and to seek out the assistance of the Central MA

Regional Planning Commission (CMRPC) in bringing this to fruition.

**Explanation of Services CMRPC can provide:** Trish Settles from CMRPC referred to

several projects that they have already done for Town of North Brookfield including:

downtown business area zoning and uses, Walking Tour and Heritage Landscape.

She indicated that the Planning Board is given certain number of hours a year to

disperse to different committees in town for assistance from the CMRPC. DDC has been given 4 hours (not including tonight). Additional hours can be acquired if someone

from Planning Board or delegate goes to the CMRPC Economic Development

Committee Meeting scheduled for 5:30PM on November 15, 2018 in Leicester.

**Grants available:** Ms. Settles referred to several applications that we can apply for:

**1) District Local Technical Assistance (DLTA).** This is $ from the Legislature given to Towns for projects including zoning by-law changes. Currently 29 projects in area funded by this including “Spencer Gateway”. Selectmen would have to sign off (town meeting required) on this and applications may be out in November. Trish will keep us updated on when to apply.

**2) Complete Streets**: Board of Selectmen authorization needed but not town

Meeting. This is time sensitive. Someone from Town or designation must attend

workshop on 10-10-18 in Athol. Attendance maxes out at 25. Up to $400,000.

Usually DPW superintendent attends. Sheila Orsi will reach out to Jason Benoit

NB Highway Superintendent to inform him of this workshop and to invite him

to attend next DDC meeting. Contact at CMRPC: Dan Daniska.

**3) Commonwealth Commitments.**

**4) Main Streets of America Program:** This is done through Community

Development Block Grants that Ms. Salwa can work on if we chose to go that

route.

**5) Private Fundraising:** Member Adam Gillette inquired if we are precluded

from doing private fundraising for the project and Ms. Settles indicated no.

**Desired outcome and plan:** Come up with action plan with approval of BOS. Look for businesses that will be good fit for downtown North Brookfield. What look do we want? Cultural thoughts kiosks, farmers market...preserve small town appeal. Look regionally to see what Brookfield, West Brookfield and East Brookfield are doing. Survey community

to see what they would like to see and obtain community engagement. Letter to

business owners informing them of our mission and looking for input and feedback from

them.

**Mission Statement:** Member Jim Fraser indicated that he will come up with one for next

meeting for group discipline.

**Selection of Chairperson and Secretary:**

**Jim Fraser** Nominated by April Messenger as Chair and Seconded by Adam Gillette

**April Messenger** Nominated by Sheila Orsi as Secretary and seconded by Jim Fraser

Both nominations unanimous.

**Meeting Schedule:** First and Third Mondays of the month. If Monday is holiday, meeting to be held on Tuesday. Next meeting 9-17-18 @ 6:30pm. Sheila will notify Town Clerk

of upcoming meetings so they are posted correctly. She will also contact Chief of Police

to secure meeting room.

**Adjournment:** April Messenger made motion to adjourn and Adam Gillette 2nd. Meeting

adjourned 7:50PM.