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

**September 17, 2018**

**In Attendance:**  James Fraser (Chairman), Adam Gillette, April Messenger (Secretary), Jack McClintock, Sheila Orsi

**Meeting Opened:** 6:34PM

**Minutes from 9-10-18:** Read by Sheila Orsi and accepted as written. Motion made by

 Jim Fraser and 2nd by Adam Gillette

**Introductions:** Mr. Fraser requested that each member introduce themselves and given

some background about their history in the Town of North Brookfield. Each menber

shared this information and all decided that we are motivated, dedicated and invested in seeing positive changes for Downtown.

**Concepts of what we need to do:** Gap analysis was mentioned by Mr. Fraser ie:

Quick look at state and future state and what is the difference and look at current state

which is obvious. Future state: CMRPC indicated that they would look at all of the

documents that they had a hand in creating and will come up with ideas and suggestions.

Not clear of time frame and Secretary Messenger volunteered to reach out to Trish

Settles from CMRPC to inquire about a time frame in which they would have this

information. (Email sent 9-25-18).

**Master Plan:** Town has one that is now 10+ years old but never had an implementation

plan and Planning Board is currently looking for volunteers to serve on an updated

Master Plan Committee (see attached posting). Ms. Messenger indicated that she woul

make copies of the Master Plan and all other documents that CMRPC assisted in

creating for the Town of North Brookfield by next meeting. It was discussed that once

everyone has copies that we all look over them to familiarize ourselves with them.

**Draft Charter:** Mr. Fraser came up with a draft of the charter for the DDC. We all

agreed that it was a starting point.

**Downtown:** What is considered downtown? Grant Street to Mt. Pleasant Street? Sheila

believes that this may have been talked about at Town Meeting in June 2018. We don’t

want to reinvent the wheel just get it done as efficiently as possible.

**Zoning:** Will there need to be zoning bylaw changes needed in what we want to do?

If so, who is responsible for doing this? Discussed that Post Office and Car Wash

are not in commercially zoned and that it is done by exception (spot zoning). Master Plan

may have discussed extending the district.

**Planning Board:** Mr. Fraser will reach out to William King Chairman of the Planning Board. April will speak to Sheila Buzzell, Town Clerk, to find out contact information.

On 9-25-18, April spoke with Ms. Buzzell and she provided 508-867-2600 to reach the Planning Board and they meet 3rd Wednesday of the month at the Senior Center. April also inquired about who the Clerk of the Planning Board was when the Master Plan was being created and Ms. Buzzell indicated it was Carol Ryback.

**Hours to Earn with CMRPC:** Need to attend Economic Development Meeting.

**Complete Streets Training Seminar:** Highway Superintendent needs to attend on

 10-10-18 so we can apply for the grant. Ms. Orsi will again reach out to him and to Dan Daniska at CMRPC to see if Mr. Benoit is going. Also discussed inviting Mr. Benoit and Water and Sewer Department Chairs to attend some of our future meetings.

**Microsoft Project:** Mr. Fraser mentioned utilizing this as a tool for tracking. Shows

major tasks and what do we control and others control and create a schedule of where

we are at.

**Community Input/Feedback:** Mr. Gillette inquired as to when do we put this into play

as he feels that he will be an asset in this role. We need to come up with a communication

strategy at some point but it is premature at this time. When we are ready and have something of substance we need to utilize New Leader, T&G, Quaboag Current. local cable access. Mr. McClintock indicated that he could helpful here. Look at Gap Analysis,

perhaps each of us picks a board in town and go and talk to them. Come up with strategy

at some point to reach out to the press, business owners and residents of the Town.

**Our Team:** Ms. Orsi indicated that we need to trust each other and make sure that we

are all on the same page. We need to stay focused on what we are doing. This is our

DDC and we are making the right decisions. We are all invested in this.

**Local Cable Access:** Discussed that the Town House is the Centerpiece of the Town

and perhaps the LCA could coordinated with the Friends the next time that they have the

school children in for a tour that they go and tape it to air so people in the community can

see what a beautiful and historic building. Ms. Orsi indicated that she would talk to Chris

Tillitson about this.

**Meeting Schedule:** Next meeting will be 10-1-18 @ 6:30pm. Mr. McClintock and Ms.

Messenger will not be in attendance. Ms. Orsi has posted meetings through December.

Town Clerk Buzzell had question on 9-25-18 regarding 11-15-18 that was posted as this

is a Thursday. April to bring to attention of DDC on 10-1-18.

**Adjournment:** Mr. McClintock made motion to adjourn and Ms. Orsi 2nd. All in favor

Meeting adjourned at 7:34pm