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

**October 15, 2018**

**In Attendance:**  James Fraser (Chairman), Adam Gillette, April Messenger (Secretary), Jack McClintock, Sheila Orsi also Kerrie Salwa from CMRPC and Marilynn Borst from Friends of the Town House

**Meeting Opened:** 6:31PM

**Minutes from 9-17-18:** Motion made to accept as written by Sheila Orsi and 2nd by Jim Fraser. All were appreciative of having them dropped off at their homes.

**CMRPC:**  Kerrie Salwa from CMRPC was there. She forwarded copy of grant

opportunities that had previously was sent to Crystal Caron with regard to greaterworcester.org/Grants/Apply-for-a-Grant. Copy attached for each DDC Member.

**Action Item:** Sheila had contacted Highway Superintendent about our committees’s interests for downtown. He appeared to have some interest in it. Sheila provided information for Dan Daniska and Jason Benoit to go to the meeting. Sheila indicated

that she received call on 10-9 form secretary of the Highway Department wanting to know what was going on for the Complete Streets meeting on 10-10-18. Sheila again explained and the secretary said that Highway Super has sent her to meetings in the past and she hoped to go. Sheila followed up with email to Dan et al to see if someone attended the meeting. Is there going to be another training in January? Kerrie from CMRPC indicated that she would look into what happened with regard to the meeting and to have Dan contact Sheila ASAP. Can Mr. Benoit attend another training?

This is $400,00 of free money available to each community for sidewalks, ADA compliance, intersections, lighting, landscape etc. The town (BOS) approve

and adopt a policy and CMRPC evaluates the projects of interests and prioritizes them

and helps to implement the grant.

**Planning Board:** Jim continues to try to reach William King Chairman of Planning

Board. Lives in WB? Will try to reach him before next DDC meeting.

**Upcoming Meetings of interest per Kerrie:** **Our MASTER PLAN**

1) 10-10-18 Complete Streets (missed)

2) 11-2-18 Central MA Historical Commission Coalition in Worcester- at Blackstone

Visitor Center 3 Paul Clancy Way. 10AM until Noon. (Deals with historic preservation, economic, environmental, educational benfits etc.

3)11-15-18 Economic Development Committee Meeting 5:30pm Leicester Senior Center

Bill King from Planning Board of a “delegate”. This is again where we can get more

hours through CMRPC.

**Other people and organizations of interest per Kerrie:**

1) Greater Worcester Community Foundation-Jonathan Cohen

2) Sarah Lang New Era grant writing specialist. She can’t commit to any projects at this

time but is interested in what we are doing but may have a colleague that can help us

write the application for the grant and GWCF administers it ($7million in grant funds).

3)Kerrie is working on Townhouse project in Upton as well. She said it is the same

Architect that created NB Townhouse. She suggested field trip with Friends of NB

Townhouse to go and see Upton Townhouse project.

4) Planning Transportation Initiative -something down the line but start now working

with our Highway Department now.

5) 11/9 MA Downtown Initiative deadline (DHCD). This is very competitive and can only apply for one initiative at a time. (Kerrie can assist with this) (Main Street America)

Can work with us on project and partner us with a design firm.

6) December/January lull-District Local Technical Assistance Program application for 2019. This is state money. Will work with us and CMRPC to bring an app to their

Board. She also mentioned that Kevin from her office met with the MA Office of Business Development and MA Development to talk about Community Development

Block Grants to help build a profile on line and if we raise $ MA Development can

match what we raise.

See white board attachments.

**Main Street America:** Was suggested that we all long on to site to make ourselves

familiar with it.

**Transportation Initiative Long Term Plan for Town:** Highway superintendent should

be familiar with this as it pertains to capital improvement projects in town. 2019.

According to Bob Locatelli (through Sheila) NB has not had an active capital improvement planning committee in 2 years.

**Microsoft Project:** Mr. Fraser again discussed 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.

**Media/ Communication:** Jack indicated that he is maintaining communication with media outlets. Adam is going to look into buildings in area that may be in need of

serious repair (dilapitated). Housing Choice community. He will look into this through

Registry of Deeds.

**Friends of Townhouse:** Member Marilynn Borst was in attendance and they are putting

together their annual appeal letter. She would like copy of our charter/mission statement

to include it so we are letting people know what we are trying to do for the town. Her

email is borstpond@aol.com. April will email it to her tomorrow. (Done and she was

very appreciative).

**Meeting Schedule:** Next meeting will be 11-5-18 @ 6:30pm. Sheila will reach out and

try and get Jason Benoit Highway Superintendent to commit to coming so that he can get an idea of what he has for a “hit list” in town for projects that may fall under DDC scope. Kerrie from CMRPC will try to be there as well. Jim is again going to try and get Mr. King from NB Planning Board as to what has been accomplished from the previous

Master Plan.

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

Meeting adjourned at 7:47pm.

**Subsequent information:** Jim reached out to Bill King from Planning Board by way of

email with a request of what has been completed on the MASTER PLAN (pg 163). He

also mentioned to Mr. King that perhaps it would make sense for someone from the DDC

be a member of the Master Plan Implementation Committee. Mr. King responded and he

indicated that fees increased as of 1-1-16. The site plan review requirements call for

projects to meet DEP Storm water requirements. The other items have not been taken up

by the planning board at this time. There is no demand for major residential developments

and there is little demand for cluster/open space subdivisions. He indicated that incentive

bask zoning he would like to see incentives for 2-3 family construction in districts where

water and sewer exist. Demand for a 55+ yea old housing development could also be

researched. For the past 3 years the planning board has been busy with medical marijuana

facility, Dollar General and solar projects. Their next meeting is 11-7-18.

**Dan Daniska:** Will be coming to the meeting on 11-5-18 to talk about the Complete

Streets Program. According to Kerrie Dan spoke with Kim from the Highway Department

as she was not able to attend the training. It appears she attended one in the past so it

would count towards this round. He will be discussing policy and next steps. Sheila sent

out email to water department, sewer department, highway department, police department, and Friends of Town House inviting them to our next DDC meeting and to

hear what Dan has to offer us for information. Kerrie is also going to bring a draft scope

for the CMRPD DLTA fund application for 2019.

I will provide copies of the emails at the meeting.