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

**November 5, 2018**

**In Attendance:**  April Pagnoni (Secretary), Jack McClintock, Sheila Orsi

**Not in attendance:** James Fraser (Chariman, Adam Gillette (emails sent indicating

 that they were unable to attend this evening.

 **Other in attendance:** Janet Pierce, Trish Settles, Kerrie Salwa and Dan Daniska

from CMRPC and James Buzzell and Marilynn Borst from Friends of the Town House

**Meeting Opened:** 6:33PM (Sheila motion April 2nd).

**Minutes from 9-17-18:** Motion made to accept as written by Sheila Orsi and 2nd by April Pagnoni.

**Note:** Jack McClintock can not make next meeting on 11-19-18.

**CMRPC:** Janet Pierce the Director of CMRPC attended and expressed how happy she was to be there and to be working with all of the North Brookfield groups that are working towards redeveloping our downtown as well as other improvements in the community.

 Kerrie Salwa and Trish Settles from CMRPC provided copy of the summary of documents that were previously completed for North Brookfield as they pertain to the 2007 Master Plan. (Copy for each member)

Kerrie and Trish also provided application for **District Location Technical Assistance**

**Grant** with the money proposal already completed. In order to submit application,

the Planning Board as well as another town entity must submit letters of commitment

along with the application. April volunteered to go to the Planning Board on 11-7-18 and

to the Board of Selectmen on 11-13-18 to request commitment letters on behalf of the

DDC. This will get us 6 more months of assistance from Kerrie. Members in

 attendance agreed to move forward on this matter. Sheila motion April 2nd.

Dan Daniska from CMRPC was there to explain **Complete Streets Process**. Up to $400,000 available projects can include traffic and intersection improvements, bicycle facilities and roadway lane improvements, pedestrian and sidewalk improvements et. Al. He also provided a sample policy that the Town of Shrewsbury put together in support of a past application. The Board of Selectmen must adopt a Complete Street Policy. Sheila will follow up with Kim George Highway Dept. Secretary as well as Jason Benoit Highway superintendent and water and sewer departments again to invite them to another

meeting as well as work on getting them letters of support for the Complete Streets Policy. Dan again indicated that since Kim attended in 2016 that we will be fine to apply.

If there are any issues they will be having a couple of other session for training on Complete Streets. Janet Pierce indicated that she spoke to Jason Benoit Highway Super and he is excited about what we are trying to do. Also looking for letters of support for this from Theatre Group and FOTH for the 11-19-18 meeting.

**Complete Streets Tiers: (**per Dan)

1) Complete Streets Policy (portal Kim George). Board of Selectmen must pass

the polciy and Kim will submit the policy ( need 80 or so strong buzz words (see

Shrewsbury policy. Chair of BOS will have to sign on through portal. Deadline we set

for policy is 12-4-18. Dane will generate a sample policy to us and to Highway dept

so we can review on 11-19-18

2) Contract with CMRPC 6 month in house (DOT and State) come out and show what our focus is on ie sidewalks etc. CMRPC comes back with a map and a draft lists of projects (this takes about 15 weeks. Once the draft is done we go back before the Planning Board for approval. Field work would be Spring 2019.

3) Town can get up to $400,000

**Economic Development Meeting in Leicster:**

April volunteered to go. Issue with work came up and was unable to attend. Trish/

Kerrie indicated that they had an good turnout and will likely have another so we can

get credit. They will let us know when it is.

**Open Space Plan:**  Dan Roman of the North Brookfield Playground Committee

picked up grant information for a DCS rolling grant application $8000 available.

**Community Development Block Grants:** Applications are due 3-1-19. Funding out fo

Housing and Urban Development Federal $. North Brookfield has good score to be

considered. This is a conversation that has to happen between Leslie Burton Scott adm

asst to the BOS, Jason Benoit, water and sewer. Jason needs to speak to Andrew Loew

at CMRPC about this.

  **Tour of Uxbridge Town Hall:**

Kelly McElreith is open to having a field trip with DOD, FOTH members et. al. Discussed about doing this in January.

**North Brookfield’s Town House Books:**

Marilynn from the FOTH indicated that they decided to give the DDC Members of the

book. She was thanked.

**Additional DDC Members:** Was discussed with Jim Buzzell from FOTH to see if

he had ideas for more people who might be interested in helping us out. He said he

would think about it. First name off the top of his head was Heidi Hunderup.

**Meeting Schedule:** Next meeting will be 11-19-18 @ 6:30pm.

**Adjournment:** April made motion to adjourn and Sheila . All in favor

Meeting adjourned at 7:59pm.