North Brookfield Downtown Development Committee (DDC) Meeting Minutes

March 2, 2020

**In Attendance:** Sheila Orsi, Ethan Melad, John McClintock, Marilynn Borst  
Absent: Matt & Dawn Seidler, Sharon Donovan arrived at 7:03pm  
Guests: Ian & Gemma from CMRPC, Glenna Stocks from NBHelps and Chet L. from Finance Committee.

**Meeting Opened**: 6:47pm

**Approval of Minutes**: Minutes were not available for approval.

**Old Business:**1. Strategic Plan and Complete Streets workshops were by passed as members were missing to recreate teams.

2. Sheila discussed that she reached out to Dale Kiley via email regarding the Park on the corner of North Main Street and School Street. Dale charged us with posting the DDC minutes up online in order for the BOS to have more communication with the DDC, allowing the BOS to read them and keep up with our ongoing projects and such.

Dale stated that a new Evergreen tree has been donated to the park area but there was still discussion on where to place it? He also mentioned that there were benches being donated but they would not be permanent, that they were moveable and that a “Pedestrian Amenity” bench was also being donated.

As we are working on the overall park layout, Gemma stated that we could have drone images emailed to Claire who can create a professional sketch of the area to present with grants we are looking to apply for to pay for the project. Also, we plan to ask Vibram for any type of donation to help with redevelopment of the park area.

3. Marilynn brought up the fact the Historical Commission was being re-established. New founding members include herself, John (Jack) McClintock and Sharon Donovan. This is exciting news.

4. Wall along North Main Street in front of NB First Congregational Church.   
Discussion commenced with regard to reaching out to the Mass Historical Commission regarding if the wall itself has any historical value? We are considering if it could be moved closer to the church to allow the street to be widened in the future to allow for a sidewalk to continue from the North End of the street, in front of the church and connect to the sidewalk in front of the parsonage. This would make a much safer area for pedestrians to continue to walk on that side of the street and not have to cross the main street twice. We need to have a survey of the area to see where the property begins and ends. Jack plans to do come historical research on the wall.

**New Business**1. Gemma discussed the projects we gathered from the Complete Streets workshop and placed them in the CS application. She stated the next step is to get the NB Highway Dept engaged. Deadline for this CS Tier is April 1, 2020. The Highway Dept, Final Spreadsheet of projects and the Open meeting need to be approved as well as the BOS meeting as part of these final application items.

2. Ian discussed that the CMRPC and CBDG might be able to help with the engineering of the area to see the underground infrastructure. He stated that in order to qualify 51% of the residents need to meet the Low Income thresholds set by HUD. Some projects may not qualify for CBDG funds but that Complete Streets funding may cover them as long as they are initially on the project list that is being submitted.

3. Sheila needs to contact the Water Department to see where North Main Street is on their schedule of projects in order to fix the pipes under the intersection.

4. Gemma put the Google Maps up on the Projection Screen to visually review the projects on the Complete Streets list. Our two main priorities are:

a. The North Main Street Intersection Redevelopment where School and Summer Street come together.   
b. The North Main Street intersection where South Main St, Gilbert St and North Main Street connect in front of Hannaford supermarket.

Gemma stated that these projects may need to be broken out into smaller projects in order to qualify for funding through Complete Streets.

Other projects to consider are:

c. The area south of the common and Forest Street  
 d. School Street and the beginning of the Rail Trail at the old Railroad Station   
 e. Canal & Grove St, for safer pedestrian routes from N. Main Street to the Common  
 f. The south side of North Main Street needs to be invested in  
 g. Walnut Street as it leads to Low Income housing on Ward Street.

Some pedestrian amenities were discussed such as Signage, Benches, Trees, Lighting and Informational Signs and whether they might be part of the Complete Streets project funding.   
Gemma stated she will call Jason Benoit in Highway to set up a meeting with him. She also stated she will have the Complete Streets projects on the BOS meeting agenda for March 17, 2020 as the application is due April 1st.

**Next Meeting:** Scheduled for March 16, 2020

**Close of Meeting:** Motion to close meeting made by Sheila Orsi at 8:14 pm, Seconded by Marilynn Borst.

Meeting minutes submitted by Sheila Orsi

March 3, 2019