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

**December 3, 2018**

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

**Not in Attendance:** Jim Fraser

**Others in Attendace:** Marilynn Borst from FOTH

**Meeting Opened:** 6:35PM (Shelia motion Adam 2nd).

**Minutes from 11-5-18:** Motion made by Sheila 2nd by Jack to approve minutes as

written.

**Mr. Fraser:** Group discussed email from Mr. Fraser indicating that due to work

commitments as well as upcoming surgery he will be unavailable at this time to

participate in meetings or carry on as Chairman. Discussion around Sheila becoming the

interim Chairperson. Tabled until next meeting and Sheila agreed to reach out to Jim

Buzzell for assistance on whether we should try and get additional members to join us

perhaps Heidi Hunderup or Pit Caron. Also, Jim to reach out to Jim Fraser for a more

definite answer regarding his future involvement in the committee. Group agreed to each

come up with another person they think may be interested in joining the committee for

next meeting.

**Media Coverage:** Jack McClintock put together a draft media introductory

announcement to send to local media outlets. Committee reviewed draft and made minor

changes. Sheila made motion to have Jack forward to the media. Adam 2nd.

**District Location Technical Assistance 2019 Grant Application:** April had completed

grant application along with letters of commitment from Board of Selectmen as well as

the Planning Board. Sheila in process of getting letter from Highway Department. Motion

made for April to forward application and commitment letters to CMRPC (Sheila made

Jack 2nd).

**Complete Streets Draft:** Sheila provided a copy of the draft Complete Streets Policy.

Committee reviewed a voted on motion made by April 2nd by Adam for Sheila to get

on BOS agenda for 12/11 @ 6pm. Jack offered to go with her. Question that came up

is a bike lane requirement of Complete Streets.

**FOTH:** Marilynn indicated that they are working with Eva Brown and Bonnie Milner

from Longview Studio to obtain a grant for consulting and feasability study work making

the upper level of Town Hall “Great Hall” into a performance center.

**Next Meeting:** 12/17/18 @ 6:30pm Sheila will put together meeting list dates for January

to April

**Adjorn:** Sheila made motion Jack 2nd Adjorn 7:12pm