

North Brookfield Downtown Development Committee (DDC)  
Meeting Minutes  
February 6, 2023

**In Attendance:**

Sheila Orsi, Ethan Melad, Marilynn Borst, Eva Brown  
Pending Member: Brandon Avery  
Guest: Brooke Canada, Chet Lubelczyk, Sue Lewandowski  
Absent: Jack McClintock

**Meeting Opened:**

6:35 pm

January 9<sup>th</sup> meeting was not held

**Meeting Minutes to be approved:**

December 5, 2022 Meeting Minutes postponed for approval

**Old Business**

1. Sheila Orsi read the DDC Annual Report 2022 written and submitted by member Marilyn Borst. Thank you, Marilynn, the report is eloquent and factual, we appreciate you taking the time to create it, and for members of the DDC proofreading the document prior to submittal.
2. Brooke brought up that the BOS was working on the possible combining of the Playground Committee/Town Park and Lashaway Beach committee to one Parks & Recreation Committee. This would help to create a more efficient/locally regionalized committee. This was discussed as the DDC had been discussing the PARC grants.
3. DDC discussed how the main focus of the committee had initially begun to help support the Friends of the Townhouse by obtaining the Complete Streets Grant as a means to showcase to the State of Massachusetts that North Brookfield and the FOTH are very serious about their commitment to the town and specifically the Downtown area as well as rehabilitating the Town House. We discussed how the DDC has blossomed to become more than just volunteers writing and procuring a grant, but the DDC is committed to the Town of North Brookfield, the Friends of the Town House and the NB Downtown District area and it's thriving businesses.

**New Business**

1. The DDC brought up 3 items of consideration to focus on: More Efficient parking in the Downtown area, The Trail Map or the Business Development ( as indicated in the 2019 Strategic Plan)  
After much discussion, the DDC unanimously decided to focus on the Parking in the Downtown area. We summited that the Trail Map should be passed to the new Parks & Rec Committee when established and that the Business Development portion seems to be something to post to a future endeavor as a pending Recession is consistently in the news.
2. Parking in the Downtown area: The DDC plans to take this recommendation to the BOS to get approval of the project before moving forward as we want to ensure a smooth

progression towards implementation.

A few mentioned places to reach out to for assistance are:

DLTA – District Local Technical Assistance

Transportation Grants

Brown Field – Round Table on March 15 through the CMRPC

One Stop for Growth – 7 grant availabilities – look through for any Opportunities.

3. Master Plan Completed – The DDC was very excited to know that the Updated Master Plan 2022 is complete and available online to access. We discussed that the MP committee had discussed creating a Continuing Master Plan committee as it took years to update the 2007 Master Plan. After much discussion, and with input from Brooke ( BOS rep) we thought that a Master Plan Implementation Committee (MPIC): which would consist of the chair of each committee or department head – meeting regularly throughout the year, to ensure that they are implementing North Brookfield’s Master Plan! We were all very enthusiastic about this possible future endeavor.

**Next Meeting Dates:**

Next Meeting –March 6, 2023

**Close of Meeting:** 7:52pm

Meeting minutes submitted by Sheila Orsi

Approved (Date approved)