

North Brookfield Downtown Development Committee (DDC) Meeting Minutes  
August 3, 2020

**In Attendance:**

Marilynn Borst, Suzanne Lewandowski, Chet Lubelczyk, Ethan Melad, Sheila Orsi, Glenna Stocks

**Meeting Opened:**

6:37 pm

**Approval of Minutes:**

Sheila made a motion to approve the following minutes: Feb 18, 2020 (Second Marilynn); June 15, 2020 (Second Sue); July 25, 2020 (Second Glenna)

**New Business:**

- Sheila to send Marilynn access to the DDC Strategic Plan, Town House Revitalization page, so that Marilynn can make updates and corrections.
- Ethan put in a grant for North Brookfield Outdoor Movie Screenings. He is waiting to hear back. Grant would cover equipment rental...screen and audio. Ethan spoke with two companies. Movies to be determined. Rental companies can assist with movie choices/licensing.
- Grant for Shared Spaces – Sheila talked to Gemma regarding the grant. Initially the thought was to use the Shared Spaces grant for one of the Complete Streets projects, but Gemma clarified that the grant would be used for setting up temporary spaces. Some ideas are the traffic circle or pedestrian island in center of town or in front of Hannaford. Sheila to look into it and see what our options are.
- Realtor to help DDC - Is there a realtor that can help us? Kerry said there was someone to help with Central Mass Planning. Is there someone who can help us bring attention to the list of buildings in the downtown area and the ROAR (Rural Opportunities Through Art and Restoration) program?
- Trail Map - Can funding be a grant or sponsorship? Vibram proximity to trail map center is perfect opportunity. Glenna to quote approximate cost. Map could have a print version and a digital component with QR code for ease of use.
- NB Small Business Association – Sheila talked to Ian and Kerry and QVCDC and is looking to line up a few businesses to meet with. Sheila will be posting 'Business Bites'...pictures, interviews, etc. that highlight businesses, townspeople, etc. Others are welcome to do interviews and help Sheila.
- Sheila has been keeping up with emails between Jason, Kim, Ashley, Gemma regarding Complete Streets. Hasn't had much luck getting a response.

- Can BOH help with the blighted buildings on North Main Street? Are there resources to help those property owners? Possibly someone could reach out to New England Estate Pickers - Bob Huntington, 413-285-6549, 64 Main Street, Monson.

- Open Space Plan: John Tucker had been planning to hire a company to stuff/address envelopes but the company has been closed due to COVID. John is checking with Staples for cost. Once surveys are out and mailed (September) results will be discussed at two or three public forum meetings. Once that is done...hopefully by 1/1/2021... the Open Space Plan will be done. Committees have written updates for Master Plan to cover the next ten years. Hopefully Master Plan will be done by next year. We need to pay CMRPC to update the maps. Marilyn suggested John check with BT Copy in Ware for pricing compared to Staples.

**Next Meeting Dates:**

8/17/2020 – Zoom meeting

Potentially 9/8/2020 meeting at police station. (Sheila make a motion to accept, Ethan second)

**Homework:**

Sue and Sheila to set a date to talk.

Glenna check with Kelly Nelson and Sheila check with Pam Mills for realtor assistance for downtown development.

Marilynn trying to get in touch with Sharon regarding Demolition Delay Ordinance. Also working on Preservation Plan and Historic Building Surveys.

Ethan focusing on North Brookfield Outdoor Movie Screenings. Also will try to get in touch with Jason regarding the mowing and Complete Streets. Gemma needs to get a meeting with Ashley and Jason to start a project. Gemma is struggling to get a meeting with them. Ethan to assist.

**Close of Meeting:** 7:42 pm

Meeting minutes submitted by Glenna Stocks

August 4, 2020

(Approved at Month, Day, Year meeting)