

North Brookfield Downtown Development Committee (DDC)
Meeting Minutes
September 21, 2020

In Attendance:

Marilynn Borst, Tashena Boucher, Sharon Donovan, Kim George, Suzanne Lewandowski, Sue Lyons, Chet Lubelczyk, Ethan Melad, Sheila Orsi, Glenna Stocks, Gemma Wilkins

Meeting Opened:

6:42 pm

New Business:

GEMMA FROM CMRPC PRESENTED ON COMPLETE STREETS TIER THREE:

We are at Tier Three and ready for the next step of project funding. Gemma will be meeting with Kim and Jason Wednesday. We can apply to for up to \$400,000 worth of projects...whatever combination of projects we want. Engineering cost is not included in grant, so this falls on the town. We can estimate the engineering to be about 10% of the project cost. It will be important to meet with Jason to see what he can do in-house and who he uses for contractors.

Discussion of projects and prioritization plan. The top three projects are in downtown area and they total approximately \$250,000. CMRPC advised that MassDOT prefers to approve plans that help environmental justice neighborhoods (EJ Neighborhood).

We should consider how our choices link to EJ neighborhoods. If we pick projects 1, 2, 3 and 6, that would link the projects to an EJ neighborhood. We should emphasize this in our application. Projects 1,2,3, and 6 put us a little over \$400,000 (but not much – may not be an issue).

This is a competitive grant. MassDOT may choose part of the project to fund, and may not fund the whole thing. Our prioritization plan is good, but to be as competitive as possible we need to consider their feedback. They want more specifics. Jason can help with this. If we are including the stone walls we need to pin down ownership and know if there is historical significance.

Gemma also suggested the Grove street and the senior center walking loop...we may want to pair this with project 6 too. Jason had concerns about working in downtown area so this may be a better option. Pairs with new parking area created by the common.

Application periods – there are two every year. Tier three construction round one application has a May 1 deadline. Round two application has an October 1 deadline. Round one applicants will be notified Mid-August, Round two applicants will be notified mid-December.

ETHAN PRESENTED ON NB MOVIE NIGHTS:

We received the Commonwealth Grant for pop-up drive-in - \$9450 in total. The first movie is scheduled to show 10/2. We need to move quickly to get it done. In regards to marketing and promotion, Stocks Creative put in a quote for services \$875 total. Sheila made a motion to approve budget, Marilyn second.

Discussion of logistics and details...

- Do we need a police detail? Ethan spoke with Chief Smith and he has approved but we need to fill out the event form.
- Should we create directional signage?
- Purchase trash cans. Leave no trace.
- Shirts for DDC members and other volunteers
- Bathrooms – Slims
- Glowsticks to kids
- We cannot publish press release until Commonwealth Grant publishes press release.
- Presented by NBDDC in partnership with the Friends of the Townhouse

PLANNING BOARD/ALGOOS GAS STATION PUBLIC HEARING:

Discussion of plans for Algoos to request a drive thru variance at Planning Board meeting September 30th. Drive thru is prohibited use. Some members feel it is prohibitive to a walking downtown, it is a safety issue, it is a congestion issue. We need to think of longterm and how this affects the years of work that has been done by the Friends of the Townhouse and the Downtown Development Committee. The downtown plan has been a major factor in all the work of the Friends. What will happen to the Town House if we don't have the downtown plan?

Next Meeting Dates:

10/05/2020 – Next Meeting

Close of Meeting: 8:30 pm

Meeting minutes submitted by Glenna Stocks
Month, Day, 2020
(Approved at Month, Day, Year meeting)