

North Brookfield Downtown Development Committee (DDC)  
Meeting Minutes  
November 7, 2022

**In Attendance:**

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

**Meeting Opened:**

6:40 pm

No meetings were hosted in October due to conflicts.

**Old Business:**

1. Complete Streets Update: Waiting for the town to receive and approve a new contract from BSC Group in order to have compliance to pay for invoices received in March and May of 2022.

**New Business**

1. We are sad to see Sue Lewandowski put in her resignation to the DDC. She has been an enthusiastic part of the team and will be sorely missed.
2. Brandon is checking with John Turner to see when the electronic PDF version of the Master Plan is expected to be available online.
3. Brandon Avery requested to become a member of the DDC, as he is part of the Planning Board team, we are happy to have a liaison on the DDC team. Marilyn made a motion to accept Brandon on the committee, Sheila seconded, all agreed.
4. Eva plans to reach out to Mary Rucho to fill a spot on the DDC committee.
5. Little Lotus plans to close its brick and mortar on Main St at the end of December.
6. Social Media Compliancy – Sheila and Brooke spoke to this email that the town is requesting committee members to fill out and send back to the town clerk.
7. After much discussion, the DDC plans to start to work on the Parking Issues with the Downtown area.

**Next Meeting Dates:**

Next Meeting – December 5, 2022

**Close of Meeting:** 7:58 pm

Meeting minutes submitted by Sheila Orsi  
Approved on December 5, 2022