

## DRAFT Minutes

### Downtown Plan Implementation Committee

March 3, 2016

Town Hall Room 210 -7:00 PM

Note: These are “action minutes” of the meeting as previously agreed to by the DPIC. The entire meeting was recorded and can be viewed on the Town’s website.

**DPIC Attendance:** Melissa Kane (Co-chairperson), Dewey Loselle (Co-chairperson), Jessica Newshel, Steve Edwards, Lois Schine, Steve Smith, Pippa Bell Ader, Steve Desloge, Craig Schiavone, Jennifer Fava, Gary Conrad, Ken Bernhard, Matthew Mandell

**DPIC Unavailable:** Peter Boyd, Alicia Mozian, Mary Young, Tony Riggio, Peter Ratkiewich

Last month’s minutes approved.

The meeting began with a presentation of the Downtown Maintenance Study by the Selectmen’s Town Maintenance Committee. The committee was charged with clarifying how maintenance is currently handled in town and how it may be improved upon. John Rotondo presented the results of their study which included a summation of annual maintenance costs and a rough estimate of how much it would cost to hire a third party for these tasks. One challenge John highlighted is that there is no service access for the retail spaces, as most stores have entrances on Main Street and Parker Harding. Therefore, trash is relegated to the parking lot.

Dewey received a draft report from the Town Maintenance Committee and he will circulate to DPIC members. This report is a good starting point for DPIC’s maintenance working group.

PK2. Avery/Baldwin Lot. Dewey said discussions are moving in a positive direction. He is hoping to have an agreement to report soon.

P5. Elm Street revitalization. David Waldman will submit a pre application to P&Z on March 7th regarding a land swap with the town for 36 Elm Street. Steve Edwards won’t finalize any Elm Street design before this issue is decided.

P2. Sidewalk network. Steve said that initially the quadrant around Veteran’s Green would have been completed this year, tied into the Elm Street project. But, per the above discussion, Elm Street sidewalks will be on hold. Steve said he can continue sidewalks around Veteran’s Green, but wants support from DPIC before going ahead. Steve said would need an appropriation of funding from the town to do this work. Melissa suggested that working group should work on a formal proposal for this concept.

M8. Bus shelters. The working group met this week to discuss the bus shelters. The group is looking for a location for a shelter for eastbound buses. There is federal funding that could disappear if we don't move on this issue in the next several months. Rotary's deadline is March 31. The working group will meet again next week.

P4. Toquet Hall. Steve Smith provided an update. An acoustical engineer and architect have been brought in to consult on the sound issues as well as enhance the food offerings. The group has discussed improving the access and visibility of the center. Matt and Jonathan have been working to get donations of kitchen appliances, carpeting, etc. There is also a parent group involved which will be tasked with fundraising.

P8. Arts and cultural heritage trail. Melissa said that there is a community art project grant available. The intent to apply for a grant is due next week, while the grant itself isn't due until July 1. The grants are between \$5,000 and \$20,000. Dewey made a motion to support the intention to apply for the grant. Lois seconded the motion and it was approved unanimously.

M1/M2. Post Road crossing and improvements. Melissa is looking for correct contacts at DOT to start to move forward with this project.

M5/M6. Improve wayfinding. We should work with Parks to come up with a cohesive brand of signage. Smart signage showing available parking was also suggested in the master plan.

M9. Bicycle parking. A topic to think about as we discuss complete streets that are bike friendly. The working group will meet to kick this off.

Melissa gave an update on the public outreach component. Randy Herbertson's group will be redoing the website. We hope to start putting out press releases and sharing them on the website.

Melissa and Dewey are updating the implementation tables in the master plan periodically.

The next meeting will be held on April 7, 2016 at 9am.

Meeting adjourned 8:40 pm.

Recorded by Jessica Newshel  
Downtown Planning Implementation Committee