

Brookfield Economic Development Commission Regular Meeting  
MOTION and MINUTES  
Tuesday, August 20, 2019 7:00PM  
Brookfield Town Hall, Conference Room 209

1. CALL THE MEETING TO ORDER: Chairman J. Fisher called the meeting to order at 7:00 p.m.  
**Present:** Chairman J. Fisher, Vice Chair G. Dembowski, Commissioner P. Gerardi, Commissioner R. Reynolds, Commissioner A. Walp and Commissioner M. Butow  
**Absent:** Commissioner D. Matte  
**Also Present:** D. Ferraro, Community Development Specialist; A. Kennedy, Recording Secretary
2. APPROVAL OF LAST MEETING MINUTES: Chairman J. Fisher noted that in these minutes it was recorded that he spoke about a mistake he made during a visit to a Zoning Commission meeting and he clarified that he mixed up Brookfield Village Buildings 1 & 2 and Buildings 3 & 4. Therefore A. Rothman was discussing a completely different project at that meeting. Chairman J. Fisher said he does not think the minutes need to be amended but wanted this to be on the record. **Vice Chair G. Dembowski made a motion to approve the minutes from 6/18/19. M. Butow seconded the motion and it carried unanimously.**
3. PUBLIC COMMENT-None.
4. NEW BUSINESS  
Vice Chair G. Dembowski discussed a Regional Economic Development Update Plan being presented at a COG meeting in October. He noted the October meeting would be a presentation only, no public comment. In the November meeting, they will accept public comment. Vice Chair G. Dembowski said when he gets the November date he will pass it along to the Commission and they can decide who is available to attend. He noted that all the COG meetings are posted on their website and anyone can attend these meetings. Chairman J. Fisher asked that this be put on the EDC agenda for next meeting as a reminder. Chairman J. Fisher also suggested Commission members go to the COG website to do some research in preparation for this upcoming event. Vice Chair G. Dembowski suggested the Commission members subscribe to COG monthly newsletter, and said he will email a link for for them to sign up.
5. OLD BUSINESS
  - a. 2020 BUDGET – D. Ferraro said the new fiscal year has started and handed out a printed budget to the Commissioners. She noted the print out does not show the website expense or the Recording Secretary fees. She pointed out they have more of a budget than last fiscal year. She described the different spending categories and what expenses might apply to these categories. Vice Chair G. Dembowski asked about money on the balance sheet that he believes was ear-marked for the EDC and said he remembered there being a special account for the EDC on the Town’s Budget. He will ask the Controller’s Department about account. Chairman J. Fisher said he thinks the recent breakfast they had with a local business was a success and thinks they should do more of these events.

- b. COMMUNITY SPECIALIST UPDATE – D. Ferraro discussed the Greenway Extension project and said she has received the Environmental Screening and has it available if any of the Commission members would like to read it. She said they need to follow up with the design. She explained that the design they originally applied with was not very specific, and when it was submitted to DEEP they blocked out a bigger area which hit a flood plain. She said when they get a more specific design it will have to be sent in to DEEP. She said they also have to fill out application for National Diversity Database mapped area regarding plant and animal species. D. Ferraro said they are still in preliminary designs with Freeman and working out a few things with Parks and Rec., as they had a few concerns. Vice Chair G. Dembowski explained Parks and Rec. requested a re-design, which will make the estimate more expensive. D. Ferraro and Vice Chair G. Dembowski continued to explain the different options for the project and the details regarding the estimate and the grant.

D. Ferraro discussed a list of Top Ten 2018 Taxpayers in Brookfield, and noted the numbers are based on equipment and property. Vice Chair G. Dembowski said the Commission should do research and learn more about these businesses.

D. Ferraro distributed samples of Brookfield postcards recently produced, as requested by residents. Vice Chair G. Dembowski said these postcards should be distributed to all businesses in town. D. Ferraro said she is already placing a second order for more postcards, and will be sending them to visitor centers in CT. The Commission discussed putting a website on the postcard, either the EDC website, or the Town website.

R. Reynolds asked about a \$3,000 donation made by the Four Corners Group to Parks and Rec. for repair of the gazebo on the Greenway in 2018. P. Girardi explained this group is reluctant to make another donation this year because they do not know what happened with the money donated last year. The Commission discussed the importance of communication to donors if money that was donated for a specific project has been reallocated. Vice Chair G. Dembowski explained some of the issues involved with accepting a donation for a specific project, including additional costs to the Town. P. Girardi said he will email Mary at Parks and Rec. to inquire about the 2018 donation from the Four Corners Group.

Vice Chair G. Dembowski discussed work and costs involved with keeping the downtown area clean and maintaining the TCD. He explained the costs and responsibilities for routine maintenance need to be assigned to different Town Departments and budgets.

- c. STRATEGIC GOALS and ACTION PLAN UPDATE –

The Commission reviewed all of the current goals and action plans for the EDC.

The Commissioners agreed the recent breakfast with a local business went well, and would like to plan the next event. D. Ferraro will try to set up a meeting with Photronics. R. Reynolds discussed the importance of following up with any discussions and requests made during these meetings with business-owners. P. Girardi said he followed up with the business owner regarding a conversation they had on skilled workers.

P. Girardi discussed the possibility of using website analytics to see what businesses are visiting the EDC website in order to reach out to these businesses. He offered to vet a few

companies who offer these services and invite one company to come to an EDC meeting to discuss this option.

Vice Chair G. Dembowski discussed focusing on trend reports and demographics, and suggested the Commissioners review the last two years of trends from the CERC website for discussion at the next meeting.

The Commission discussed inviting another Town Department or Commission to an EDC Meeting, and agreed to invite Ellen Melville from Social Services. P. Girardi offered to invite her to the September meeting. The Commission agreed to list Town Clerk Andrea DiStephen as an alternate.

Vice Chair G. Dembowski said Streetscape Phase 2 is on schedule and on budget. The tentative completion date is end of September 2019.

The Lower Federal Road project is behind schedule due to waiting on preliminary plans from the State, and Vice Chair G. Dembowski said he will make a call to follow up.

Chairman J. Fisher distributed a handout from townappeal.com and thank you notes from the Block Party.

6. ADJOURN

**Vice Chair G. Dembowski made a motion to adjourn at 8:20 p.m. R. Reynolds seconded the motion and it carried unanimously.**