

**DRAFT MINUTES  
ECONOMIC DEVELOPMENT COMMISSION  
BROOKFIELD TOWN HALL – ROOM 209  
TUESDAY, AUGUST 15, 2017  
7:00 PM**

1. **Convene Meeting:** Chair Kurfehs convened the meeting at 7:00 PM.

**Present:** Chair Hal Kurfehs; Vice Chair Greg Dembowski; Commissioner Jim Fisher; Commissioner Miranda Hora

**Absent:** Secretary Dave Matte; Commissioner Paul LaTerra; Commissioner Carmine Rositano

**Also Present:** Economic & Community Development Manager Betsy Paynter; Library Board Member Betsy McIlvaine; Recording Secretary Emily Cole Prescott

2. **Approval of Meeting Minutes: June 20, 2017 – Vice Chair Dembowski made a motion to approve the minutes of the June 20, 2017 meeting as published. Commissioner Fisher seconded the motion, and it carried unanimously.**

3. **Discussion by New Library Committee of Plans – Betsy McIlvaine, representative of the New Library Committee, was present to update the Commission on this matter.** Ms. McIlvaine shared the Committee's progress to date, which includes the suggested location of the new library at the Municipal Center. She noted that the new library had been proposed in this location in the Town's 2002 Plan of Conservation and Development. Ms. McIlvaine explained the Committee's process in choosing this location, which included a point system originally developed by the architectural consultant Doyle Coffin, and revised by the New Library Committee. Ms. McIlvaine noted that Doyle Coffin Architecture had been hired several years ago to complete the plans for Cadigan Park. She mentioned that earlier this year, the Committee had reviewed options to locate the new library in the Town Center, but after significant consideration, it was determined that the Municipal Center is preferable. Ms. McIlvaine stated that the proposed location for the new library will be at the soccer field by the horse statues at the Municipal Center. Because of this, the Board of Selectmen has appointed an ad-hoc committee to study facilities for potential fields. She noted that the cost of adding new fields is substantially lower than buying land and building a new library. The Library has received over 800 responses to the community survey about the new library, and postcards have been sent to every residence to participate in the survey. Design workshops and focus groups had been hosted to review and discuss new plans for the library and new location. The purpose of these meeting was to discuss the services that will be available at the new library, not necessarily the architectural design. These workshops had been run by the architectural consultants. Demands include mobile shelving so spaces can be expanded when needed, as well as variously-sized meeting spaces and an expanded teen center.

B. Paynter highlighted the benefits of having the library at the Municipal Center, including the trail connection to the Town Center, and a current gathering location for events such as Concerts in the Park, Farmers' Market and Senior Center.

Upon inquiry from Chair Kurfehs about the Library grant, Ms. McIlvaine responded that it is her understanding that the Town would need to make a commitment to fund/bond the new library through Town referendum no later than March 1, 2018. The grant awarded to the Town is for \$1 million, the highest amount the State will award for this type of project. The New Library Committee is expecting conceptual drawings and cost estimate from the

architect by October 1. When asked about other sources of possible funding, Ms. McIlvaine responded that there are smaller donation-based accounts as well as two, 501c(3) organizations that support the library. The Library will also work to obtain additional fundraising. However, her consideration is that the Town will own this building and it will therefore be a town project.

Chair Kurfels asked about next steps, and Ms. McIlvaine replied that if the Town approves the bonding/funding of this project, next steps will include construction drawings, and involving the Municipal Building Committee. Commissioner Hora asked about contingency planning if the Town does not approve the funding, and Ms. McIlvaine responded that if that occurs, it would be similar to the Cadigan Parks scenario, but the Committee would have to create a contingency plan at that time.

It was noted that the Commission had made a motion at the June meeting to support the concept of a new library. **Commissioner Fisher made a motion to support the new library. Commissioner Hora seconded the motion.** Vice Chair Dembowski stated that, for him, this conversation involves discussion of several, potentially significant capital projects in the Town: library; schools; police department. There is also ongoing streetscape work to consider, although much of this work has been funded through grants. Vice Chair Dembowski encouraged Ms. McIlvaine to gather more information about the progress on the schools, and consider methods whereby the schools and library improvements/construction can be done together to reduce overall costs. Vice Chair Dembowski stated that he would like to have additional details on the \$1 million library grant, such as method of funding (reimbursement, etc.) Chair Kurfels stated that this is not a choice between three competing projects, but rather a statement of support for the concept of a new library. **Commissioner Fisher withdrew his motion.** Commissioner Fisher stated that he feels the Commission is in favor of an adequate library, adequate schools and an adequate police department. Ms. McIlvaine clarified that the discussion is about what is best for the Town and when the three projects should be done.

*At 7:38 PM, Commissioner Fisher left the meeting room.* Vice Chair Dembowski noted that, with Commissioner Fisher's absence, there was no longer a quorum.

There was brief discussion about how Towns are rated, by school rankings. Ms. McIlvaine explained the importance of libraries as community spaces, for innovation and growth.

4. **EDC Budget – Actual vs. Plan** – There is a pending reimbursement request, for security additions to the EDC website.
5. **Update: Brookfield Town Center** – G. Dembowski presented an update on progress. At this time, crews are working from 9 PM to 2 AM to move utility poles. Five-hundred feet of granite curbing has been installed. B. Paynter is working on signage with business owners. The contract for phase two engineering has been awarded (based on a four-team member selection committee) to Freeman Companies.
6. **Economic & Community Development Manger's Update** – B. Paynter stated that she has drafted a letter to be sent with the Assessor's information to all business owners. Cost for mailing and copying is estimated to be \$90. The EDC and Health Department can share the cost of a booth at the Chamber's Best of Brookfield event for \$50 each. The fact sheet will be printed two-sided and distributed with the letter sent through the assessor's office and at

upcoming events. The cost to purchase rights to photos included in a recent *NY Times* article about living in Brookfield is \$500. B. Paynter also shared an article about a local buying program, whereby businesses, residents and the Town all benefit. She will do some more research on this option.

**7. Update on Website Functioning & Newsletter –**

- **Website Update Status:** More than 50 revisions have been made to the EDC website, primarily to update broken links resulting from conversion of the Town's new website. B. Paynter has noted revisions to the copy on many webpages, which will be revised in the coming month. She distributed pictures to also add to the website. E. Cole Prescott mentioned the goal is to make the website more accessible and user-friendly. A basic timeline is to have most, if not all, revisions complete by September 1.

**8. Other Discussion – None.**

**9. Adjournment –** The meeting was adjourned at 8:11 PM.