

APPROVED MINUTES
BROOKFIELD ECONOMIC DEVELOPMENT COMMISSION MEETING
TUESDAY, December 19, 2017 Room 209
7:00 PM

1. Convene Meeting: Chair Hal Kurfehs convened the meeting at 7:04 PM.
Present: Chair Hal Kurfehs; Vice Chair Greg Dembowski; Secretary Dave Matte; Commissioner Jim Fisher; Commissioner Paul LaTerra; Commissioner Carmine Rositano
Also Present: Betsy Paynter, Economic & Community Development Manager
2. Approval of Meeting Minutes (11/21/17): **Secretary Matte moved to approve the minutes of the November 21, 2017 meeting. Commissioner LaTerra seconded the motion, and it carried, with Vice Chair Dembowski abstaining from the vote.**
3. Discussion and Possible Vote on EDC Officers: **Secretary Matte moved to nominate Commissioner Fisher as Chairman. Vice Chair Dembowski seconded the motion. Vice Chair Dembowski asked for additional nominations on the floor. There were none. Vice Chair Dembowski called the vote to elect Commissioner Fisher as Chair of the EDC, and all members voted to unanimously elect Commissioner Fisher as the Chairman.**
Commissioner Fisher made a motion to nominate Greg Dembowski to continue as Vice Chair. Secretary Matte seconded the motion, and it carried unanimously. There were no further nominations, and the vote was called to re-elect Greg Dembowski as Vice Chair. All members voted to unanimously re-elect Greg Dembowski as Vice Chair.
Commissioner Fisher moved to nominate Dave Matte as Secretary. Chair Kurfehs seconded the motion, and it carried unanimously. There were no other nominations, and the vote was called to re-elect Dave Matte as Secretary. All members voted to unanimously re-elect Dave Matte as Secretary.
4. EDC Budget – Actual vs. Plan: Chair Kurfehs mentioned that E. Cole Prescott has periodically been monitoring the budget.
5. Update: Brookfield Town Center: Vice Chair Dembowski noted that capital projects had been discussed last night at a joint meeting of the Boards of Selectmen, Education and Finance. There was brief discussion about the Town's potential upcoming capital projects. Phase one is substantially complete and the closeout inspection by the State is scheduled on January 4. An audit will be done in January. There will be a joint ribbon cutting ceremony with the Brookfield Village project in May. The contract for phase one began in 2012. Phase two is funded by TAP funds. The preliminary design is now underway, and several changes to the preliminary plan are still needed. Vice Chair Dembowski stated that a new round of Lotcip funding is available, for which the Town will apply, to fund phases three and four. Vice Chair Dembowski noted utility work that will be part of phase two.
6. Economic & Community Development Manager's Update: B. Paynter stated that she has been working with Mr. Gerardi, and she has suggested that he attend the EDC meeting to obtain some additional information about the Commission. B. Paynter suggested that the EDC refresh its review of the mission to assist with establishment of goals for the new year. B. Paynter also suggested adding review of the Zoning Commission meeting minutes and Board of Finance minutes to its meeting agenda. B. Paynter stated that the Brookfield Town Center for Business is now an established organization. She suggested an EDC member support the group by attending a meeting of this organization.

Zoning regulation revision is underway, and the next step is for the Ad-Hoc Committee to submit its recommendations to the Zoning Commission. The goal is to assist with streamlining development processes. B. Paynter noted the importance of economic gardening, which is the growth of current businesses. B. Paynter stated that she is working with an intern to create a database of employers in Town. Her goal is to meet with each of the business owners throughout Town and determine business growth needs. B. Paynter is planning to host a breakfast event for business owners throughout the Town. SCORE is meeting with the Brookfield Library to assist with entrepreneurs and small business owners. B. Paynter encouraged EDC members to attend the upcoming Brookfield Village/Streetscape ribbon cutting. B. Paynter noted that the Chamber of Commerce is hosting a lunch and learn, sponsored by the Newtown Savings Bank with a focus on social media and online marketing tools. Vice Chair Dembowski will present a streetscape update on January 31, hosted by the Chamber of Commerce. B. Paynter stated that she has been working closely with the Chamber of Commerce on various projects. Vice Chair Dembowski requested that an announcement be posted to the website about the new Chair of the Commission, and the appropriate contact information should be updated on the website. B. Paynter will coordinate CERC training in the upcoming months. Commissioner Fisher noted the importance of having other Commissions at a CERC meeting.

7. Update on Website Functioning & Newsletter Contact List: B. Paynter and E. Cole Prescott will be sending out a Winter/Holiday Newsletter update. The goal is to continue quarterly newsletters.
 - ☐ Website Updates Status: There was no report.
8. Other Discussion
 - ☐ Visitor: *Peter Gerardi, Brookfield resident and Manager of Newtown Savings Bank, was present.* He said he is interested in the growth and development of the Town, and came tonight to find out more information about what the EDC does. Vice Chair Dembowski encouraged Mr. Gerardi to review the website (brookfieldedc.org) and to speak with Betsy Paynter.
9. Adjournment: **At 8:15 PM, Commissioner Fisher made a motion to adjourn the meeting. Vice Chair Dembowski seconded the motion, and it carried unanimously.**

Next regularly scheduled Economic Development Commission meeting: 01/16/18