

ECONOMIC DEVELOPMENT COMMISSION MEETING

Draft Minutes

Tuesday, April 17, 2018 Conference Room 209

7:00 PM

1. Convene Meeting

Chairman Fisher called the meeting to order at 7:00pm

Chairman J. Fisher

Vice Chairman G. Dembowski

Commissioner P. Gerardi

Commissioner D. Matte

Commissioner M. Hora

Also Present: R. Reynolds, B. Paynter, Economic and Development Manager and A. Kennedy, Recording Secretary

2. Approval of Meeting Minutes

3/20/18-Vice Chairman G. Dembowski made a motion to approve the minutes from March 20, 2018. D. Matte seconded the motion and it carried 4-0-1, with M. Hora abstaining.

3. EDC Mission Statement

Chairman J. Fisher said they have a few versions of the Mission Statement and they are looking to condense and combine them. The Commissioners discussed the different versions of the Mission Statement, which were drafted by Vice Chairman G. Dembowski and Commissioner P. Gerardi. Commissioner M. Hora suggested changing the tenses of the words in the Mission Statement so that the statement sounds active. Commissioner P. Gerardi suggested moving ahead with Version 3, which is consolidated version, pulled from the sources discussed by the Commission in the previous meeting. Vice Chairman G. Dembowski discussed B. Paynter's suggestion for the Mission Statement of adding language to focus on commercial growth. Vice Chairman G. Dembowski said the Commission should discuss/debate whether they want to focus only on commercial growth or also on housing growth. The consensus was to focus on growth in general.

P. Gerardi made a motion to accept Version 3 as the Mission Statement for the Economic Development Commission: The Brookfield Economic Development Commission seeks to assist in the quality and sustainable growth to meet our community needs. The Commission collaborates with commercial enterprises, civic organizations and the Town's Boards and Commissions to help businesses prosper while maintaining our Town's character. D. Matte seconded the motion. VC G. Dembowski said this is the first time the EDC has created and voted on a Mission Statement, so this is a big step for the Commission. Betsy Paynter said she will get the Mission Statement on website as soon as possible. The motion carried unanimously.

4. Discuss EDC Goals

Chairman J. Fisher discussed goals for this year. He said the Mission Statement is one completed goal. The Ribbon cutting at 11:00 a.m. on June 1, 2018 is another goal. Chairman J. Fisher encouraged the members of the Commission to attend, if possible. Chairman J. Fisher said another goal should be supporting Phase Two in the TCD. Vice Chairman G. Dembowski said there is going to be an information session in June regarding the possible referendum on the new school. Vice Chairman G. Dembowski suggested the Commissioners joining task forces that could impact the growth of the Town. B. Paynter suggested the Commissioners attend some of the other Town Board and Commission meetings, such as the Zoning Commission meetings, to keep the EDC informed. Commissioner M. Hora discussed creating a more robust EDC and detailing the EDC job description. Vice Chairman G. Dembowski said one Commission member's term has ended and has decided not to re-join the Commission. Chairman J. Fisher confirmed that Paul will be unable to re-join the Commission due to a work commitment. Chairman J. Fisher discussed the Commission members getting more involved in events in the Town. The Commission also discussed possible categories of prospective new commission members such as small business owner, HR, banking, marketing, sales, etc. R. Reynolds discussed creating more visibility for the EDC. B. Paynter noted the Chamber has a networking breakfast every other Friday morning. Vice Chairman G. Dembowski suggested everyone should come up with 5 goals to achieve the Mission Statement in the next two years. He volunteered to receive emails from all Commission members regarding goals and will organize the information for the next meeting. Vice Chairman G. Dembowski will inform Commissioner C. Rositano regarding the goals email. B. Paynter asked the Commissioners to email her a line or two about themselves for the website (including who you are and what you bring to Brookfield). B. Paynter also mentioned taking a group photo for the website.

5. Update on EDC website maintenance

B. Paynter said Lisa Berte in New Milford, came highly recommended and has been working with her. She is charging \$100 per quarter. They have had a great start, putting the logo up, and the Mission Statement will go up as soon as possible. B. Paynter suggested bringing a laptop to the next meeting to review the website and the Commission can discuss where to put the profiles, pictures and any other content. Vice Chairman G. Dembowski said he attended mandatory cyber training learned a lot about Towns that were hacked. He stressed the importance of reporting any attacks on the website to the IT Manager, the insurance carrier and the police. B. Paynter said she can try to get L. Berte to attend the next meeting. Commissioner P. Gerardi said the bank hosted a cyber security event and consultants discussed hackers using other email addresses and websites to hack bigger sites. He said the EDC website is removed from the Town, and discussed hackers using the EDC website to hack Town website.

6. Discuss date for Fundamentals of Economic Development Workshop with CERC

B. Paynter said in the CERC newsletter they offer a free service to educate communities on economic development and how to move the Town forward. They do economic development research on Brookfield, business sectors, etc. We would need to get 20 people to attend. The Commission discussed when would be a good time to hold this meeting and decided on Tuesday

October 16, 2018. B. Paynter had a conversation with a lending association that wants to host a manufacturers-type event in October, and she will continue to look in to.

7. Update: Brookfield Town Center

Vice Chairman G. Dembowski said Phase Two is going slower than he would like. He met with the adjacent property owner at the former Hearth Restaurant. The buyer is Eddie Batista, owner of Dunkin Donuts, and E. Battista is not sure what he is doing with the property. Vice Chairman G. Dembowski said he is working with Brookfield Village on their application for market rate condos and buildings two and three, which will not be done by the ribbon cutting. B. Paynter said she heard the old post office building has sold. Vice Chairman G. Dembowski said an Italian restaurant is coming in with application for tenant fit up next week. B. Paynter said another tenant is coming in to the old florist building. B. Paynter discussed 20 Station Road, noting she is working on the grant and has put a call in to the property owner's conservator. Commissioner M. Hora asked about Brookfield Market. B. Paynter said the Brookfield Market has closed and the property owner is looking to lease or sell the property.

8. Economic & Community Development Manager's Update

9. EDC Budget

B. Paynter said there is about \$300 left, but the invoice for the logo hasn't come in yet. She said they will probably spend rest of budget by the end of the year.

10. Other Discussion

Vice Chairman G. Dembowski said there is a vacancy on the Commission and they are filled by the Board of Selectmen but recommendations can be sent to them. He said the practice in the Town has been for the Chairman of a Commission to go to the Chairman of the Republican Party and the Democratic Party to ask if they have any candidates. B. Paynter said this would be a good time to discuss what skill set is needed on this Commission. Chairman J. Fisher will call the Republican Party and the Democratic Party and Ginny in the Board of Selectmen's office.

B. Paynter asked if anything is coming up this month that the Commission should get involved with. Commissioner M. Hora suggested adding a calendar of events to the agenda. Vice Chairman G. Dembowski noted the Commissioners can request copies of minutes from Ginny for any of the Town Commissions to keep updated on what is going on in Town. He also suggested Commissioners attending some of these meetings to follow key development projects.

B. Paynter passed out examples of the logo they decided on.

Chairman J. Fisher discussed the banners in the Four Corners with the boosters club.

11. Adjournment

Vice Chairman G. Dembowski made a motion to adjourn at 8:30 p.m. P. Gerardi seconded the motion and it carried unanimously.