

ECONOMIC DEVELOPMENT COMMISSION MEETING
DRAFT MINUTES
Tuesday, June 19, 2018 Conference Room 209
7:00 PM

1. Convene Meeting

Vice Chairman G. Dembowski called the meeting to order at 7:00pm

Vice Chairman G. Dembowski

Commissioner P. Gerardi

Commissioner D. Matte

Commissioner R. Reynolds

Commissioner M. Hora

Also Present: A. Kennedy, Recording Secretary

2. Approval of Meeting Minutes

4/17/18-P. Gerardi made a motion to approve the minutes from 4/17/18. D. Matte seconded the motion and it carried unanimously.

3. EDC Biographies

Vice Chairman G. Dembowski said B. Paynter asked the Commissioners for write-ups for their biographies and he assumes everyone has sent these in. The Commission will carry forward this action item to wait for feedback from B. Paynter.

4. Discuss EDC Goals

Vice Chairman G. Dembowski recapped the discussion from the last meeting, noting the Mission Statement has been completed. He heard back from several Commission members regarding goals for the EDC. Vice Chairman G. Dembowski took the information submitted by the Commissioners and has broken it down into the four main points of the Mission Statement. He passed out documents including the "Brainstorm List" and a description of SMART goals. Vice Chairman G. Dembowski said the next step would be to pick a few goals from this list to accomplish within the next 3 to 5 years. He then explained how to create a SMART goal, as described in the handout. Vice Chairman G. Dembowski suggests he email this list out to everyone and ask the Commission to bring in suggestions to next meeting. P. Gerardi said they could set this up with a free online survey that everyone could use to vote on their top selections. R. Reynolds suggested cutting the Brainstorm List down to fewer choices to vote on.

The Commission discussed the Brainstorm List and consolidated the ideas. They were able to combine four goals into one, regarding supporting the Town Center District. The Commission also combined a few goals into the main goal to collaborate with commercial enterprises, civic organizations and Town Boards.

The Commission discussed what should be included as “quality of life” in Brookfield, such as libraries, schools, parks, etc. Vice Chairman G. Dembowski suggested a goal to become members of future task forces for major decisions that impact the quality of life in Brookfield. P. Gerardi reworded one of the goals to read “Participate with other Town Organizations and Boards that impact the Town’s quality of life.” Vice Chairman G. Dembowski offered to bring in a list of all the Boards and Commissions in the Town, so the Commission can discuss which ones they want to participate in.

R. Reynolds noted that recruiting and retaining a robust Board is an important goal and M. Hora agreed. Vice Chairman G. Dembowski discussed how to move forward with that goal. M. Hora discussed the goal of understanding compliance with FOIA and noted it should include members being knowledgeable and up-o-date. Vice Chairman G. Dembowski discussed FOIA workshops offered by the Town and encouraged Commissioners to attend one.

The Commission consolidated the list to five objectives. Vice Chairman G. Dembowski will send the consolidated list out to J. Fisher and B. Paynter and the Commission can create SMART goals around those five objectives. Vice Chairman G. Dembowski asked that each Commissioner draft a SMART goal around each of the five objectives discussed and he will collect them all.

5. Update: Brookfield Town Center

Vice Chairman G. Dembowski said J. Fisher asked the Commission to have a discussion and take a vote regarding the Commission’s position on Phase 2 of Streetscape for the public information session which is taking place tomorrow at 7 pm as part of the requirement for this project to receive federal funding. Vice Chairman G. Dembowski gave a description of Phase 2 and answered some questions from the Commissioners.

Vice Chairman G. Dembowski made a motion for the EDC to support the Streetscape Phase Two Project. R. Reynolds seconded the motion and it carried unanimously.

6. Economic & Community Development Manager’s Update

B. Paynter was not present to give an update.

7. EDC Budget

Vice Chairman G. Dembowski reported the Town’s budget passed on the third try and the EDC budget passed uncut.

8. Other Discussion

Vice Chairman G. Dembowski said B. Paynter has done some work on the website and she asked that he hand out the minutes from other boards and commissions for their review. The Commission decided it would make more sense to read the minutes online rather than printing the minutes. Vice Chairman G. Dembowski said they could also sign up to have the minutes emailed directly to them, and he will ask B. Paynter to send instructions on how to receive meeting minutes.

P. Gerardi noted that the Commission List on website needs to be updated.

Vice Chairman G. Dembowski suggested the Commissioners all have an EDC email address generated for them.

P. Gerardi discussed the marijuana dispensary that was approved with the Zoning Commission.

R. Reynolds discussed upcoming Town projects and the EDC taking a position on them, asking how far in advance they need to know about these opportunities, how would the EDC find out about projects, etc. Vice Chairman G. Dembowski said he and B. Paynter will make a list for an EDC Agenda Item of open or scheduled public hearings for all Land Use Commissions.

R. Reynolds said is on the Chamber Board of Commerce and would like to share information from this Commission and enhance the collaboration between the two organizations.

9. Adjournment

Vice Chairman G. Dembowski made a motion to adjourn at 8:09 pm. R. Reynolds seconded the motion and it carried unanimously.