

Brookfield Economic Development Commission Regular Meeting
MINUTES
Tuesday, Mar 19, 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, Commissioner P. Gerardi, Commissioner R. Reynolds and Commissioner D. Matte

Absent: Vice Chairman G. Dembowski

Also Present: D. Ferraro, Community Development Specialist

2. APPROVAL OF LAST MEETING MINUTES

M. Butow asked a question regarding the funding of the Greenway, as discussed in the last meeting. D. Ferraro discussed the funding for the Greenway and reviewed what was discussed on 2/19/19.

R. Reynolds made a motion to approve the minutes from 2/19/19. D. Matte seconded the motion and it carried unanimously.

3. PUBLIC COMMENT

4. NEW BUSINESS

- a. Welcome New Member Mel Butow
Chairman J. Fisher introduced Mel Butow. M. Butow shared some background information on himself including that he is currently serving as an alternate on the Brookfield Planning Commission.

5. OLD BUSINESS

- a. 2019 BUDGET UPDATE – D. Ferraro said the 2018 budget was \$625 and the 2019 budget is \$1,100, which is available until 7/1/19. The Commission has still not spent any of this year's budget.
R. Reynolds asked if the Commission could donate to a non-profit organization and/or support the event in June to promote the Four Corners. The Commission discussed ways they could support the event. D. Ferraro will look into what the Commission is allowed to spend their budget on, and find out any restrictions that may be in place.
- b. COMMUNITY SPECIALIST UPDATE – D. Ferraro said she created a tutorial on how to find the minutes and agendas online, and distributed the materials.

D. Ferraro discussed updates to the Commission's website including Commissioner's biographies and headshots. D. Ferraro said the Economic & Community Development Department will be hosting the small business series previously discussed, with People's United Bank sponsoring the event. She said the four series meetings they would like to have would be about Associations and Commissions, and helping businesses understand how to get involved. Other meetings would be about Business Planning; Advertising, Marketing, Printing and Design; and How to Move Through the Slow Season. The dates would be in May, June, September and October at 5:30 p.m. in Town Hall.

D. Ferraro discussed the Business Highlight idea previously discussed and gave information from Danbury's version of this idea. The Commission discussed different ways to implement this in Brookfield.

- c. STREETSCAPE UPDATE – Chairman J. Fisher said Vice Chairman G. Dembowski is working on Phase 3 of Streetscape and working on applying for grants for Phase 4. Chairman J. Fisher said Phase 2 should be done by the end of the summer.

- d. STRATEGIC GOALS UPDATE – Chairman J. Fisher said a few months ago Vice Chairman G. Dembowski sent out the Commission's Strategic Plan to the other Town Commissions and have received some responses. Chairman J. Fisher discussed the responses received from the Commission of the Aging and the WPCA. Chairman J. Fisher talked about scheduling people from the community to attend EDC Meetings to update the Commission on current topics in town, such as Greg Steiner and Steve Harding. He will start trying to schedule these visits. P. Girardi discussed the aging community in Brookfield and some of the concerns they have including transportation and ambulance/emergency services in town. R. Reynolds discussed the status of recruiting additional EDC Commission members and offered to start making phone calls in that regard. The Commission discussed the process of getting new members appointed.

6. ADJOURN

D. Matte made a motion to adjourn at 8:17 p.m. P. Girardi seconded the motion and it carried unanimously.