

**DRAFT MINUTES**  
**ECONOMIC DEVELOPMENT COMMISSION MEETING**  
**BROOKFIELD TOWN HALL – 100 POCONO ROAD, BROOKFIELD, CT**  
**TUESDAY, October 18, 2016 ROOM 209**  
**7:00 PM**

1. Convene Meeting: Chair Hal Kurfehs called the meeting to order at 7:05 PM with the following in attendance:

**Present:** Chair Hal Kurfehs; Vice Chair Greg Dembowski; Secretary Dave Matte; Commissioner Jim Fisher; Commissioner Paul LaTerra

**Also Present:** Betsy Paynter, Economic & Community Development Manager; Recording Secretary Emily Cole Prescott

2. Introduction of Economic & Community Development Manager: Chair Kurfehs introduced Betsy Paynter, and welcomed her. Chair Kurfehs mentioned that he had a discussion with B. Paynter this morning about potential ideas for the Commission. B. Paynter explained some of her previous experiences and background working on other economic development initiatives. B. Paynter had the following suggestions for the Commission's consideration:

- Business cards for EDC Commissioners
- EDC Commissioners' attendance at upcoming events to market Brookfield
- Contact those businesses who have trade names on file with the Town Clerk's Office
- Enhance features on the current EDC website to better market the Town Center
- Monthly updates will be provided to local business owners in the Town Center
- Re-start the EDC newsletter with a focus on small business development and various business resources
- B. Paynter also mentioned that if the Library were to be located in the Town Center, it could possibly be used as an economic driver for the area.

3. Approval of Meeting Minutes (09/20/16): **Commissioner Fisher made a motion [to approve the minutes of the September 20, 2016 meeting]. Commissioner LaTerra seconded the motion, and it carried, with Chair Kurfehs, Vice Chair Dembowski, Commissioner Fisher and Commissioner LaTerra voting.**

4. EDC Budget – Actual vs. Plan: B. Paynter suggested that the EDC consider increasing their budget request for the next fiscal year to accommodate additional marketing opportunities. B. Paynter also recommended that the EDC consider purchasing Loopnet which can be available through the EDC's website, and would offer more detail about available properties throughout the Town.

5. Update and Discussion on Town Center District: The Main Street Investment Fund Grant has been denied from the CT Department of Housing. G. Dembowski shared information about the Fixed Americans State Transportation Act (FAST). He indicated that \$1.3 million has been allocated to the Metropolitan Planning Organization (MPO). The Town has applied for a \$475,000 grant with a matching \$475,000 from the Town.

G. Dembowski explained ongoing work to obtain easements from the property owners for the streetscape work.

Vice Chair Dembowski also shared information about the progress of the utilities in the Town Center District:

- Underground utilities – The Town is in receipt of a final, written estimate from Eversource. The formal estimate will be presented to the Board of Selectmen in December, once the contractors’ estimates have been received.
- Vice Chair Dembowski explained that the streetscape project has always included in its scope of work, the moving of several poles six feet back. There are two types of easements necessary – aerial easements, and an easement five feet on each side of the center line of the wires. Since the easements are on private property, these easements will be required between the private property owner(s) and Eversource.

Vice Chair Dembowski briefly reviewed the timeline of the project. B. Paynter asked how the community has been educated, and mentioned she will complete some research into the opening percentage rates of the Town’s Brookfield Matters newsletter. She also mentioned working with the schools to send out information about the newsletter through their systems.

6. Update on Website Functioning & Newsletter Contact List: E. Cole Prescott will send out the revised Fact Sheet document for review and comments from Commissioners. B. Paynter and E. Cole Prescott will meet within the next week to discuss further updates to the EDC website.

7. Information for News & “Blurb” Write-Ups: This item will remain ongoing. The newsletter contact information was briefly discussed.

8. Other Discussion: The general trend of the younger population moving out of rural neighborhoods toward city environments was briefly discussed.

9. Adjournment: **Commissioner LaTerra made a motion to adjourn the meeting at 8:20 PM. Commissioner Fisher seconded the motion, and it carried unanimously.**

Next regularly scheduled Economic Development Commission meeting: 11/15/16