

DRAFT MINUTES
BROOKFIELD ECONOMIC DEVELOPMENT COMMISSION MEETING
TUESDAY, November 15, 2016 ROOM 209
7:00 PM

1. Convene Meeting: Chair Kurfehs indicated that there was no quorum at this regularly scheduled meeting, and therefore, no motions could be made. A discussion began at 7:06 PM.
Present: Chair H. Kurfehs; Secretary D. Matte **There was no quorum at this meeting, so no motions were made.*
Absent: Vice Chair G. Dembowski; Commissioner J. Fisher; Commissioner P. LaTerra; Commissioner C. Rositano
Also Present: Community & Economic Development Manager B. Paynter & Recording Secretary E. Cole Prescott
2. Approval of Meeting Minutes (10/18/16) – There was no quorum, so a vote could not be taken on the draft minutes. However, Chair Kurfehs mentioned that on the first page, Commissioner Rositano’s name should be removed from the list of present members. Chair Kurfehs noted that on the second page, the language should be clarified about the newsletter discussion.
3. Proposed 2017 Meeting Calendar – Chair Kurfehs mentioned that the calendar looked appropriate to him, and Secretary Matte agreed. E. Cole Prescott replied that she will check with the Town Clerk about a filing motion for the 2017 regular meeting calendar.
4. Nomination of Officers for the 2017 Calendar Year – Chair Kurfehs briefly explained the normal process for nomination of officers. Secretary Matte stated that he will speak with Commissioner Fisher about this topic.
5. Economic & Community Development Manager’s Update – B. Paynter stated that she is in the process of preparing a brownfield grant application. She shared expense information for business cards, and asked if this is something the EDC would want to pursue. She also shared information about upcoming events, and potential partnerships with the Library.
6. EDC Budget – Actual vs. Plan – There was no discussion.
7. Update and Discussion on Town Center District – There was no discussion.
8. Update on Website Functioning & Newsletter Contact List – B. Paynter shared the number of contacts who consistently receive the Brookfield Matters newsletter.
 - Discussion of Fact Sheet Revisions – E. Cole Prescott mentioned some of the revisions made to the original fact sheet. She also distributed copies of a new fact sheet she has compiled. Chair Kurfehs asked E. Cole Prescott to distribute the new fact sheet to the Commission via email to receive comments and suggestions.
9. Information for News & “Blurb” Write-Ups – There was no discussion.
10. Other Discussion – There was no discussion.
11. Adjournment – The meeting ended at 8:03 PM. There was no motion to adjourn because there was no quorum.

Next regularly scheduled Economic Development Commission meeting: 12/20/16