

**DRAFT MINUTES**  
**Regular Meeting**  
**Brookfield Economic Development Commission**  
**Brookfield Town Hall – Room 209**  
**Tuesday, December 20, 2016**  
**7:00 PM**

Chair Kurfehs convened the meeting at 7:00 PM with the following in attendance:

**Present:** Chair Kurfehs; Vice Chair Dembowski; Commissioner Fisher; Commissioner Rositano; Secretary Matte; Commissioner LaTerra

**Absent:** Betsy Paynter, Economic & Community Development Manager

**Also Present:** Emily Cole Prescott, Recording Secretary *Chair Kurfehs provided revisions to the draft minutes.*

**Approval of Meeting Minutes:** Chair Kurfehs noted that Commissioner Rositano should be noted as absent in the October meeting minutes. **Commissioner Fisher made a motion to approve the minutes of the October meeting with the noted change. Vice Chair Dembowski seconded the motion, and it carried unanimously.**

**2017 Meeting Calendar:** Commissioner Fisher made a motion to approve the 2017 EDC meeting calendar. Secretary Matte seconded the motion, and it carried unanimously.

**Nomination of Officers for the 2017 Calendar Year:** Secretary Matte indicated that the following slate has been recommended: Hal Kurfehs as Chair; Greg Dembowski as Vice Chair; Dave Matte as Secretary. There were no other nominations. **Secretary Matte moved to nominate the slate of officers. Commissioner Fisher seconded the motion, and it carried unanimously.**

**Economic & Community Development Manager's Update:** Chair Kurfehs shared B. Paynter's update with the Commission, which included information about the following:

- Four Corners Development Update Meeting: There were more than fifty attendees (business and property owners, developers and the public) at the December 6<sup>th</sup> meeting at Pancho & Gringos.
- Four Corners Business Association – 2017 Kick-off Meeting: Meetings will be held with Union Savings Bank and Body Vision representatives in the first week of January. One of the purposes of this association is to create events in the Brookfield Four Corners in effort to generate community interest in the Town Center District.
- Ongoing Business Outreach: B. Paynter also drafted a welcome letter for Brookfield businesses. The purpose of this letter is to keep open communication between the Town and landlords. The Business Inventory list is also updated on a continual basis.
- CERC Municipal Training – This training will be held on April 4<sup>th</sup> at 7:00 PM in Room 133. Chair Kurfehs encouraged Commissioners to save the date.
- Facebook page: B. Paynter has created a Facebook page to promote Brookfield community and economic development, to stay current with news and updates.
- Economic & Community Development Newsletter: There was a holiday message sent to the contact lists, and more news and information will continue to be sent as the list is expanded.

- Zoning Regulations Revisions: A consultant will be selected to re-write the zoning regulations. The process will take approximately six to nine months.
- 20 Station Road – Brownfield Grant: The application has been sent.

Chair Kurfehs gave his suggested revisions on the welcome letter to E. Cole Prescott, to send to B. Paynter. The Commission agreed that when complete, the welcome letter should be posted to the EDC's website. E. Cole Prescott asked if the welcome letter will also be distributed to trade name certificate applicants in the Town Clerk's Office.

**EDC Budget – Actual vs. Plan:** A proposed budget will be discussed at the next meeting, in January. Vice Chair Dembowski mentioned that the First Selectman and Finance Department have asked for earlier budget submittals this year. E. Cole Prescott will send the updated year-to-date budget information for the EDC accounts.

**Update and Discussion on Town Center District:** Vice Chair Dembowski shared updates about his work on the ongoing Town Center District project. Because of a grant application denied by the Main Street Investment Fund, and pending approval of a TAP grant application, phase one now remains under-funded. Commissioner Rositano expressed that he does not understand how the approval process is done in stages, rather than as a full proposal to the Town, so the Town has a better idea of the overall project cost. Vice Chair Dembowski replied that the Town has not pursued piece-mail approvals for this project, but separate resolutions are needed for each grant application. Upon inquiry from Commissioner Rositano, Vice Chair Dembowski replied that the scope of phase two has not yet been determined. Vice Chair Dembowski explained the importance of phase one to promoting development throughout the Town Center. Chair Kurfehs also noted potential tax revenue increase due to the density of development.

**Update on Website Functioning & Newsletter Contact List:** *B. Paynter included information about the newsletter contact list in her update, discussed above.*

- **Discussion of Fact Sheet Revisions (Before and After):** Chair Kurfehs indicated that he preferred the header, "Brookfield is Open for Business" as it works well with the chosen design of and information on the EDC's website. Vice Chair Dembowski agreed that the header "Brookfield is Open for Business" should be maintained. Chair Kurfehs asked that information about Brookfield's way of life which was on the original fact sheet be included on the revision. E. Cole Prescott also mentioned that she had received additional revisions from Betsy Paynter, to update the language, which she will incorporate. Chair Kurfehs asked that on the second page, the information about the Town's rating be labeled as such: "Rated Best Small Town in Connecticut by *Money Magazine* in 2013." Chair Kurfehs explained that he views the EDC and Betsy Paynter as partners, and asked that balance be incorporated in the fact sheet. For instance, the seal could be placed toward the bottom on the second page, with contact information for both the Commission and Betsy Paynter straddling the seal. This section could be entitled "Let Us Work With You." and it only needs title, name, telephone number, and email address. Chair Kurfehs stated that he is very happy with the work that B. Paynter has started, and he looks forward to continued collaboration. E. Cole Prescott will re-distribute the document. Vice Chair Dembowski asked E. Cole Prescott to assign a deadline for Commissioners to return their comments.

**Information for News & “Blurb” Write-Ups:** There was no discussion.

**Other Discussion:** There was no discussion.

**Adjournment:** At 8:22 PM, Commissioner Fisher made a motion to adjourn the meeting. Secretary Matte seconded the motion, and it carried unanimously.

Next regularly scheduled Economic Development Commission meeting: 01/17/17