

DRAFT MINUTES
*revised April 5, 2017**
BROOKFIELD ECONOMIC DEVELOPMENT COMMISSION
BROOKFIELD TOWN HALL – ROOM 135
7:00 PM

Call to Order: Chair Hal Kurfehs called the meeting to order at 7:06 PM.

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

Absent: Commissioner Miranda Hora

Also Present: Economic & community Development Manager Betsy Paynter; Recording Secretary Emily Cole Prescott

Announcement of New EDC Member: Commissioner Miranda Hora has recently been appointed to the Economic Development Commission.

Approval of Meeting Minutes: Commissioner Fisher made a motion to approve the minutes [of the March meeting]. Commissioner LaTerra seconded the motion, and it carried, 5-0-1, with Vice Chair Dembowski abstaining from the vote.

8th Annual Economic Forecast Event: Chair Kurfehs encouraged EDC members to attend this event on Wednesday, April 12th at 7:30 AM in Bethel, CT. The Commission briefly discussed the current economy of the State of Connecticut. It was noted that projections of income had been consistently over-estimated, and pensions had not properly been funded.

EDC Budget – Actual vs. Plan: Chair Kurfehs stated that he had submitted a request for additional budget funds for events. First Selectman Dunn has added the request into the Economic & Community Development Manager's Budget.

Update: Town Center District:

- **Streetscape Phase 1** – Vice Chair Dembowski stated that the bid package which is 650 pages long, is ready. The public notice is also ready for publication, to advertise the bid. The process is pending final approval from the State. There is a tentative date for the bid meeting, as well as a tentative bid opening date. Dates cannot be finalized until the State of Connecticut approves the bid package. The package meets all of the standard requirements for public bids. The last sign-off will be from the Director of Rights-of-Way. Vice Chair Dembowski also mentioned that he has been doing some contingency planning for this project.
- **Streetscape Phase II South** – The Town has been awarded a TAP grant, which is pass-through funding from the federal government. The grant is based on a fifty percent match (\$475,000 from grant funds with \$475,000 from the Town). The purpose of this phase will be to connect the Still River Greenway. Engineering work has now begun, and the Town is now applying for a STEAP grant. Vice Chair Dembowski shared how strict and narrow funding guidelines are becoming, especially in consideration of the State's current economic outlook. Other phases would be years down the road, according to Vice Chair Dembowski.

- **Southern Federal Road** – This project has already started, supported by federal money, and will be completed by the State of Connecticut. The purpose of this project is to re-do the intersection, widen the road and add sidewalks in some of the areas on lower Federal Road. There is a new engineer assigned to the Town for this project, and the next steps will be to schedule public hearings for input. The project will be value-engineered.

Commissioner Fisher asked about underground utility work, and Vice Chair Dembowski replied that the Town had decided not to pursue this work due to the high estimates to complete the work. Vice Chair Dembowski stated that he will be at the Zoning Commission meeting this Thursday, where a site plan modification for Brookfield Village will be discussed.

Economic & Community Development Manger’s Update: B. Paynter stated that this has been a busy couple of months. B. Paynter stated that she is working on the Zoning Commission re-write project. There were group meetings held with different business owners and developers. B. Paynter has also been working with the Library, which will be hosting the SBA (Small Business Administration) series of events on May 1st, 8th and 15th. These events will help small business developers begin their marketing and business plans.

B. Paynter has also walked the Planning Commission through a presentation about Brookfield signage. She suggested several conceptual images for future signage in the Town. The name of “Four Corners” was briefly discussed. B. Paynter worked with a local sign designer to propose these conceptual designs. It is not clear who makes the decision within the Town on the name for the downtown area. Secretary Matte stated that he prefers the name, “Four Corners.” Secretary Matte asked about the possibility of a survey to determine the name of the area. The purpose of this name is also to plan for the future of the area. Commissioner LaTerra stated that he would prefer “Brookfield Town Center” because it is more representative of the entire area. **Chair Kurfehs made a motion to call the area [currently termed the Town Center District per Zoning regulations] the Brookfield Town Center. Commissioner LaTerra seconded the motion.** There was some brief discussion about possibly including the name “Four Corners”, noting how people currently refer to the area. Vice Chair Dembowski mentioned the future of the area, indicating that signage for businesses could include this name going forward. B. Paynter stated that ultimately the goal is to create a town center for the Brookfield population. There was no other discussion. **The motion carried, 5-0-1, with Commissioner Rositano abstaining from the vote, and Chair Kurfehs, Vice Chair Dembowski, Secretary Matte, Commissioner Fisher, and Commissioner LaTerra voting in favor of the motion.** Commissioner Rositano stated that he feels the name should include reflection about the area, and what he sees in the area is a renaissance. Secretary Matte indicated that other Commissions will also be provided the chance to give their input about the name.

B. Paynter stated that she will bring the current recommendation to next week’s Planning Commission, then she will bring the concept to the Board of Selectmen.

The Fundamentals of Municipal Economic Development workshop is scheduled on April 4th at 7:00 PM in room 133, hosted by CERC.

Update on Website Functioning & Newsletter Contact List:

- **Fact Sheet Revision Update:** Chair Kurfehs shared his suggested revisions about the Fact Sheet. B. Paynter and Vice Chair Dembowski indicated that they will meet with E. Cole Prescott, make the revisions, and send the document to the EDC for the final approval before replacing it on the website.

Information for News & “Blurbs” Write-Ups: There was none.

Other Discussion: There was none.

Adjournment: Commissioner Fisher made a motion to adjourn the meeting at 8:45 PM. Vice Chair Dembowski seconded the motion, and it carried unanimously.

*Draft Minutes as revised by Chair Kurfehs, 04/05/17