

DRAFT MINUTES
BROOKFIELD ECONOMIC DEVELOPMENT COMMISSION MEETING
TUESDAY, April 18, 2017 ROOM 209
7:00 PM

1. Convene Meeting: Chair Hal Kurfehs convened the meeting at 7:05 PM.
Present: Chair Hal Kurfehs; Vice Chair Greg Dembowski; Secretary Dave Matte; Commissioner Carmine Rositano; Commissioner Miranda Hora; Commissioner Jim Fisher
Absent: Commissioner Paul LaTerra
Also Present: Recording Secretary Emily Cole Prescott
2. Introduction of New EDC Member: Secretary Matte introduced Miranda Hora to the Commission.
3. Approval of Meeting Minutes (03/21/17): **Commissioner Fisher made a motion to approve the minutes of the March 21, 2017 meeting. Vice Chair Dembowski seconded the motion, and it carried unanimously.**
4. EDC Budget – Actual vs. Plan: Chair Kurfehs noted that the EDC has recently requested an increase of \$1,000 to the 17/18 fiscal year operating budget, which has been included in the Economic & Community Development Manager’s budget. E. Cole Prescott mentioned that this year the EDC has paid for the cost of website hosting, which will be an ongoing payment, probably every three years or so. According to the last Controller’s Report presented at the April Board of Finance meeting, there is approximately \$165 remaining in this year’s budget.
5. Update: Town Center District
 - Name Recommendation: Brookfield Town Center: Vice Chair Dembowski reported that B. Paynter has taken the EDC’s recommendation to the Planning Commission, Zoning Commission, First Selectman Steve Dunn, and the Historic District Commission. Because no one position is charged with naming a district, it is important to receive as much input as possible.
 - Magazine Article Competition: Chair Kurfehs stated that the Town of Brookfield was given the opportunity to submit an article as one of the best small towns in the United States, to *The Smithsonian* magazine.
 - Streetscape Update to EDC Commission: Vice Chair Dembowski presented information about the streetscape project. The following outline indicates target dates and goals:
 - i. Town Center District (TCD) – Phase One – Two Contracts – The DOT approval has been granted.
 1. Construction Contract
 - a. Bid package advertisement – started on April 12th
 - b. Pre-bid meeting – April 25th
 - c. Bid Deadline, Open bids – May 12th
 - d. DECD & DOT award approval – May 16th
 - e. Sign contracts – May 31st
 - f. Substantial completion – November 17th
 - g. Final completion – December 15th, then liquidated damages

Town Contract with Eversource to move utility poles: On a separate contract directly written to the Town to move the eight poles and replace with six poles, to reduce the number of poles, move them back and increase the height. An alternate bid item permits the bidder to bid on two extra projects: the conduit under Federal Road.

- ii. TCD, Station road Extension in front of Brookfield Village Building 4
 - 1. Zoning permit modification has been approved as of March 20th
- iii. TCD, Phase 2 South – Connecting Phase 1 to the Still River Greenway Trail
 - 1. Total cost estimate: \$1.45 million
 - 2. TAP grant approval recommended by WestCOG and awaiting CT DOT approval
 - a. \$475,000 TAP grant
 - b. \$475,000 Town match
 - 3. 2017 STEAP Grant
 - a. April 3rd BOS resolution to approve for \$500,000
- iv. TCD, Phase 2 North – Future
 - 1. Connect Phase 1 to Newbury Village

There is no current work ongoing for Phase Two North.

- v. Lower Federal Road – BJ’s Layla’s, 3 Phases (preliminary)
 - 1. Phase 1: BJ’s to Costco: \$4.4 million, 2021 completion
 - 2. Phase 2: Redesigned intersection at Layla’s, \$2.8 million, 2021 completion
 - 3. Phase 3: Costco to Layla’s, \$6.5 million, no target date
- 6. Economic & Community Development Manager’s Update: Vice Chair Dembowski shared documentation from B. Paynter about grand list comparisons. The revaluation in 2016 reduced the grand list. Homes over \$800,000 declined on average by over 6%, and the smallest declines were in homes valued between the \$200,000 and \$400,000 range. The commercial and industrial grand value has increased from fifteen to eighteen percent, which indicates that homeowners are paying three percent less in 2015 versus in 2016. M. Hora asked if there is a target percentage, and Commissioner Fisher noted in comparison to other Towns, twenty percent would ease the burden to the homeowner without significantly changing the character of the Town. With the State economy the way it is, it is very difficult to attract new businesses into the State. The focus needs to be to grow current businesses, and to give current Connecticut businesses the chance to grow.

There is a Business Smart Workshop for for free at the Brookfield Library, hosted by the Small Business Administration (SBA) on May 1st, 8th, and 15th from 5:30 PM to 7:00 PM.

- 7. Update on Website Functioning & Newsletter Contact List: E. Cole Prescott indicated that she had posted the final revised fact sheet, and Chair Kurfehs indicated that he was to have a final review. E. Cole Prescott noted that B. Paynter had asked her to post it as

soon as possible with the final revisions from Greg and B. Paynter because she was to have the website up to date for the review of the article which Hal had written.

8. Information for News & Blurb Write-Ups: None.
9. Other Discussion: Commissioner Fisher urged everyone to walk the Still River Greenway. Commissioner Fisher stated that he had seen a serious parking concern in the area, especially in the Dean Road area. Commissioner Fisher stated that the EDC should urge the Town to review additional parking options for the Still River Greenway.
10. Adjournment: **At 8:05 PM, Vice Chair Dembowski made a motion to adjourn, and Commissioner Rositano seconded the motion. It carried unanimously.**