



TOWN OF BROOKLYN

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BROOKLYN, CONNECTICUT 06234

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Economic Development Committee
Special Organization Meeting Minutes
Monday, March 18, 2024, 6:30 pm
Clifford B. Green Memorial Center Conference Room
and via Zoom

Present: Austin Tanner, Joseph Asermelly, Jana Aubin, Joe Bellavance, Mike Demers, Keith Gosselin, Lisa Lindia, Joe Voccio, Susan Wasstrom, Lisa Mileski, Recording Secretary

Via Zoom: Yovanny Pena

1. Call to Order: A. Tanner called the meeting to order at 6:30 pm
2. Public Comment: None
3. Discussion
 - a. Organization
 - b. Purpose
 - c. Members
 - d. Duties
4. Director
 - a. Job Description
 - b. Timetable
 - c. Duties

A. Tanner explained that the Town received \$80,000.00 in ARPA Funds for the Economic Development Committee and the goal is to hire a part-time Director for two years and see how that works out. Introductions were made and A. Tanner passed out some information. He explained that he wanted to form a Committee, which would consist of five members and two alternate members, to define Director's position, come up with objectives and expectations for the position, and hire the appropriate individual. The Director would report to the First Selectman. We could do this as a consulting contract. The Town has never had a paid employee in this position. There was discussion about doing a full-time position for one year for \$80,000.00. The Director must have a good relationship with the Committee. Aspects of this position and the Commission were discussed, including budgeting funds for the group, timeliness on opening a business, having a checklist on how to start a business, inventory of open store fronts, when the Committee would meet, reporting structure, bringing all the Departments together, building a strong Commission that understands its role, what is the Commission's vision for the future, Plan of Conservation and Development on Town Website, staggering terms for members, available grants, etc.

It was decided not to appoint a committee just yet, but just have another meeting as an informal group. It will give everyone the opportunity to digest the information discussed and perhaps talk with previous board members. A. Tanner said that we have until December of 2026 to expend the ARPA funds so it was discussed that we have a few more meetings, advertise for a Director, and hopefully get a Director in place for January 2025.

J. Bellavance stated that the next step should be to better develop what the Committee is going to be, what its purpose is going to be, when they would meet, so that people in the group will know what they are signing up for. A. Tanner stated that once the Committee is formed and a Director is hired and things fall into place, they may not need to meet as much as they will in the beginning. J. Voccio said we need to establish a budget for this Committee and some of the expenses would be the recording secretary, training, advertising, printing, plaques, membership dues. Should the Director be a member of the Chamber of Commerce? The \$80,000.00 in ARPA funds is specific and to be used for the salary only, and J. Voccio stated that perhaps the Town could at some point begin supplementing the ARPA funds with Town Funds. S. Wasstrom asked if it could be a consulting contractor, or does it have to be an employee and A. Tanner said we would probably have flexibility on this. J. Bellavance said the Committee needs to define the position and help hire for the position, and where does the Commission report too, what other committees or town officers do they work with, and since we have until December 2026, we have a couple of months to get a commission together, a couple more months to plan what this looks like.

The next meeting date will be April 23, 2024 at 6:30 pm. J. Aubin stated that she would start a Google Doc so that everyone can share their thoughts. J. Voccio stated that this document would have to be available to the public.

5. Public Comment: None

6. Adjourn: L. Lindia made a motion to adjourn the meeting; M. Demers seconded; and the meeting was adjourned at 7:40 pm.

Respectfully Submitted,
Lisa Mileski