

Town of Montville  
**Economic Development Commission**  
Regular Meeting Minutes for Monday, August 17, 2015  
7:00 p.m. – Montville Town Hall - Room 203

1. Call to Order  
Commissioner Butzky called the meeting to order at 7:04 p.m. after establishing a quorum.
2. Pledge of Allegiance
3. Roll Call  
Present were Commissioners Karl Butzgy, Marge Gatheral, Walter Hewitt, John Protz, and Jim Toner. Absent was Commissioner Dianne Williams. Also present was Town Council Liaison Tom McNally.
4. Remarks from the Public regarding items on the Agenda (3 Minute limit) – *none*
5. Alterations to the Agenda  
Motion made by Commissioner Toner, seconded by Commissioner Protz, to move item 8(a) to item 6. Discussion: None. Voice vote, 5-0, all in favor. Motion carried.
6. Election of Officers  
Motion made by Commissioner Toner, seconded by Commissioner Gatheral, to elect Commissioner Butzgy as Chairperson of the EDC. Discussion: None. Voice vote, 5-0, all in favor. Motion carried.  
  
Motion made by Commissioner Gatheral to elect Commissioner Toner as Vice-Chairman of the EDC. Commissioner Toner declined the nomination based upon his teaching schedule, which would preclude him from attending several meetings.  
  
Motion made by Commissioner Toner, seconded by Commissioner Butzgy, to elect Commissioner Protz as Vice-Chairman of the EDC. Discussion: None. Voice vote, 5-0, all in favor. Motion carried.
7. To Consider and Act on a Motion to approve:
  - a. The Regular Meeting Minutes of Monday, November 17, 2014  
Motion made by Commissioner Toner, seconded by Commissioner Butzgy.  
Discussion: None. Voice vote, 5-0, all in favor. Motion carried.
  - b. The Informational Meeting Minutes of Monday, April 20, 2015  
Motion made by Commissioner Toner, seconded by Commissioner Protz. Discussion: None. Voice vote, 5-0, all in favor. Motion carried.

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8. Unfinished Business

Discussion ensued regarding which items under Unfinished Business should be maintained on future agendas.

a. Town SWOT Analysis (60 minutes)

The possibility of the Commission's ability to support and expand upon the SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis was discussed. The Commission was tasked with providing their input regarding the SWOT Analysis and identifying where they are, where they'd like to go, and ideas on how to get there for their next meeting as part of their effort to accomplish their goals.

b. Montville rebranding progress with other Town entities

The rebranding campaign was introduced, in part, in conjunction with that of the Board of Education (BOE). Councilor McNally will check on the status of the BOE video that was created as part of their campaign. The relationship and connection between the Commission and the BOE was discussed. The attraction/advantages of Montville for incoming and existing businesses, whether it is low taxes, low housing costs, best jobs, best schools, etc., should be determined and be included as part of their efforts to bring in new businesses. Similarly, the Commission should also aim to work with existing businesses that may be struggling with a variety of issues and ensure a solid foundation, which might also attract new businesses.

c. Commissioner Projects Update

This item will be deleted from future Agendas.

d. Commissioner "Idea's For Action" (IFA)

This item will be also be deleted from future Agendas.

e. Feedback from the townspeople and businesses

An important element to their charge, this item will remain on future Agendas.

f. Brief and Review of proposals of EDC website design

Commissioner Protz, who was working with Webmaster Donna Geary to update the EDC web page, would like to continue with and complete the project. The inclusion of a link to available properties, which is currently available on the town of Waterford's website, on their webpage and the need for the Commission to work for the best interest of the Town and make such information readily available was discussed.

g. Approval of follow-up letter to the attendees of September Business Resource

Due to the amount of time that has passed since the Business Resource Forum, it was decided to delete this item from the Agenda

The necessity of inviting Town Planner Marcia Vlaun to their future meetings was discussed. It was decided to invite her to periodic meetings and/or direct specific questions

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to her, as necessary. Commissioner Toner, who is also a member of the Planning & Zoning Commission, will provide a written report as part of the Agenda Packet regarding new businesses as well as those businesses that have closed and notified the Planning & Zoning Department.

A Press Release will be sent to the local paper(s) regarding the Commission, its members, his/her respective position, and meeting dates. The Minutes Clerk will provide Chairman Butzgy with a list of the Commission members.

The possibility of having businesses cards for the EDC printed to match those of the Town was also discussed.

Commissioner Toner stated that information regarding how to start a business is available in both the Town Clerk's and the Planning Offices. Chairman Butzgy recommended they create a binder for all of the EDC members that includes all of the brochures and necessary informational material for immediate reference.

An updated e-mail/communication list of the Commissioners will be created and distributed; an acknowledgement of receipt to all e-mail correspondences indicating their receipt was requested.

8. New Business
  - b. Quorum Requirements
  - c. EDC Rules & Procedures

These items were not discussed, but provided to the Commission in their Agenda Packet for informational purposes.

9. Proposed Recipients for Business Recognition Award  
Webmaster Donna Geary will be contacted regarding the possibility of placing a notice on the website allowing the public to submit recommendations.

10. EDC Liaison Tom McNally Update  
Councilor McNally commented on the existing disconnection between Town Planner Vlaun and the Commission and the need for the Commission to attract and retain businesses. One of his goals, should he be elected Mayor, is to attract and retain businesses in an effort to offset taxes. The departure of many of the businesses, he felt, could have been averted had the Commissioners been informed and been able to work with the businesses to help resolve their issues. He encouraged the Commission to take the initiative and personally visit the individual businesses and see if or what they can do to help them. He also recommended setting up a Facebook page and using it as a networking tool. If necessary, the Commission may request additional funding from the Town Council.

*Councilor McNally departed from the meeting at 7:56 p.m.*

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11. Commissioner Action Items for Next Meeting

Action Items, as discussed, were reviewed.

Commissioner Protz stated that, because attracting and retaining businesses are two very distinct tasks, requiring two different strategies and suggested having a strategy session. Chairman Butzgy proposed the possibility of breaking up the Commission into sub-committees.

A copy of the Town's Organizational Chart in an effort to determine who or where to request information will be provided to the Commission. Commissioner Gatheral will obtain a copy of the Town Directory.

12. Communications – *none*

13. Remarks from the Public (3 Minute limit) – *none*

14. Remarks from the Commissioners – *none*

15. Adjournment

Motion made by Chairman Butzgy, seconded by Commissioner Toner to adjourn the meeting at 8:08 p.m. Voice vote, 5-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Montville