

TOWN OF MONTVILLE
ECONOMIC DEVELOPMENT COMMISSION
Special Meeting Minutes – January 22, 2018
7:30 p.m. – Montville Town Hall - Room 203

1. Call to Order
Chairman Hewitt called the meeting to order at 7:38 p.m.
2. Pledge of Allegiance
All stood and pledged the flag.
3. Roll Call
Present were Commissioners Karl Butzgy, Christopher Napierski, Brian Quinn, Jim Toner, and Chairman Walter Hewitt. Also present were Town Council Liaison Jeff Rogers and Town Council Chairman Tom McNally.
4. Alterations to the Agenda
As a point of order, no changes can be made to the agenda of a special meeting.
5. Remarks from the Public regarding items on the Agenda (3-minute limit).
Chairman Hewitt asked three (3) times for remarks. There were none.
6. To Consider and Act on a Motion to approve:
 - a. The Regular Meeting Minutes of December 20, 2017.
Motion by Commissioner Toner; seconded by Commissioner Butzgy, to approve the Regular Meeting Minutes of December 20, 2017, as written. Discussion: none. **Voice Vote, 5-0. Motion carried.**
7. Unfinished Business:
 - a. EDC Website Design (Commissioner Napierski)
Commissioner Napierski discussed changes to the EDC home page and a proposed additional page with suggestions to replace pictures on the front page and/or rotate them and also include the award winner for Business Recognition.
 - i. Discuss Montville Business Recognition Form
Commissioner Napierski proposed a link on the EDC web page with the name of the award and a link to the recognition form on Facebook. The Commission then discussed parameters for the award and deemed that the criteria be general in nature with the possibility of requesting feedback from the community. The specifics of an award plaque were considered leaning toward simplicity. Commissioner Napierski would prepare a plaque template with a suggestion by Town Councilor Rogers to include the Town seal. Changes to the EDC M-BAP pamphlet was also discussed. Commissioner Quinn noted the blurred Town picture; Commissioner Butzgy said he could print the pamphlet if the red ink was removed. The Commission also spoke about marketing opportunities for the Town predicated by Commissioner Quinn's comment concerning the Town of Waterford turning away business. It was proposed to make the website more available to potential businesses using the Internet and Facebook to advance the initiative. Town Councilor McNally suggested reaching out to the Town webmaster while Commissioner Quinn proposed posting updated pictures of Town businesses as a draw.

b. Discuss the Montville Conservation and Zoning Plan

Commissioner Toner reported that Town Planner Vlaun would be giving the Plan to the Planning & Zoning Commission within a month.

c. Discuss the Montville Community Development Forum.

Chairman Hewitt asked whether the business data chart he emailed and been reviewed. The Commission discussed the following target items for the upcoming forum.

i. Date

Per discussion, the Commission chose an initial date of Thursday, April 26, 2018, and a secondary date of Tuesday, April 24, 2018. A backup date of May 15, 2018 was also selected. The time slot will be 9:00 – 11:30 a.m. Six (6) speakers will be given a time limit of 8 minutes and thereafter invitees will be free ask questions and obtain additional information. Town Councilor Rogers will formalize the dates with the Mohegan Firehouse, the chosen location for the event.

ii. Plan to finalize mail list

Suggestions made for the mailing list include 1) deleting and adding businesses to the mailing list from the previous forum; 2) reaching out to businesses who owe money or began within the past 24 months; 3) inviting a representative from SCORE, SERC, and SBA, as well as, Mayor McDaniel and Tony Sheridan of the Southeastern Connecticut Chamber of Commerce.

iii. Plan for social media/we advertisement with reservation system.

The Commission plans to mail letters to the business invitees in addition to contact through social media on the web, email blasts and other advertising.

Commissioner Butzgy noted the need for a solid commitment from all EDC members and acknowledged that everyone brings a valuable skill set to the Commission.

8. New Business

a. Consideration and action to revise the 2018 Meeting Schedule formerly approved and forward any necessary changes to the Town Clerk prior to January 31, 2018.

Motion by Commissioner Toner; seconded by Commissioner Butzgy, to forward the amended 2018 Meeting Schedule to the Town Clerk prior to January 31, 2018. Voice Vote, 5-0; all in favor. Motion carried.

9. Report on Existing, New, Prospective, Lost Businesses (Commissioner Toner)

Chairman Hewitt reported that Commissioner Toner had asked that the agenda be removed since he no longer receives the report. Town Councilor Rogers stated he would request a monthly report from Town Planner Vlaun and email it to the Commissioners. He said the list would include new Town businesses since 2016.

10. Feedback from the Townspeople and Businesses

a. Proposed Recipients for Business Recognition Award

Chairman Hewitt summarized the details for the recognition award as follows: 1) Commissioner Napierski will develop a template for the award plaque, 2) marketing for the award will begin, and 3) the suggestion link on the website will be eliminated. Per discussion, Town Councilor McNally stated that the process for determining the award recipient was the job of the Commission. A proposed recipient for the award will be discussed at the next Commission meeting.

11. Report from Town Council Liaison

Town Councilor Rogers reported to the Commission on business activity within the Town.

12. Communications

a. Strat Comms Working Group Update

Chairman Hewitt stated that a letter will be drafted to attendees for the

13. Remarks from the Public (3 Minute limit)

Chairman Hewitt asked three (3) times for remarks. There were none.

14. Remarks from the Commissioners and Town Council Liaison -- None

15. Adjournment

Motion by Commissioner Toner; seconded by Commissioner Butzgy to adjourn the meeting at 9:20 p.m. Discussion: none. Voice vote; 5-0; all in favor. Meeting adjourned.

Submitted by: Gloria J. Gathers
Recording Secretary, Town of Montville