

**TOWN OF MONTVILLE**  
**ECONOMIC DEVELOPMENT COMMISSION**  
**Regular Meeting Minutes – February 20, 2018**  
7:30 p.m. – Montville Town Hall - Room 203

1. Call to Order  
Chairman Hewitt called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance  
All stood and pledged the flag.
3. Roll Call  
Present were Commissioners Karl Butzgy, Mickey Gillette, Christopher Napierski, Brian Quinn, Jim Toner, and Chairman Walter Hewitt. Also present were Town Council Liaison Jeff Rogers and Town Council Chairman Tom McNally.  
  
Town Councilor Rogers introduced new Commission member Mickey Gillette.
4. Alterations to the Agenda  
Chairman Hewitt noted as a point of order that the meeting was a special one that prevented changes to the agenda. (*Per discussion with Recording Secretary Gathers, Chairman Hewitt made a correction for the record that the agenda was filed and posted as a regular 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. Lisa Powell: highlight SBA accomplishments and information about programs, services, and workshops that the SBA has available to help us increase entrepreneurship opportunities in our community.  
Lisa Powell gave a PowerPoint presentation on the function and services provided by the Small Business Administration (SBA), an agency of the Federal government with an office in each state and a regional office in Boston. Services provided the SBA are free. As a Business Opportunity and Economic Development Specialist with the SBA, Ms. Powell gave an overview of its services such as SBA loans, business counseling (*some can be virtual*), women's business centers (*there are three in CT*), Veterans Business Outreach Center, and monthly online training workshops. Ms. Powell responded to the Commissioners' questions throughout the presentation. Chairman Hewitt concluded that the SBA would be a resource to Montville in order to help it grow; and Town Councilor Rogers added that the Town needs entities to market and attract business. Commissioner Quinn asked whether the Town had a paid consultant to bring in new businesses.
7. To Consider and Act on a Motion to approve:
  - a. The Special Meeting Minutes of January 22, 2018.  
Motion by Commissioner Toner; seconded by Commissioner Butzgy, to approve the Special Meeting Minutes of January 22, 2018, as written. Discussion: none. **Voice Vote, 6-0, all in favor. Motion carried.**

8. Unfinished Business:

Discussion of Montville Business Forum (Commissioner Toner)

i. Agenda

Commissioner Toner reported that the upcoming Montville Business Forum was a follow up to a Commission meeting attended by Mayor McDaniel, who encouraged the forum given initially by the EDC several years ago, as a means to promote change, create products, and grow businesses within the Town of Montville. The agenda for the event will be as follows.

- Attendees: EDC, SECTOR, SCORE, SBA and SERC
- Moderator: Commissioner Toner
- SBA: Lisa Powell (speaker)
- SERC
- SECTOR: Annie Chambers (speaker)
- SCORE: Chapter Chair (speaker)
- Tables: For discussion with attendees
- Conclusion of Event

ii. Mail List

Commissioner Toner proposed an email blast from the Eastern Connecticut Chamber of Commerce to get the word out about the event. Town Councilor Rogers will obtain the list from the Town Clerk of small businesses with under 50 employees or taxes in arrears. The list will be divided among the Commissioners and reviewed for addresses and email addresses for expediency. Bulk mail versus first class mail was discussed with a target mailing date of April 1 for the invites.

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

Town Councilor McNally stated most businesses use Facebook and suggested pre-registration be set up on Facebook for the event. He also suggested issuing a press release about the Forum.

A special meeting will be scheduled for Tuesday, March 6, at 7:00 p.m. to continue discussion of the Forum and the Business Recognition Award plaque.

b. EDC Website Design/Business Recognition Plaque (Commissioner Napierski)

Commissioner Napierski asked whether anyone had reviewed the mockup of the award plaque that he sent via email. Town Councilor Rogers forwarded the Town logo to Commissioner Napierski that will be imprinted on the plaque. Town Councilor McNally suggested that the bottom of plaque be personalized with "Montville EDC." Commissioner Butzgy will obtain a price for a single plaque template (to be sent to him by Commissioner Napierski) in addition to the cost for a bulk amount of 12 plaques. Town Councilor Rogers asked if the plaque could be ready by March 6<sup>th</sup> for presentation at the Town Council meeting on March 12.

Motion by Commissioner Toner, seconded by Commissioner Napierski to recognize

Oriental Bar & Grill for the Montville EDC Business Recognition Award for March 2018.  
Discussion: none. **Voice Vote, 6-0, all in favor. Motion carried.**

9. New Business – *None*
10. Feedback from the Townspeople and Businesses
  - a. Proposed Recipients for Business Recognition Award  
This item was discussed under Agenda Item 9.b.
11. Report from Town Council Liaison – *No report*
12. Remarks from the Public (3 Minute limit)  
Chairman Hewitt asked three (3) times for remarks. Resident Heather Pattengill asked that recognition be given to businesses whose taxes are paid and to a new business in Town.
13. Remarks from the Commissioners and Town Council Liaison  
Chairman Hewitt welcome Commissioner Gillette who said “it will be a challenge.”
14. Adjournment  
Motion by Commissioner Toner; seconded by Commissioner Napierski to adjourn the meeting at 8:59 p.m. Discussion: none. **Voice vote; 6-0; all in favor. Meeting adjourned.**

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

**THE MEETING MINUTES ARE AVAILABLE ON THE TOWN WEBSITE.**