

TOWN OF MONTVILLE
Economic Development Commission
Special Meeting Minutes – March 6, 2018 – 7:00 p.m.
Montville Town Hall - Room 203

1. Call to Order

The meeting began at 7:00 p.m.

2. Pledge of Allegiance

All stood and pledged the flag.

3. Roll Call

Commissioners present were Karl Butzgy, Mickey Gillette, Christopher Napierski, Jim Toner, and Chairman Walter Hewitt. Also present was Town Council Liaison Jeff Rogers and Town Council Chairman Tom McNally. Absent from the meeting was Commissioner Brian Quinn.

4. Discussion and action on Montville Business Forum

Per Commissioner Toner, Lisa Wood of SECTER will discuss “Government Procurement” that assists businesses to obtain government contracts and was added to the Forum agenda as Item 6.b. Also being added to the Forum agenda is “Boundary 66,” the southeastern Connecticut “incubator” of Bob Mills, who is also president of the Norwich Community Development Corporation (NCDC) that helps business startups through the bureaucracy of the process. There are currently 20-plus incubator or new businesses that are benefiting from Boundary 66. The Colchester Business Association learned from the Town of Salem (it has 45 existing businesses that want to grow) that Salem would partake in the Montville Forum and asked to be a part of it. The Colchester Economic Commission will also be present. Commissioner Toner identified the participants to which email blasts should be sent—Chamber of Commerce, SBA, SCDC, CERC, SECTER, SCORE, Boundary 66, and the Town of Colchester. He added that Montville businesses that may be in trouble will also be targeted.

Commissioner Toner then discussed the setup of tables and chairs at the Montville Firehouse, the venue for the event. The Commissioners will gather at 7:30 a.m. before the event to prepare the site. Refreshments of coffee and donuts will be taken care of by Commissioner Butzgy. The Commission then weighed the number of attendees who were present at the previous Forum four (4) years versus the advertisement and communications for that event with respect to potential attendees for the upcoming Forum. The Chamber of Commerce is doing advance registration according to Commissioner Toner. Commissioner Butzgy proposed having Town-based businesses setup tables for the event. It was deemed that the event schedule with eight (8) speakers would make the proposal problematic. Discussion continued regarding an eye-popping mailing generated by the Chamber of Commerce versus email blasts that require obtaining business email addresses. A copy of the Chamber’s email blast will be sent to Chairman Hewitt for distribution to the Commission. The Commission then spoke about the Town business list obtained by Town Councilor Rogers, specifically the contact persons and email addresses for the businesses, to perpetuate and credibly send the email blasts. Town Councilor Rogers agreed to take on

the task of coordinating the production of the event flyer and mailing labels and the matter of postage versus an email blast as previously discussed. Chairman Hewitt suggested that the flyer should include the link for advance registration for the event and then posted on the Town website and Facebook. Commissioner Butzgy raised the point of the Commissioners having business cards for distribution at the Forum. Town Councilor Rogers obtained the Commissioners' contact information for the same.

5. Discussion and action on Business Recognition Plaque

Commissioner Butzgy displayed to the Commission a prototype of the plaque for the Montville EDC Business Recognition Award. The plaque will include the name of the business, the date of the award, and the purpose for the plaque that would all be interchangeable. He also discussed optional stains to highlight the plaque lettering and background. The estimated cost is \$50 or less without the Town seal that will not

Motion by Commissioner Toner; seconded by Commission Butzgy to authorize the purchase of a Business Recognition Plaque as presented by Commissioner Butzgy that will be painted black with clear skimming and a clear coat finish, without the Town Seal at an approximate cost of \$50 per unit. Discussion: Town Councilor Rogers suggested that the motion be amended to state "*at a maximum cost of up to \$50.*" Commissioner Toner amended his original motion accordingly, seconded by Commissioner Butzgy. Discussion, none. Voice Vote; 5-0, all in favor. Motion carried.

Town Councilor Rogers stated that the award presentation has already been put on the Town Council agenda for Monday, March 12 and asked Commissioner Butzgy whether the plaque would be ready. Discussion followed regarding an award recipient so the plaque could be engraved with the recipient's name for presentation.

Motion by Commissioner Toner, seconded by Commissioner Butzgy that the Business Recognition Plaque to be discussed and presented at the Town Council meeting on March 12, be set for the Oriental Bar & Grill. Discussion: Chairman Hewitt asked whether the award would be presented at the March 12 Town Council meeting. Town Councilor Rogers suggested that all Commissioners should be there at the presentation. He also said he would draft a letter to the business notifying it of the presentation. The commemoration on the plaque was established by the Commission. Voice vote, 5-0, all in favor. Motion carried.

6. Remarks from the Public (3-minute limit)

Chairman Hewitt asked three times for remarks. There were none.

7. Remarks from the Commissioners and Town Council Liaison

Town Councilor Rogers commented on the positivity of the meeting that was echoed by Commissioner Butzgy.

8. Adjournment

Motion made by Commissioner Napierski seconded by Commissioner Toner to adjourn the meeting at 8:05 p.m. Discussion, none. Voice vote, 5-0, all in favor. Meeting adjourned.