

Town of Montville
Economic Development Commission
Regular Meeting Minutes for August 15, 2016
7:00 p.m. – Montville Town Hall - Room 203

1. Call to Order.
Vice-Chairman Protz called the meeting to order at 7:07 p.m.
2. Pledge of Allegiance.
All stood and pledged the flag.
3. Roll Call.
Present were Commissioners Walter Hewitt, Christopher Napierski, John Protz, and Jim Toner. Commissioners Karl Butzgy and Diane Williams were absent for family-related matters. Also present was Town Council Liaison Joseph Rogulski. A quorum was present.
4. Alterations to the Agenda.
Vice-Chairman Protz wished to add “Review Montville News Article” for discussion under New Business, as Item a. He also clarified with Recording Secretary, G. Gathers that meeting agendas would be sent to the Commission for review and consideration two (2) days prior to posting.
5. Remarks from the Public regarding items on the Agenda (3-minute limit).
Vice-Chairman Protz 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 July 18, 2016
Motion by Commissioner Toner; seconded by Commissioner Hewitt, to approve the Regular Meeting Minutes of July 18, 2016. Discussion: none. Voice Vote, 4-0, all in favor. Motion carried.
7. Unfinished Business:
 - a. EDC Website Design (Commissioner Napierski)
Commissioner Napierski reported that the current website content was approved by Town Planner M. Vlaun and would be forwarded on to the Town IT Director. He also said that he would continue to work through changes or additions to website per the feedback from the Commission. Vice-Chairman Protz suggested looking at new areas to include on the website such as ‘Stating a New Business’ or ‘Programs’ that were proposed previously by the Commission in addition to information from the brochure. Website information will be included as links or bullet ideas and any proposed updates will be emailed to the commissioners by Commissioner Napierski.
 - b. Business Assistance Program Update (M-BAP)
Vice-Chairperson Protz distributed copies of the M-BAP brochure. Commissioner Hewitt asked the commissioners to review the brochure for errors that he would then send them on to Town Planner M. Vlaun so that corrections could be made and extra copies obtained. Commissioner Toner commented that Chairman Butzgy’s name be changed to signature

font and also that his contact information be included. Commissioner Toner also asked whether Chairman Butzgy would be able to deal with the follow up from contacts given he just opened a new business. Commissioner Protz stated that he would ask the Chairman to review the brochure. Town Liaison J. Rogulski stated that he would convert the brochure to PDF format and send it out to the commissioners. The Commissioners also discussed a meeting with Town Council Chairman J. Jaskiewicz as mentioned in the Commission Plan of Action to provide him with regular updates. Commissioner Toner stated that he spoke with Mr. Jaskiewicz last week and that he contacted Michelle Giroux for a list of all businesses from January 2016 to present for follow contact by the Commission.

c. Field Trip: Tour of Montville (Commissioner Napierski)
This item is complete and will be stricken from the agenda.

8. New Business -- None

a. Review of Montville Business News.

Vice-Chairman Protz reviewed the draft of the Montville Business News that he prepared and asked for comments on the same. He stated that he wanted to have the information publicized in the *The Montville Times* about the work of the Commission for the past six (6) months as well as to share the positives and negatives of business ownership. Commissioner Hewitt suggested that the information be sent to *The Day* as a press release and/or contact Martha Shanahan, *The Day* reporter for the Town of Montville. Vice-Chairman Protz also said that he wanted the information to be added to the website with direction from Commissioner Napierski as to where it should be placed. He added that the aim is to get businesses to work with the EDC as identified in the Strategic Communications Plan.

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

Commissioner Toner reported that there were no new businesses during the past month. He also stated that the cumulative the report that he requested from M. Giroux will not include information about businesses no longer in business. Commissioner Toner asked the Commission to consider whether to follow up with the businesses by mailer or by phone. Vice-Chairman Protz asked whether the EDC letter to new business will be used which Commissioner Toner said was an option.

10. Feedback from the Townspeople and Businesses

a. Proposed Recipients for Business Recognition Award -- None

11. Report from Town Council Liaison Joe Rogulski

Town Council Liaison Rogulski reported on Planning & Zoning changes regarding the Faria property in addition to a microbrewery that will be established at the former DOT building on Route 32 pending approval by the State. Plans for the former Beit Bros was also discussed. Commissioner Toner asked about the Blight Report. Town Councilor Rogulski talked about possible changes to allow residents to house chickens on properties with a minimum of five (5) acres and the potential noise nuisance for the same.

12. Communications -- None
13. Remarks from the Public (3 Minute limit)
Vice-Chairman Protz asked three (3) times for remarks. There were none.
14. Remarks from the Commissioners and Town Council Liaison Rogulski -- None
15. Adjournment
Motion by Commissioner Toner; seconded by Commissioner Hewitt to adjourn the meeting at 7:54 p.m. Discussion: none. Voice vote; 4-0; all in favor. Meeting adjourned.

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