

Town of Montville
Economic Development Commission
Regular Meeting Minutes for November 21, 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. Commissioner Karl Butzgy and Diane Williams were absent. Also present was Town Council Liaison Joseph Rogulski. A quorum was present.

Vice-Chairman Protz notified the Commission that he would be resigning and moving to Hawaii in the near future.
4. Alterations to the Agenda. None
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 October 17, 2016.
Motion by Commissioner Toner; seconded by Commissioner Napierski, to approve the Regular Meeting Minutes of October 17, 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 he took the contacts and tried to lay them out on the webpage using Commissioner Hewitt's PDF and included the college link as discussed by Commissioner Williams at last month's meeting. He said he copied the information from the M-BAP and was considering a suggestion to include a link to create a PDF. Commissioner Napierski also said he did not know whether the changes noted previously had been made to the webpage.
 - b. Business Assistance Program Update (M-BAP)
Commissioner Hewitt questioned why this item was still included on the agenda and whether there was anything outstanding concerning the M-BAP. Vice-Chairman Protz asked where the M-BAP would be distributed. Commissioner Toner responded that it would be distributed by way of the persons on the communication page as discussed previously by the Commission. He explained that the M-BAP would be distributed to the offices of the Town Clerk, Planning & Zoning, and the Tax Assessor, officers were people go routinely to talk with Town officials. Additionally, he said that copies would be given

to the Mayor and the Town Council Chair. Town Council Liaison Rogulski said he would make sure copies are given to the Town Council. Commissioner Toner also emphasized that protocol must be followed for distribution purposes by having Chairman Butzgy send a letter and/or email to the Town Planner to start the process. Vice-Chairman Protz agreed that it was important to keep the lines of communication open and wanted the letter sent. This item will be deleted from the agenda.

c. Follow up regarding NASKART project.

Commissioner Toner updated Vice-Chairman Protz on the presentation and discussion given at the last meeting. This item will be deleted from the agenda.

8. New Business -- None

a. Consideration and action to approve the 2017 Meeting Schedule and forward to Town Clerk prior to December 31, 2016.

Motion by Commissioner Toner; seconded by Vice-Chairman Protz to approve the 2017 Meeting Schedule and forward to Town Clerk prior to December 31, 2016. Discussion: none. Voice Vote, 4-0, all in favor. Motion carried.

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

Commissioner Toner referenced the October Zoning & Wetlands Officer Report (ZWO) sent via email to the Commission and included zoning and inlands wetlands permits, complaints, and enforcement. He stated that the list of new businesses for the 2016 calendar year must be requested by the Commission Chair. Vice-Chairman Protz stated that the information was needed in order to follow up with the businesses and is needed as it is a part of the Commission's communication plan. Commissioner Toner reported to the Commission on a Route 32 change of use and on the Faria site plan for housing units as discussed at the meeting of Planning & Zoning. He also reported on a proposed consolidation of the Norwich and New London CT Job Center to a location in Montville.

10. Feedback from the Townspeople and Businesses

a. Proposed Recipients for Business Recognition Award

There were no suggestions for recipients of the award. Vice-Chairman Protz suggested that the Commissioners put it on their radar.

11. Report from Town Council Liaison Joe Rogulski

Town Council Liaison Rogulski reported that Planning & Zoning gave a follow up on Commissioner Toner's report on the Planning & Zoning meeting.

12. Communications -- None

13. Remarks from the Public (3 Minute limit)

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

14. Remarks from the Commissioners and Town Council Liaison Rogulski

There was discussion regarding tax incentives for new businesses. It was agreed that any

proposal for the same be done in writing.

15. Adjournment

Motion by Commissioner Toner; seconded by Commissioner Napierski to adjourn the meeting at 8:14 p.m. Discussion: none. Voice vote; 4-0; all in favor. Meeting adjourned.

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