

DRAFT
TOWN OF MONTVILLE
MEETING OF ECONOMIC DEVELOPMENT COMMISSION
January 25, 2010

1. Call to Order.

Commissioner Al Skulczyck called the meeting to order at 7:04 p.m. Chair A. Skulczyck gave a five-minute time limit for commissioners to speak. He then introduced new commissioners J. Andriote and J. Toner and offered them each the opportunity to give information about themselves to the Commission.

2. Roll Call.

Commissioners James Andriote, Sr., Leonard Bunnell, Jr. (7:13 p.m.), John Diamantini, Cyril Longton, Ann Mattson, Robert Thorn, Jim Toner, and Al Skulczyck were present. Commissioner Marjorie Gatheral was absent. Also attending was Town Council Liaison William Caron.

J. Andriote proposed modifying the agenda to allow for the public to speak at the beginning and the end of the meeting to be consistent with that of the Town Council. B. Caron suggested that the agenda modification becomes effective the next Commission meeting.

3. Election of Officers.

Commissioner Skulczyck announced that he was stepping down as chair due to a change in his work schedule.

Nominations for Chair:

Motion: To nominate Cyril Longton as chair of the Commission.

Proposed by: Robert Thorn

Seconded by: Ann Mattson

Motion: To nominate James Andriote, Sr. as chair of the Commission.

Proposed by: James Andriote

Seconded by: J. Andriote stated that a second was not needed; no objection was made.

C. Longton and J. Andriote were given the opportunity to speak about their qualifications for Commission chair.

Motion: That the nominations for chair are closed.

Proposed by: Robert Thorn

Seconded by: Al Skulczyck

Vote: Carried unanimously

Voice Vote: L. Bunnell, A. Skulczyck, R. Thorn, J. Diamantini, C. Longton, A. Mattson, J. Toner—votes for C. Longton
J. Andriote—vote for J. Andriote
C. Longton was elected as chair.

Nominations for Vice-chair:

Motion: To nominate A. Skulczyck as vice-chair of the Commission.

Proposed by: Ann Mattson

Seconded by: Robert Thorn

The nomination was closed and A. Skulczyck was elected as vice-chair by default.

C. Longton thanked A. Skulczyck for his service and dedication to the Commission, even when there was not a quorum. He also thanked the Commission for its vote of confidence.

4. Correspondence.

There was no correspondence to report.

5. New Business.

a. Update from Town Planner.

M. Vlaun gave an economic overview of the Town, particularly its current unemployment rate of 7.7%, as of December, 2009. Handouts were provided for the same. She also spoke about the impact of layoffs at Electric Boat on Montville. M. Vlaun reported on the rate of foreclosures in the Town since tracking began in 2007. She again stated that 80% of the foreclosures are on homes built before 1980. A handout was provided. M. Vlaun also spoke to the Commission about new businesses to open in Montville—a garden center, dentist, consignment shop, and a pizza shop. Welcome letters will be sent out to these businesses from the Commission. There was discussion about other possible new businesses. Connecticut's Business Response Center, 2010 Survey of Eastern Connecticut Businesses, and Connecticut SBA Small Business Resource were distributed to the Commissioners. M. Vlaun asked the Commissioners to review the handouts and to form a small business task force so that they would be knowledgeable should they be approached about starting a business in Town. She also asked that they go onto the website, sba.com, to take three courses on the same. M. Vlaun said that those who do not have a home computer could come to her office and access the information on one of the office computers. She also informed the Commissioners about the Montville Chamber of Commerce Breakfast to be held on February 12, 2009, at 7:45 a.m. at the Hyatt Place. Commissioners were told to pre-register with Meagan Whitehead at (860) 701-9113. The cost is \$5 per person. M. Vlaun asked the commissioners to wear the name badges to the event so they would be fully identified. M. Vlaun also mentioned that she needed help with updating the Town Profile that was last done in 2007. She also spoke about a future plan for a development conservation workshop, possibly the fourth Tuesday in February, and to have the Commission work at future meetings on an evaluation plan for commercial and industrial development.

b. Update from Mayor.

The Mayor was absent from the meeting.

c. Budget 2010-2011.

M Vlaun reported that the budget for the Commission is set a \$500 without an increase. She said that the Town lost on opportunities for grants due to short notice and not having enough funds for general grant usage supplies. M. Vlaun proposed a budget line item for unknown grant opportunities and an increase in the current budget to offset supplies.

Motion: That the Commission via its Liaison petitions the Finance Committee to increase the Commission budget to \$2,000 to fund supplies.

Proposed by: James Andriote
Seconded by: Leonard Bunnell

Amended Motion: **That the Commission via its Liaison petitions the Finance Committee to increase the Commission budget to \$2,000 for training, supplies, and the secretary's salary.**

Proposed by: James Andriote
Seconded by: Robert Thorn
Voice vote: Carried unanimously

Motion restated: **That the Commission via its Liaison petitions the Finance Committee to increase the Commission budget to \$2,000 for training, supplies, and the secretary's salary.**

Proposed by: James Andriote
Seconded by: Robert Thorn
Vote: Carried unanimously

6. Old Business.

a. Sub-committee report on candidates for Town recognition proposal.

R. Thorn reported that he researched online for towns with the same demographics as Montville and then he and sub-committee members M. Gatheral, C. Longton, and L. Bunnell discussed criteria for the Town recognition proposal that would honor a worthy business. C. Longton commented on the recent recipient of the recognition as awarded by the Town Council. J. Andriote proposed that three candidates be brought forward in the future for consideration by the sub-committee. R. Thorn commented that the sub-committee routinely has four to five names that it identifies. The frequency of the award was considered.

7. Other Business to come before the Commission.

J. Andriote proposed that the Commission act on the items presented by M. Vlaun at this meeting.

Motion: **That the Commission creates a sub-committee consisting of five members to research, assist, and help establish a business task force.**

Proposed by: James Andriote
Seconded by: Jim Toner
Vote: The motion was withdrawn and tabled until the next meeting.

Per discussion, M. Vlaun clarified her purpose for the task force that she discussed earlier. She explained that she wanted the Commissioners to be able to work with businesses in Montville, when or if she is not available to do so. Commissioners would be specific points of contact. M. Vlaun made suggestions for discussion at the next meeting such as researching possible incentives and organizing a historic scenic route as a travel center.

8. Remarks by the public relating to items on the Agenda (limited to three minutes.)

Town Council Dana McFee commented that the Commission needs to be an ambassador for the proposed public safety building to help people support it. He also stated that he opposes establishing a committee to assess Town businesses with \$50,000 or less in equipment and hopes that the Commission will as well. C. Longton requested that M. Vlaun report on the status of the

public safety building project. M. Vlaun reported that fourteen bids were received from the RFQ for an engineer for the project. She said that the next step would be to review, rate, and rank the bids, make a decision as to the companies that will be interviewed, begin the interview process, and have the candidates review the proposed site. M. Vlaun added that a third party architect has been hired to oversee this process and provide input to the Public Safety Building Committee. After the Committee selects an engineer, it will go back to the Town Council to ask for funding for the design phase.

9. Remarks by Commissioners.

L. Bunnell as B. Caron to keep the Commission posted on the tax spoken to earlier and added that Montville Commons was brought in without a tax abatement. J. Andriote spoke about an incentive program established by the Town of Wallingford. He also commented that the Montville web page states that the Commission meeting is the fourth Monday. It was explained that the meeting was changed from the third Wednesday due to the January 15th holiday when Town offices were closed. J. Toner asked for a list of all members with their phone numbers and email addresses. C. Longton thanked the Commissioners and asked them to where their name tags and turn off their cell phones during Commission meetings. B. Caron the Commission and M. Vlaun for a productive meeting and agreed to keep the Commission informed about comment earlier from D. McFee.

10. Adjournment.

Motion:	That the meeting is adjourned.
Proposed by:	Al Skulczyk
Seconded by:	Len Bunnell
Vote:	Carried unanimously

The meeting adjourned at 8:52 p.m.

Respectfully submitted by

Cyril Longton, Chair
Economic Development Commission

Gloria J. Gathers, Recording Secretary

Minutes approved: _____