

DRAFT
TOWN OF MONTVILLE
MEETING OF ECONOMIC DEVELOPMENT COMMISSION
February 22, 2010

1. Call to Order.

Commissioner Chuck Longton called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance.

3. Roll Call.

Commissioners James Andriote, Sr., Ann Mattson, Al Skulczyck, Robert Thorn, Jim Toner, and Chuck Longton were present. Commissioners Marjorie Gatheral, Leonard Bunnell, Jr. and John Diamantini were absent. Also attending was Town Council Liaison William Caron, Town Planner Marcia Vlaun, Town Council Chair Donna Jacobson, and Town Councilor Ellen Hillman.

4. Remarks from the Public regarding items on the Agenda (three minute limit).

D. Jacobson commented that she located and reviewed the Town Ordinance 11.B.2 and asked that the Commission look at other avenues for bringing and promoting new businesses to Montville. She suggested that the Commissioners attend the workshop being held on Tuesday, February 23 regarding the same.

5. Adjustments to the Agenda.

C. Longton noted that the date referenced in Item 11b and Schedule A should be February 27, 2010.

6. Approval of Minutes of Previous Meeting.

C. Longton asked G. Gathers to read the minutes of the January 25, 2010 meeting. J. Andriote proposed and B. Thorn concurred that Commissioners read the minutes beforehand either on the website or by email from G. Gathers. The minutes were not approved.

7. Communications.

There was no correspondence to report.

8. Guest Speaker(s).

C. Longton stated that guest speakers would be invited to speak before the Commission in the future.

9. Reports

a. From the Mayor.

Mayor Jaskiewicz was not present at the meeting.

b. From the Town Planner.

i. Line Item breakdown for proposed FY 2011 increase.

M. Vlaun stated that she emailed the proposed FY 2011 to B. Caron who will forward it to the Mayor and the Finance Director.

ii. Presentation.

M. Vlaun gave a presentation wherein she spoke about constraints and positive aspects for development in the Town of Montville and a webinar she attended given by SECTER. She distributed to Commissioners data on commercial and industrial zoning and build-out and maps

on the same. M. Vlaun identified several properties in Montville that are prime development sites. Some topics discussed were foreign trade zones, the current economy, land annexation, taxing policy, permits, job investment, conservation, marketing, and supporting Town businesses. M. Vlaun concluded that the Town needs to differentiate itself as a development area. A Q & A followed the presentation. A discussion regarding senior housing was tabled.

c. From the EDC Liaison.

i. Budget FY2011: Motion by Commissioner Andriote (01/25/10) that the EDC Liaison presents the following to the Finance Committee: To increase the Commission budget to \$2,000 for training, supplies, and the secretary's salary.

B. Caron stated that the FY2011 Commission budget had been given to the Mayor and the Finance Department. He said that he would be willing to advocate on behalf of the Commission for an increase to its budget. J. Andriote clarified that the purpose for his motion at the last meeting was to increase the Town Planner's budget. M. Vlaun explained that the Commission does not have a separate budget but was instead a part of the Town Planning budget. She further explained that extra funds were put into the Town Planning budget for general purpose items for FY2011.

ii. Summarize the February 8th presentation to the Town Council by Mr. Bob Lucas of Tax Management Associates.

B. Caron commented on the recent presentation from Bob Lucas regarding the auditing and taxing of personal properties. He explained that the Town Council would decide the basis or limit for purposes of tax management, should it be instituted. Discussion followed regarding taxable resources for the Town.

d. From Standing Committees.

i. Montville Marvels.

R. Thorn stated that he would forward a copy of the form and criteria to M. Vlaun to distribute to the Commissioners prior to the Committee research for the next candidate for Town recognition.

e. From Special Committees.

No report was given.

10. Unfinished Business.

a. Courses offered by the SBA as suggested by Town Planner Marcia Vlaun.

C. Longton stated he had reviewed and taken the SBA courses suggested by M. Vlaun at the last meeting. He asked the Commissioners to take the courses as well. R. Thorn asked that an email for the website is sent to the Commissioners.

b. Motion by Commissioner Andriote (1/25/10) to create a sub-committee consisting of 5 members to research, assist, and help establish a Small Business Assistance Program in conjunction with the Economic Development Commission. Motion was tabled to the next regular meeting.

J. Andriote clarified his motion from the last meeting regarding the establishment of a SBA program through the Commission which was to work with potential business owners to help resolve their needs and provide relief to the Town Planner. M. Vlaun added that there was not enough time for one-on-one nurturing of new business owners but said that she was not looking for a task force. J. Toner offered his services as he is SBA and SCORE trained.

Motion: That the Commission creates a sub-committee consisting of 1 -2 Commissioners to research and assist potential new business owners.

Proposed by: James Andriote

Seconded by: Jim Toner

Vote: In Favor—J. Andriote, J. Toner, A. Skulczyck
Opposed—A. Mattson
Abstained—R. Thorn

Commissioners Andriote and Toner volunteered to work on the sub-committee. A. Skulczyck agreed to help out, schedule permitting. Commissioners were again urged to complete the SBA courses.

11. New Business.

a. Special Committee to examine the EDC Rules and Procedures for possible amendment as suggested by the Town Clerk. (Commissioner Longton)

R. Thorn suggested that the meetings are limited to 9:00 p.m. to accommodate those having to work the following day. This item was tabled until the next meeting.

b. Adopt the Order of Business used for the February 15, 2010, meeting in lieu of the Order of Business prescribed in the Rules and Procedures pending the examination, item 11(a) above. (Commissioner Longton)

This item was tabled.

c. Economic Development Commission Web Page. (Commissioner Longton)

This item was tabled.

d. Assign a Commissioner to obtain a copy of Town Ordinance O-M, adopted May 22, 1972 (Objectives and Purpose of the Economic Development Commission of the Town of Montville). (Commissioner Longton)

This item was tabled.

e. Incentive Programs for Discussion. (Commissioner Andriote)

i. Organize a Historical Scenic Travel Route as a tourism incentive.

This item was tabled.

ii. Research possible tax incentive programs for bringing in new businesses. Look at what other Towns have done in this area as a comparison. Example incentives are listed in Schedule A attached.

This item was tabled.

12. Other Business.

This item was tabled.

13. Remarks (three minute limit).

a. From Individual Commissioners.

This item was tabled.

b. From Town Council Liaison.

This item was tabled.

c. From the Public on EDC topics.

This item was tabled.

10. Adjournment.

Motion:	That the meeting is adjourned.
Proposed by:	Al Skulczyck
Seconded by:	Bob Thorn
Vote:	Carried unanimously

The meeting adjourned at 9:27 p.m.

Respectfully submitted by

Cyril Longton, Chair
Economic Development Commission

Gloria J. Gathers, Recording Secretary

Minutes approved: _____