

**TOWN OF MONTVILLE**  
**Economic Development Commission**  
**Regular Meeting Minutes – December 18, 2023 – 6:00 p.m.**

**Comments will only be accepted at times designated for public comment by the Chairperson of the meeting. The Montville Town Council Rules of Procedure, decorum, timeliness, and suitability shall be followed and enforced.**

1) Call to Order

Vice-Chairperson St. Feliz called the meeting to order at 6:02 p.m.

2) Pledge of Allegiance

All stood and pledged the flag.

3) Roll Call

Present were Chairperson Mickey Gillette, Vice-Chairperson Serg St. Felix, Commissioners Sierra Davis and Walter Hewitt (by phone). Commissioners Meracus Hernandez, Sheelagh Lapinski and Christopher Napierski were absent.

Also, present were Assistant Planner Meredith Badalucca, and Mayor Lenny Bunnell. Consultant Robert Santy and Town Council Liaison Kevin Lathrop were absent.

4) Alterations to the Agenda -- *None*

5) Remarks from the Public regarding items on the Agenda (3-minute limit)

Vice-Chairperson St. Feliz asked three (3) times for remarks. There were none.

6) To Consider and Act on a Motion to approve:

- a) The Minutes of the Regular Meeting of November 10, 2023.

**MOTION** by Chairman Gillette, seconded by Commissioner Davis to approve the Regular Meeting Minutes of November 20, 2023, as submitted and amended by Assistant Planner Badalucca as follows: 1) Item 3, amend Steve to "Kevin" Lathrop, 2) Item 7b, amend paragraph 1--Assistant Planner Badalucca reported that a copy of revised new business introductory letter and the EDC brochure "were provided in their packets" will be emailed to Commissioner Hewitt tomorrow morning. A question regarding "links" [delete **contacts**] in [delete **Town**] the "brochure" [delete **for new businesses**] was discussed. Assistant Planner Badalucca remarked that former Assistant Planner Bezanson was working on the link updates. She will check on the links to make sure the information is correct. She also confirmed that her office can respond with "an introductory" letter [delete **if contacted for feedback**] "when a new business applies for a zoning permit.", and 3) Item 11, amend Assistant Planner Badalucca remarked that Director Burdick [delete **wanted this extended to the SCOG**] "is working with the SCCOG."

Discussion: none. Voice vote: 4-0-0, all in favor. **MOTION CARRIED.**

7) Unfinished Business

- a) Review of Business Report.

Vice-Chairperson St. Feliz remarked there were no new businesses reported for the month of November 2023.

b) Discussion of Business Excellence Award policies and presentations.

Assistant Planner Badalucca reported the policies and presentations were approved for the Business Spotlight by the Commission at last month's meeting. Consultant Santy has suggested that this same information be used as a guide to support decision making for the Business Excellence Award.

**MOTION** by Commissioner Davis; seconded by Chairman Gillette to extend use of the Business Spotlight policies for decision making for the Business Excellence Award as proposed by Consultant Santy. Discussion: Commissioner Hewitt asked for clarity on the process. Assistant Planner Badalucca remarked that the Business Spotlight application would be used as a guideline for Business Excellence Award criteria; Chairman Gillette remarked the process would assure that everyone is on the same page so there is no confusion. Commissioner Hewitt also inquired about what would happen if no applications were received and about the status of the existing list of businesses selected for awards. Chairman Gillette reported that the existing list would be used until exhausted and would be vetted to make the business were still in operation.

8) New Business:

a) Staff projects updates.

Assistant Planner Badalucca reported on current Town development projects that include the following: (1) a 2-lot subdivision at 958 Route 163 was closed at a Public Hearing on December 12 and tabled to the January 23, 2024 meeting for discussion and decision, (2) the Application for an existing gateway terminal for use to transload marine materials at 125 Depot Road was withdrawn for more work with the DEEP on their permit and thereafter reapplication will be made Planning and Zoning, and (3) a Public Hearing is scheduled for January 23, 2024, to amend and delete zoning regulations regarding Family and Group Child Care at Home and Child Care Centers. She also reported that Director Burdick has accepted a job at the SCCOG as a regional planner. Her last day will be December 31.

9) Report from Town Council Liaison -- *None*

10) Remarks from the Public (3-minute limit)

Vice-Chairperson St. Feliz asked three (3) times for remarks. There were none.

11) Remarks from the Commissioners and Town Council Liaison.

Chairman Gillette wished everyone a Merry Christmas--being safe and driving carefully.

12) Adjournment

**MOTION** by Commissioner Davis; seconded by Chairman Gillette to adjourn the meeting at 6:13 p.m. Voice vote: 4-0-0, all in favor. **MEETING ADJOURNED.**