

**DRAFT
TOWN OF MONTVILLE
MEETING OF ECONOMIC DEVELOPMENT COMMISSION
April 19, 2010**

1. Call to Order.

Commissioner Cyril Longton called the meeting to order at 7:04 p.m.

2. Pledge of Allegiance.

3. Roll Call.

Commissioners James Andriote, Sr., Leonard Bunnell, Jr.(7:07 p.m.), Marjorie Gatheral, Ann Mattson, Al Skulczyk, Robert Thorn, Jim Toner, and Cyril Longton were present. Commissioner John Diamantini was absent. Also attending was Town Council Liaison William Caron, Town Planner Marcia Vlaun, and Mayor Joseph Jaskiewicz.

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

None

5. Adjustments to the Agenda.

J. Andriote commented that the rules and procedures of the Commission should be reviewed and updated. C. Longton stated the item would be put on the May meeting agenda.

6. Approval of the Minutes of the Previous Meeting—February 22, 2010 and March 15, 2010.

Motion: That the Commission approves the February 22, 2010, minutes as written.

Proposed by: Ann Mattson

Seconded by: James Andriote

Vote: Carried unanimously

Motion: That the Commission approves the March 15, 2010, minutes, as written.

Proposed by: Ann Mattson

Seconded by: James Andriote

Vote: Carried unanimously

7. Communications.

There were no communications to report.

8. Guest Speaker – Nature’s Art.

None.

9. New Business.

a. Update from Mayor.

Mayor Jaskiewicz updated the Commission on potential transactions in Town and opposition to the State’s proposal for a halfway house in Montville that the Town does not support. He also commented on the 2010-2011 proposed Commission budget and adjustments that could be made to it in the future for training and conferences by submitting a request to the Town Finance Committee.

b. Update from Town Planner.

M. Vlaun reported to the Commission on the risks of the DOC's proposed site for a halfway house for sex offenders in Montville. A poster regarding the same was distributed to the Commission that M. Vlaun said would adversely impact the Town and the development on the Route 32 corridor. B. Thorn suggested that the Commission draft a letter of opposition to the State about the proposal and have it reviewed by the Town Attorney. M. Vlaun also commented on the Town's unemployment rate and gave the Commission a handout from *Shopping Centers Today* on shopping centers that may be looking to expand.

M. Vlaun also spoke about a plan that is in the development stage for assessing the retail potential of the Town and to target the right tenants given the new economy. She also distributed to the Commission information from a webinar about the same. M. Vlaun mentioned that the Town's 2010 Plan of Conservation & Development would be going to print with the goal to follow up on the policies outlined in the report. A copy of the report was given to C. Longton and A. Mattson to review. Vacant retail space, designated areas for low income housing, problematic and older Rte 32 structures were discussed.

c. From the EDC Liaison.

B. Caron commented on the Commission budget discussed earlier by Mayor Jaskiewicz and agreed to speak with the Town Finance Chair about possible additional funds for the Commission at the next Finance meeting. He also voiced his objection to the State proposed halfway house. In response to a comment by C. Longton about an EDC website, Mayor Jaskiewicz suggested having the Town IT person as a guest speaker. M. Vlaun added that a new website is being tested with a fully developed page with links to the Commission. *B. Caron left the meeting at 7:52 p.m. to attend another meeting.*

d. From Standing Committees.

i. Montville Marvels.

B. Thorn reported that the Committee had not met. C. Longton suggested that the Committee have a candidate ready for discussion at the June meeting. M. Gatheral agreed to search for the name originally charged by the Town Council for the recognition. The agenda item will be revised accordingly.

e. From Special Committees.

i. SBA Committee.

J. Toner reported on assistance provided to the owners of Nature's Art via SCORE and the SBA that he originally discussed with C. Longton and M. Vlaun. He also commented that SCORE meets at the Chamber of Commerce on Tuesdays. (M. Gatheral represents the EDC on the Chamber.) J. Toner also spoke about two additional businesses who have sought help from SCORE stating that they heard the "EDC is helping the Town." He distributed a draft handout to the Commission, a fact sheet on assistance that can be provided to Town businesses. The draft will be discussed at the next Commission meeting.

10. Unfinished Business.

a. 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).

M. Gatheral provided the Commission with copies of the ordinance at its March meeting. This item will be discussed at the May meeting.

b. Incentive Programs for discussion (Commissioner Andriote).

J. Andriote stated that the mission of the Commission should be to bring small businesses to the Town of Montville. He suggested that some incentive should be given to these businesses. Mayor Jaskiewicz suggested the waiver of permit fees and suggested that if the Commission was interested he would review the proposal. M. Gatheral also suggested researching and developing a portfolio on what it takes to start a small businesses. C. Longton asked that the Commission be careful of the "sunshine law."

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

The Commission spoke about the historic sites in the Town of Montville and nearby cities and towns. Upon their discussion, the Commission appointed J. Toner and M. Gatheral to work together on this topic. It was suggested that the Commissioners speak with the Town Historian and to work with other communities in developing the travel route.

d. 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 discussed earlier under Item 10b.

11. New Business.

None

12. Other Business.

Motion: That the Commission drafts a letter to the State DOC objecting to the proposed halfway house in the Town of Montville.

Proposed by: Len Bunnell

Seconded by: Jim Toner

Vote: Carried unanimously

J. Toner and L. Bunnell will work jointly on drafting the letter and sending it to the Commission for review no later than one week prior to the May meeting. This item will be added to the May agenda as unfinished business.

J. Toner also suggested that the Commission compile a list of ten action items for helping Town businesses for discussion at the next Commission meeting. This item will be added to the May meeting agenda.

13. Remarks (three minute limit).

a. From Individual Commissioners.

M. Gatheral questioned L. Bunnell regarding the status of the public safety building project. He stated that the Town Council approved \$47,000 to finance the architectural firm and that the Committee will meet next on April 22, 2010. He also added that a commitment has been offered to build a cell phone tower at no cost to the Town. Upon a question posed by C. Longton, Mayor Jaskiewicz gave an update on the schedule to repair the Oxoboxo Bridge.

Mayor Jaskiewicz and J. Andriote commented on the productivity of the meeting.

b. From Town Council Liaison.

None

c. From the Public on EDC topics.

None

10. Adjournment.

Motion: **That the meeting is adjourned.**

Proposed by: Ann Mattson

Seconded by: Len Bunnell

Vote: Carried unanimously

The meeting adjourned at 8:55 p.m.

Respectfully submitted by

Cyril Longton, Chair
Economic Development Commission

Gloria J. Gathers, Recording Secretary

Minutes approved: _____