

Approved: \_\_\_\_\_

**DRAFT**  
**TOWN OF MONTVILLE**  
**ECONOMIC DEVELOPMENT COMMISSION**  
**310 NORWICH-NEW LONDON TURNPIKE**  
**UNCASVILLE, CT 06382**

SPECIAL MEETING AGENDA  
Monday, September 26, 2011  
(Rescheduled from Monday, September 19, 2011)  
7:00 p.m., Town Hall Room 203

**1. Call to Order.**

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

**2. Pledge of Allegiance.**

All stood and pledged the flag.

**3. Roll Call.**

Commissioners Mari Jurczyk, Marjorie Gatheral (7:06 p.m.), Ann Mattson, Al Skulczyck, Jim Toner and, Chuck Longton were present. Also present at the meeting were Mayor Joseph Jaskiewicz (8:04 p.m.) and Town Councilor Candy Buebendorf (8:04 p.m.). Commissioners John Diamantini and Robert Thorn were absent.

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

None

**5. Changes to the Agenda: Because this is a special meeting, no changes to the Agenda are allowed.**

None

**6. Approval of the Minutes of the Previous Meeting(s).**

The meeting of July 18, 2011, was an informational meeting as a quorum was not present.

**7. Communications.**

None

**8. Guest Speaker.**

None

C. Longton introduced new commissioner Mari Jurczyk who gave the Commission some background information on herself.

**9. Reports.**

**a. From the Mayor.**

Mayor Jaskiewicz arrived later in the meeting at 8:04 p.m.

**b. From the Town Planner.**

M. Vlaun was absent from the meeting.

**c. From the EDC Liaison.**

B. Caron was absent from the meeting presenting at the Public Safety Commission meeting in session in the Town Council Chambers.

**d. From Standing Committees.**

**i. Town Recognition/Beautification Award (Commissioners Longton, Thorn, Gatheral.**

Commissioner Longton explained to Commissioner Jurczyk that the purpose of the award is for residents who own property or non-residents who own property in the Town who have made a significant and positive impact on the community. The Commission reviewed the names of candidates brought before the Commission at the prior meetings. An issue regarding candidate Bill Allen was discussed. Commissioner Gatheral explained that the Town Council has final approval for the award.

**Motion: That the Commission reinstates the Beautification Award to Bill Allen and forwards its recommendation to the Town Council for approval.**

**Proposed by:** Ann Mattson

**Seconded by:** Al Skulczyck

**Vote:** Carried unanimously

Commissioner Gatheral will complete and submit the form for the award to the Town Council for approval.

**e. From Special Committees.**

**i. SBA Committees.**

**1. New survey of existing businesses regarding hiring/rehiring 1 employee.**

Commissioner Longton explained to Commissioner Jurczyk the work that had been done thus far by the Committee and his follow question for the same asking what it would take for Town businesses to hire or rehire one employee. Commissioner Toner spoke to the charge by D. Jacobson to poll long-term Town businesses to find out their reason for staying in business in Montville. He explained that he had obtained a list of Town businesses from the Planning & Zoning Department, but the question remained as to whether businesses should be polled who have been in existence for 10 years, 15 years, or longer.

Commissioner Toner stated that businesses expand when there is a demand for their product. He proposed asking long-term businesses the following questions:

- Your business has been in Montville for a long time, so what is the prime reason for your staying in business?
- Are you aware that Planning & Zoning or the Small Business Administration (“SBA”) can help you?
- What is necessary for you to hire a new employee or rehire a former employee?
- Are you aware that federal funds exist for your business to train/hire a new employee?

A handout was given to the Commissioners with these questions (*Handout #1*). He then asked the Commissioners to take the questions home and review and discuss them with their families pending further discussion at the next Commission meeting. Commissioner Toner also said that he would be willing to conduct this survey and that former Commissioner L. Bunnell had offered to help him with the follow-up survey, as he did with the initial one. Commissioner Toner responded to discussion questions posed by the Commissioners as follows:

- i. Are there federal guidelines for the funds to businesses? Answer: Businesses must have a training program for employees either inside or outside of its business to qualify for federal funds.
- ii. What are the stipulations for receipt of federal funds? Answer: Depending upon the amount of funds received, a business must keep an employee on payroll for a specific length of time.
- iii. How are federal funds distributed? Answer: The federal funds are handed down to the states that are then charged with administering them. Billions of dollars have been designated by the President and Congress for job training that is unused. The Town has a liaison to the Chamber of Commerce who is active with the Chamber and should be aware of the available federal funds.
- iv. What types of federal funds are available for businesses? Answer: Funds are available for refinancing, equity loans, and venture capital and is only available for existing businesses.

Commissioner Gatheral explained that she is a member of the SE CT Chamber of Commerce and that meetings are held monthly and are free to the public. The next meeting is in October. She also said that she was familiar with Pam Kinder, the chairman of the Montville division of the Chamber. Commissioner Longton stated that he would be interested in having Ms. Kinder speak at a Commission meeting. The Commissioners then discussed a proposal by M. Gatheral for an EDC sponsored business forum. It was suggested that P. Kinder be asked to speak at the forum and that Town businesses be invited to determine what is or is not working to grow their business and how can the EDC and the Town help them.

In answer to a question by Commissioner Skulczyck about the total number of businesses that exist in Montville, M. Gatheral responded that a list of businesses can be obtained from the Assessor that should include bricks and mortar and home businesses, as well. Commissioner Toner commented as an aside that businesses that change their address are reclassified by the Town as a new business. The Commissioners agreed to pursue the proposal for a business forum that would be held in the Town Council Chambers and funds to promote the same that will be discussed further at their October meeting. Commissioner Toner added that he is in need of business cards to distribute when meeting with businesses.

#### **10. Unfinished Business.**

##### **a. Historical Scenic Route (Commissioners Gatheral and Toner).**

Commissioner Gatheral explained that she has not done much since her husband's illness and recent passing. J. Toner explained that he spoke with M. Gatheral and also with the Town Planner and the Town Historian, Attorney John Chase and reviewed the historical records of Montville. He said that cruise ships docking in New London and traveling to the casino in Montville is an incentive for a historic tour of the Town. He further stated that the tour could be offered to high school and college students would be a circuitous route from and to the Town Hall that has plenty of available parking. Commissioner Toner distributed a copy of the proposed tour route, *Handout #2*, which included site locations and directions for taking the tour. He explained that he had driven the tour route that averaged 1 ¼ hours and 1 ¾ hours—the variation in time was the result of a strictly driven route versus and a driven route with commentary. Commission Longton asked J. Toner to email the narrative that he used for the tour to the Commissioners. As to promoting, the tour the Commissioners discussed following:

- o Who would be willing to take the tour
- o List the historical sites on the Town website
- o How can the tour be tied in to benefit the town

- Advertise with the Mohegan Sun that the Town tour is available
- M. Gatheral suggested advertising with local hotels
- Work with Town Historian to promote the tour
- Mayor Jaskiewicz asked whether tour buses would be able to navigate certain areas of the proposed route and he suggested putting up tour route signs and advertising with local restaurants
- M. Gatheral suggesting tying in the tour with the Town's anniversary

**b. Commission Membership (Commissioner Longton).**

Commissioner Longton stated that there would be two vacancies on the Commission as J. Diamantini would not renew his commission. Suggestions were given for potential candidates to the commission and will be pursued.

**12. Other Business.**

None

**13. Remarks (three minute limit).**

**a. From Individual Commissioners.**

The Commissioners agreed in total that the meeting was exciting and informative. A. Skulczyck that he had spoken with Commissioner Thorn who said he would attend meetings as he was able.

**b. From Town Council Liaison.**

None

**c. From the Public on EDC topics.**

Mayor Jaskiewicz suggested a historic symbol is designed and that the Commission work closely with Attorney Chase on the historic tour route. He also commented that the tour be a way to clean up blight, as well. He also reported that there is a potential for new business on Route 85.

**14. Adjournment.**

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

**Proposed by:** Ann Mattson

**Seconded by:** Al Skulczyck

**Vote:** Carried unanimously

The meeting adjourned at 8:25 p.m.

Respectfully submitted by

Chuck Longton, Chair  
Economic Development Commission

Gloria J. Gathers, Minutes Clerk