

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

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

**Meeting**  
**Monday, November 21, 2011**  
**7:00 P.M., Town Hall Room 203**

**1. Call to Order.**

Commissioner Al Skulczyck called the meeting to order at 7:10 p.m.

**2. Pledge of Allegiance.**

All stood and pledged the flag.

**3. Roll Call.**

Commissioner Mari Jurczyk, Jim Toner, Robert Thorn and Al Skulczyck were present. Town Council Liaison Chuck Longton was also present in addition to guest Leon Moore. Commissioners Marjorie Gatheral and Ann Mattson were absent.

**4. Election of EDC Chair.**

**Motion:** To nominate Al Skulczyck as EDC Chair.  
**Proposed by:** Bob Thorn  
**Seconded by:** Jim Toner  
**Vote:** Motion withdrawn

**Motion:** To nominate Mari Jurczyk as EDC Chair.  
**Proposed by:** Al Skulczyck  
**Seconded by:** Jim Toner  
**Voice Vote:** 5-0; unanimous

**5. Election of EDC Vice-Chair.**

**Motion:** To nominate Al Skulczyck as EDC Vice-Chair.  
**Proposed by:** Mari Jurczyk  
**Seconded by:** Bob Thorn  
**Voice Vote:** 5-0; unanimous

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

None

**7. Adjustments to the Agenda.**

None

**8. Approval of the Minutes of the Previous Meeting—October 17, 2011**

**Motion:** That the Commission approves the minutes of October 17, 2011, as written.  
**Proposed by:** Bob Thorn  
**Seconded by:** Jim Toner  
**Vote:** Carried unanimously

**9. Communications.**

Commissioner Thorn wrote to the EDC of Fairfield, CT, his town of birth, and was sent information about its Commission activities that he felt would be useful as the town has demographics similar to that of Montville. The information was distributed for the Commissioners to review.

Commissioner Jurczyk requested a list of contact numbers for the commissioners.

**10. Guest Speaker.**

None

**11. Reports.**

**1. From the Mayor.**

Mayor McDaniel was absent from the meeting.

**2. From the Town Planner.**

Town Planner M. Vlaun was absent from the meeting.

**3. From the EDC Liaison.**

C. Longton congratulated Commissioner Jurczyk for being elected chair and expressed his pleasure in being as Town Council Liaison for the Commission. He acknowledged that the work being down by the Commission has been noticed. Commissioner Skulczyk said he was happy to have C. Longton as liaison and as his first official duty asked him to have the Mayor and the Town Planner attend the Commission meetings.

**4. From Standing Committees.**

**1. Town Recognition/Beautification Award (Commissioners Thorn and Gatheral).**

Commissioner Thorn referenced the information he obtained from the Town of Fairfield and the award that they give once a year. The candidate approved by the Commission for the reward was discussed and C. Longton explained, for the benefit of Commissioner Jurczyk and *The Bulletin* reporter that the Commission's recommendation was forwarded to the Town Council for approval at their December meeting and added that former Commissioner Bunnell ordered the plaque that will be presented. Commissioner Thorn explained the basis for the reward.

**2. From Special Committees.**

**1. SBA Committees.**

**a. Review and action on questions for follow-up business survey.**

Commissioner Toner continued the discussion from the October Commission meeting and the follow-up question posed by former Town Council Chair D. Jacobson from a survey of Town businesses conducted by the EDC as to why businesses stayed in Montville. The Commission generated a follow-up question posed by former Commissioner Longton as to how the Town can help small businesses hire a new employee or rehire a former employee. The follow-up survey questions will be posed to businesses that have been active for 5-10 years. Commissioner Toner suggested that C. Longton find out if Mayor McDaniel and the new Town Council desired the EDC to take a new direction. Commissioner Toner and L. Bunnell will visit Town businesses once a list of businesses is received from Planning and Zoning. He will also find out how many businesses there are in the Town.

**Motion:** That the Commission approves the five follow-up questions for the for the follow-up business survey as proposed by Commissioner Toner.

**Proposed by:** Mari Jurczyk

**Seconded by:** Bob Thorn

**Vote:** Carried unanimously

**b. Continued discussion of EDC Business Forum.**

The Commissioners again discussed their idea for a business forum and the potential for having the Montville Chamber of Commerce partner with another area chamber. Commissioner Toner handed to the Commission for review the informational flyer, "How to Start a Business" available at the Town Hall to register a business. He pointed out the contact information for the EDC indicated at the bottom of the flyer. He also circulated information about an upcoming local chamber event. He stated that because of the size of Montville it would be beneficial if it partnered with a larger area chamber. Commissioners continued discussion of the proposed email blast regarding Montville Chamber of Commerce events that they suggest should be added to the Town's tax bills. They also discussed the Southeastern Chamber of Commerce and whether Montville is considered part of that domain and inviting Pam Kinder of the Montville Chamber to discuss the chamber and its activities.

**Motion:** That the Commission drafts a letter to Pam Kinder of the Montville Chamber of Commerce to invite her to attend the January 18, 2012, Commission meeting.

**Proposed by:** Jim Toner

**Seconded by:** Bob Thorn

**Vote:** Carried unanimously

**12. Unfinished Business.**

**a. Organize a Historical Scenic Travel Route as a tourism incentive (Commissioners Gatheral and Toner).**

Commissioner Toner reported that further discussion of the proposed tourism route would continue when Commissioner Gatheral returns from vacation as she wants to move the tour in a new direction.

**b. Commission Membership (There are 3 vacancies).**

Commissioners discussed the three vacancies and potential candidates for the commission.

**Item 13. New Business.**

The Commissioners were given a copy of the proposed schedule of meetings for 2012 for their review.

**Motion:** That the Commission approves the 2012 Schedule of Meetings and forwards it to the Town Council, prior to December 31, 2011.

**Proposed by:** Jim Toner

**Seconded by:** Al Skulczyck

**Vote:** Carried unanimously

**14. Other Business.**

None

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

**1. From Individual Commissioners.**

Due to a planned absence, a commissioner asked about absentee voting that was discussed by the Commission. Individually, the Commissioner Thorn stated that the meeting was an excellent one and that a lot had been accomplished. Commissioner Skulczyck concurred with Commissioner Thorn and said that new commissioners were needed as soon as possible. Commissioner Jurczyk thanked the commissioners for their trust in appointing her as chair.

**2. From Town Council Liaison.**

C. Longton commented that it was “a good first meeting” for Commissioner Jurczyk. He welcomed potential commissioner L. Moore for sitting in on the meeting and explained the process that would take place before being assigned to a Commission. He added that he was proud of the group and said that anything that the Commission wanted the Town Council to know or be aware of that he would be their pipeline. He provided the Commissioners with his contact numbers and email address.

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

G. Gathers apprised Commissioner Jurczyk that Commissioner Mattson did not have access to a computer and asked if she would make sure that she obtained copies of the Commission meeting materials.

**16. Adjournment.**

<b>Motion:</b>	<b>That the meeting is adjourned.</b>
<b>Proposed by:</b>	Bob Thorn
<b>Seconded by:</b>	Jim Toner
<b>Vote:</b>	Carried unanimously

The meeting adjourned at 8:32 p.m.

Respectfully submitted by

Chuck Longton, Chair  
Economic Development Commission

Gloria J. Gathers, Minutes Clerk