

Town of Montville
Economic Development Commission
Meeting Agenda for Monday, November 17, 2014
7:00 P.M. – Montville Town Hall - Room 203

1. Call to Order
Chairman White called the meeting to order at 7:05 p.m. after establishing a quorum.
2. Pledge of Allegiance
3. Roll Call
Present were Commissioners Karl Butzgy, Marge Gatheral, Ann Matson, Jim Toner, Dustin White, and Tina White. Absent were Commissioners Victoriano Alarcon and John Protz. Also absent was Town Council Liaison Tom McNally.
4. Remarks from the Public regarding items on the Agenda (3 Minute limit) - none.
5. Alterations to the Agenda
Motion made by Chairman White, seconded by Commissioner Mattson, to add item 8(g) Election of New Officers to the agenda. Discussion: Commissioner Toner suggested that, because not all of the members are present and may be interested in holding a position, it might best to postpone the election. Commissioner Butzgy suggested the members review the Charter and be aware of each of the officers' duties.
Motion made by Commissioner Toner, seconded by Commissioner Gatheral, to remove the motion. Voice vote, 7-0, all in favor. Motion passed. Item will be placed on the December agenda and members are requested to review the Charter regarding each of the officers' duties.
Motion made by Chairman White, seconded by Commissioner Butzgy, to add item 8(g) Removal of Commissioner Victoriano Alarcon from the Commission due to lack of attendance. Discussion: Commissioner Alarcon has not attended a meeting since his appointment six (6) months ago. The Chairman has made minor attempts to communicate with him and will speak with the Town Clerk regarding the minimum amount of communication necessary to justify the removal of a member. The item will be placed on the December agenda.
Discussion ensued regarding dropping the number of members on the Commission from nine (9) to seven (7). It was determined that they would not be able to change the number of members as the number is stated in the Town Charter. It was clarified that a quorum is determined by the actual number of members on the Commission, not the number of members allowed on the Commission.
6. To Consider and Act on a Motion to approve:
 - a. The Regular Meeting Minutes of October 20, 2014
Motion made by Commissioner Mattson, seconded by Commissioner Toner. Voice vote, 6-0, all in favor. Motion passed.

7. Unfinished Business

Chairman White announced his resignation from the Commission due to family and work commitments.

a. Town SWOT Analysis (60 minutes)

Commissioner Toner reported that Town Planner Vlaun has provided the same presentation she presented to the Commission at their last meeting to other Boards/Commissions providing additional townspeople with a broader perspective of the Town and the amount of impact one might have. It is important to be able to point out the Town's strengths with supporting data so that they may be presented to the public with confidence. Schools and adequate employment opportunities tend to make a community more enticing to the public. He expressed his frustrations with the Board of Education (BOE) from whom he has been unable to obtain any information or data so that they might be able to gauge the positive aspects of the education system. He felt it imperative that the Chairman and/or Councilor McNally speak with the BOE to obtain the necessary information. In addition, while there are many available vacant developable properties along Route 32, the Town's main corridor, which are fully equipped with the necessary utilities, and both Electric Boat and Faria are hiring, they are still unable to entice people or businesses into Montville.

Chairman White agreed, stating that concerted and concentrated efforts by the Town to bring in businesses along Route 32 should be made rather than the investment of \$7 million for the installation of a waterline to the high school in an attempt to build businesses in that area. The Town has, historically, made poor business decisions and has not been wise with data-driven business decision-making, e.g., the Mohegan Sun compensation agreement and the Rand Whitney waterline.

Commissioner Butzgy exited the meeting at 7:54 p.m. due to a work emergency.

Discussion ensued regarding the Commission's role in the Town. In the past, the Commission lacked the leadership and/or was faced with a number of frustrations. Commissioner Toner recommended inviting Town Council Chairman Joseph Jaskiewicz for further discussion following a review and discussion of Commissioner Protz' findings. Chairman White challenged the next Chair to discover and maximize the Commission's empowerments.

b. Montville rebranding progress with other Town entities

The Commission will request Councilor McNally to invite the BOE to the Commission's January meeting to report on the progress of the BOE's rebranding project and a presentation of the video they produced as part of their rebranding campaign.

c. Commissioner Projects Update - none.

8. New Business

a. Commissioner "Idea's For Action" (IFA) - none

b. Feedback from the townspeople and businesses

Chairman White reported on the loss of the pawnshop due to landlord and tax collector issues. Discussion ensued regarding the Commission's awareness of businesses being faced with such issues and their ability to act as an intermediary to help resolve them and the importance of educating the businesses. Commissioner Toner proposed revitalizing their requests to the Planning & Zoning Commission for an ongoing list of new businesses so that they can introduce themselves and offer a resource package to help them succeed with their business. He noted that, in previous years, he and Lt. Bunnell also visited local businesses and were able to make a positive effect by helping the businesses and, possibly, resolving issues.

c. Brief and Review of proposals of EDC website design

Webmaster Donna Geary reported that the Town's profile is now available on the webpages of both the Economic Development and Planning & Zoning Commissions.

d. Expansion of the water line to Montville's schools (WPCA Administrator Brian Lynch)

Chairman White will invite Administrator Lynch to the Commission's December meeting to present the Commission with (1) the statement of the problem; (2) the options that may be evaluated, and; (3) their recommendations. It was felt that a cost evaluation should be investigated. Discussion ensued regarding the need for the water line for the school and fire suppression.

e. Approval of follow-up letter to the attendees of September Business Resource Forum

Commissioner Toner felt it was worthwhile for the Commission to send a follow-up letter after the attendees have had some time to digest the materials they received/were presented and the results of any action(s) they took, if any, and the service received as the result of the Forum. For example, he reported that three (3) of the attendees are utilizing the services offered by SCORE to help grow their businesses. The possibility of hosting the Forum every other year was introduced. Chairman White will draft the letter for approval.

f. Approval of the Meeting Dates for 2015

Motion made by Commissioner Toner, seconded by Commissioner Gatheral. Voice vote, 5-0, all in favor. Motion passed.

9. Proposed Recipients for Business Recognition Award — none.

10. EDC Liaison Tom McNally Update - not present.

11. Commissioner Action Items for Next Meeting

Chairman White is tasked with writing the follow up letter to the businesses who attended the Forum, reaching out to WPCA Administrator Lynch and Commissioner Alarcon, and reminding Commissioner Protz regarding the SWOT analysis and website update for the next meeting.

12. Communications

A Return to Sender notice of Mohegan Flowers from the Business Forum mailing was received.

13. Remarks from the Public (3 Minute limit)

Donna Geary stated that the elections and position descriptions and the process for removing a member are included in the Commission's By-Laws or Rules & Procedures. She supported the idea for the Commission to develop an orientation package to orient new businesses, but suggested developing a strategic plan prior to doing so. There is a place for the EDC in Montville and supported their role in the rebranding of the Town for the greater community and bringing everyone together to help build and maintain the cohesiveness of the Town. In previous years, the EDC hosted a well-received and well-publicized Showcase of Businesses. Basic information regarding the Commission for any interested parties is on the website. She added that the Commission should maintain a positive attitude and outlook for the future rather than dwelling upon past events and happenings and introduced the possibility of bringing in a mentor, e.g., Town Planner Vlaun or the Mayor, to help them achieve their goals. She looks forward to seeing the success of the Commission.

14. Remarks from the Commissioners

Chairman White thanked the members for their support during his tenure with the Commission.

15. Adjournment

Motion made by Commissioner Toner, seconded by Commissioner White, to adjourn the meeting at 8:59 p.m. Discussion: None. Voice vote, 5-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Montville