

Town of Montville
Economic Development Commission
Special Meeting Minutes
February 29, 2016
7:00 p.m. – Montville Town Hall - Room 203

1. Call to Order
Vice-Chairman Protz called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
Present were Commissioners Walter Hewitt, Christopher Napierski, John Protz, Jim Toner, and Dianne Williams. Absent were Commissioners Karl Butzgy (leave of absence) and Marge Gatheral. Also present was Town Council Liaison Joe Rogulski.
4. Remarks from the Public regarding items on the Agenda (3 Minute limit) – *none*
5. New Business
 - Reviewed and further development on the Types & Frequency of communication

EDC Stakeholders	Periodic Communication	Situational Communication	Subject	Copy of EDC Mtg Minutes
Town Council	Annually (written and briefing)		Annual Summary of EDC business	Yes
		As Required	Discuss Specific/Time Constrained Issues	
Mayor of Montville	Annually (Meeting)		Annual Summary of EDC business	Yes
		As Required	Discuss/Specific/Time Constrained Issues	
ED Director	Monthly (via Phone/email/in person)		Discuss Reg Mtg Items of Business	Yes
		As Required	Discuss Specific/Time Constrained Issues	
New Business	30-90 days after business has started		EDC Welcome Letter (how we can help)	No
Existing Business	Bi-Annually- Business Expo		Provide the latest information from State/Regional Offices	No
	Annually		Refresher Letter (reminders of services for growth and/or assistance for struggling businesses)	
		As Required	Federal, State and Local Regs update and info	
EDC Website Liaison	Quarterly		Review EDC Website	Yes
		As Required	Update and modify information	
Townsppeople	Quarterly		Montville Times/Montville Patch/The Day (depends on the article and audience)	No
	Annually		Survey to townsppeople related to local Economics and Business or information to be used by the EDC in compiling stats, trends, etc.	
State and Local Business Organizations		As Required	Contact organization	No
EDC	Semianually- workshops		(including other EDC's) to obtain training and or updates related to EDC business to promote EDC knowledge of business laws,	Yes

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- Identified the need for a database of organizations and groups to be used in the future to conduct work-shops, training, or even the Lions Club and Boy/Girl scouts for volunteer and assistance on local projects. Ex. Dime Bank sponsors Score.
 - Discussion on the possibility of a Montville Business Association- during the next Business Expo we will determine interest.
 - Review Feedback - Discussed maintaining responsive communications with those needing data or input. It was determined that it was not necessary to measure response times.
 - Other agenda items- EDC determined that remainder of the whiteboard issues could be discussed as part of the regular agenda for first 10 minutes. Issues which remain are underlined below:
 - EDC Duties & Powers
 - Max Opportunities Available
 - Collaborations/coalitions/who
 - Town Dept. Rel. Chambers
6. Remarks from the Public (3 Minute limit) – *none*
7. Remarks from the Commissioners – *none*
8. Adjournment - Special Meeting was adjourned at 8:10 p.m.