

## TOWN OF MONTVILLE

### ECONOMIC DEVELOPMENT COMMISSION

Regular Meeting Minutes – December 18, 2017

7:00 p.m. – Montville Town Hall - Room 203

1. Call to Order.  
Chairman Hewitt called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance.  
All stood and pledged the flag.
3. Roll Call.  
Present were Commissioners Karl Butzgy, Christopher Napierski, Brian Quinn, Jim Toner, and Chairman Walter Hewitt. Also present were Town Council Liaison Jeff Rogers and Town Council Chairman Tom McNally.
4. Alterations to the Agenda.  
Town Councilor Rogers introduced newly appointed Commissioner Quinn, who was appointed at the last Town Council meeting, in an effort to build the Commission. Town Council Chairman McNally concurred with that point.
5. Remarks from the Public regarding items on the Agenda (3-minute limit).  
Chairman Hewitt asked three (3) times for remarks.
6. To Consider and Act on a Motion to approve:
  - a. The Regular Meeting Minutes of November 20, 2017.  
Motion by Commissioner Toner; seconded by Commissioner Napierski, to approve the Regular Meeting Minutes of November 20, 2017, as written. Discussion: none. **Voice Vote, 5-0. Motion carried.**
7. Unfinished Business:
  - a. EDC Website Design (Commissioner Napierski)  
Commissioner Napierski had no website updates to report but mentioned that changes to contact information was discussed at the November meeting. He suggested that information on the upcoming Business Forum should be added. Town Councilor Rogers asked if it would be fair to include agenda Item 10a on the website to solicit public support for business names for the award. Commissioner Butzgy said the proposal would drive people to the EDC site. But, Chairman Hewitt stated a more defined process should be considered and he did not want to create the appearance that the business plaque and recognition happened regularly. Commissioner Toner stated that the award was for beautification and recognition and asked Recording Secretary Gathers if she had a copy of the award form and certificate in her records. She agreed to look for them. Publicity for the award via *The Day* and *The Montville Times* to a worthy candidate was discussed in addition to having the award presented at a Town Council meeting with Commissioners present. Commissioner Napierski agreed to put together concepts and ideas for pictures for the website for consideration at the next Commission meeting. The target date chosen for presentation of the award was the February 2018 Town Council meeting.

**b. Discuss distribution of the EDC M-BAP Pamphlet.**

Chairman Hewitt commented on whether the budget would allow to have more copies of the EDC M-Bap pamphlet printed. He stated that he had emailed Mayor McDaniel and asked for a larger number of pamphlets with associated corrections to be made. Chairman Hewitt also said that Commissioner Napierski would list the pamphlet on the website and change the PDF version. Town Councilor Rogers agreed to have copies made once approved.

**c. Discuss the Montville Conservation and Zoning Plan.**

Chairman Hewitt stated that this item was discussed at last month's meeting. Commissioner Toner reported that the Plan would be drafted for publication by March/April 2018. He explained that the Plan would include review of sidewalks, parking spaces, curb cuts, and signage.

**d. Consideration and action of the focus and direction of Commission.**

Commissioner Toner reported that the Commission was asked by Mayor McDaniel to formulate the Business Forum that was done by the EDC 4-5 years ago, as discussed at last month's meeting. Town Council Chairman McNally and Town Councilor Rogers asked the Commission to focus on Route 32 development. Town Councilor Rogers reported on the land and homes he had reviewed and the telephone messages he left with no responses. The Commission discussed potential development properties and how to showcase them, being mindful that the EDC is not a realtor. Chairman Hewitt stated that any realtor would have the information on Montville properties available for the business community. He suggested that a strategy be developed concerning the kinds of businesses and developable properties in Montville and invite potential investors to the upcoming Business Forum. Property potential discussed included derelict, dilapidated ones in prime locations, and foreclosed properties. CERC was identified as a development entity for the Town with Commissioner Toner (who left the meeting at 8:28 p.m.) identified as the CERC expert on the Commission. Chairman Hewitt proposed development grants and a CDC as long-term strategic development vehicles and asked whether signature property owners could be invited to the meeting. Commissioner Quinn asked if the Town had a paid entity for economic development. Chairman Hewitt explained the process for development of a 501c3 and said he would links for the same to Town Council Chairman McNally and Town Councilor Rogers. Town Council Chairman agreed per discussion to invite a realtor to the next Commission meeting with the caveat that it would be acting as bridge for realtors to take part in the Business Forum as suggested by Commissioner Butzgy. The hope is that new businesses will breed and bring other new businesses to Montville.

**e. Consideration and action for a Community Development Corporation.**

Chairman Hewitt reported that this item was discussed under Agenda, Item 7d.

**f. Follow-up concerning discussion with Mayor.**

Chairman Hewitt reported that the Commission is still working towards the Business Forum in May, as discussed with Mayor McDaniel, and will work in conjunction with

realtors to highlight available Town properties. A realtor may be invited to speak at the Forum about securing suitable properties. Discussion followed about queries non-listed properties, GIS system queries, and a list of Town properties, no matter the condition, that Commissioner Napierski said sounded like an invitee list for the Forum. Commissioner Quinn asked about the relationships with the EDC by other area towns. Commissioner Butzgy offered feedback from a friend in Hartford and Commissioner Napierski spoke about his recent visit to a Waterford EDC meeting that had a compliment of Planning & Zoning members present. Commissioner Butzgy and Town Councilor Rogers agreed to attend EDC meetings in other towns.

8. New Business: -- *None*
9. Report on Existing, New, Prospective, Lost Businesses (Commissioner Toner).  
Chairman Hewitt reported that Commissioner Toner had asked that the agenda be removed since he no longer receives the report. Town Councilor Rogers asked if the report was being generated by Planning & Zoning. Commissioner Napierski said Commissioner Toner was getting the report through his involvement with Planning & Zoning and suggested that he ask again for the report. Town Council Chairman McNally said he would discuss with Mayor McDaniel whether Town Planner Vlaun could attend a meeting quarterly with the Commission. Town Councilor Rogers said he would actively pursue volunteers for vacancies through social media.
10. Feedback from the Townspeople and Businesses.
  - a. Proposed Recipients for Business Recognition Award  
This item was discussed under Agenda Item 7a.
11. Report from Town Council Liaison.  
Town Councilor Rogers reported on the sale status of the former Youth Services building.
12. Communications
  - a. Strat Comms Working Group Update  
Chairman Hewitt stated that per the Strat Comms a fiscal annual summary for the Town is needed. Town Council Chairman McNally said that a copy of the annual report could be found at the entryway desk in the Town Hall lobby.
13. Remarks from the Public (3 Minute limit)  
Chairman Hewitt asked three (3) times for remarks. Town Council Chairman McNally spoke about the EDC budget for next year suggested that the Commission ask for additional funds given its plans for next year given that the bulk of its \$850 budget is for payment of the Recording Secretary. Costs such as pamphlets, Commissioner business cards, business recognition plaques, and the Business Forum were discussed.
14. Remarks from the Commissioners and Town Council Liaison  
Commissioner Napierski suggested a collaboration with Planning & Zoning to understand the dimensions of each Commission, suggested by Commissioner Butzgy.

15. Adjournment

Motion by Commissioner Butzgy; seconded by Commissioner Napierski to adjourn the meeting at 8:53 p.m. Discussion: none. Voice vote; 4-0; all in favor. Meeting adjourned.

Submitted by: Gloria J. Gathers  
Recording Secretary, Town of Montville