

TOWN OF MONTVILLE
Economic Development Commission
Regular Meeting Agenda – April 16, 2018 – 7:00 p.m.
Montville Town Hall - Room 203

1. **Call to Order**

The meeting began at 7:01 p.m.

2. **Pledge of Allegiance**

All stood and pledged the flag.

3. **Roll Call**

Commissioners present were Christopher DiNoto, Mickey Gillette, Jim Toner, and Chairman Walter Hewitt. Also present was Town Council Liaison Jeff Rogers and Town Council Chairman Tom McNally. Absent from the meeting were Commissioners Karl Butzgy, Christopher Napierski, and Brian Quinn.

Newly appointed member Christopher DiNoto was introduced by Town Councilor Rogers. Commissioner DiNoto commented that he returned to Montville after being away for 10 years and wanted to involve himself for his children.

4. **Alterations to the Agenda** -- *None*

5. **Remarks from the Public regarding items on the Agenda (3-minute limit).**

Chairman Hewitt asked three (3) times for remarks. There were none.

6. **To Consider and Act on a Motion to approve:**

a. The Special Meeting Minutes of March 6, 2018.

Motion by Commissioner Toner; seconded by Commissioner Gillette, to approve the Special Meeting Minutes of March 6, 2018, as written. Discussion: Chairman Hewitt noted that the references to “*Boundary 66*” should be “*Foundry 66*” and will be changed accordingly. **Voice Vote, 3-0-1, Commissioner DiNoto abstained. Motion carried.**

7. **Unfinished Business:**

a. Discussion of Montville Business Forum (Commissioner Toner)

i. Marketing (Mailing, Facebook, email Blast)

Commissioner Toner gave an update of the agenda for the Forum to be held at the Mohegan Fire Station on Thursday, April 26, 2018, from 9:00 – 11:30 a.m. He reported that he would be the moderator for the event but a greeter was needed to sign in attendees. As discussed at last month’s meeting Mayor McDaniel, Chairman Hewitt will speak about the EDC MBAP in addition to speakers from seCTer, SCORE, SBA and CERC. Once the speakers conclude, attendees will have the opportunity to network with them at their designated tables that will be followed by a summation of the event. To date, Town Councilor Rogers reported that 349 flyers were mailed. Invites were also sent to attendees via email blasts

ii. Counts of registrations

Commissioner Toner said that he would check with the Chamber for a tally of email

registrations and forward the information to the Commission.

iii. Attendance by commissioners (Who will be there, when to arrive, etc.)

Town Council Chairman McNally will be present at the event in place of Town Councilor Rogers who will be away. Setup of tables will begin at 8:00 a.m. Coffee and donuts will be provided by Commissioner Butzgy.

iv. Business Cards, Exit Survey, Success Metrix, EDC Mail (edc@montville-ct.org)

Chairman Hewitt spoke about developing an exit survey for feedback and a way for collecting email addresses. The Commission discussed questions for the survey and how to determine the success of the Forum. Town Councilor Rogers suggested contacting the speakers' agencies for feedback. Commissioner Toner spoke about a 5-part survey used by SCORE that could be used as follow-up for the Forum. Town Councilor Rogers said he would make sure the survey was copied (100 copies) and given to Town Council Chairman McNally, who will then forward them to Chairman Hewitt.

b. EDC Website

Chairman Hewitt asked for comments about the website and noted the addition of the link for advance registration for the Forum.

8. **New Business**

a. Review of draft submitted for consideration.

Chairman Hewitt reported on an overage for last year's EDC budget. He said the upcoming budget would be more realistic and include funds for attending conferences. Councilor McNally stated the EDC budget would be increased for the upcoming year. He also discussed the purchase of the EDC Recognition Award that he said should be obtained from local businesses to avoid a conflict of interest.

9. **Report on Feedback from the Townspeople and Businesses (Commissioner Toner)**

a. New Business Listing from Tiffany Williams of P & Z

Commissioner Toner reported that he obtained a list of new Town businesses over the last two years and inquired what would be done with it. He explained that in the past he visited the new businesses. The Commission proposed sending a welcome packet that would include a letter from the EDC and a copy of the M-BAP and the need to obtain an updated list of businesses per month. Town Council Chairman McNally agreed to supply envelopes for the mailing.

b. Communications plan (In person, mail, email, social media)

The Commission discussed follow-up of the EDC Strategic Communications Plan that includes reaching out to new businesses, an annual meeting with the Mayor that was last done a year ago. Chairman Hewitt will circulate the plan to new members.

c. Updates to list.

The business list was acquired by Town Councilor Rogers and will be requested the second Thursday of each month.

10. **Townpeople and Business Feedback**

a. Proposed Recipients for Business Recognition Award

Per discussion, the Commission proposed Herb's County Deli Restaurant, in business since 1968, as the next recipient for the award in recognition of their 50 years in business in the Town of Montville. Town Councilor Rogers will obtain quotes, not to exceed \$50 for the award.

Motion by Commissioner Toner; seconded by Commissioner Gillette, to present the EDC Business Recognition Award to Herb's Country Deli Restaurant for 50 years of business in the Town of Montville since 1968. Discussion: none. **Voice Vote, 4-0, all in favor. Motion carried.**

11. **Report from Town Council Liaison**

Town Councilor Rogers reported on the sale of the former Youth Services building for \$150,000 for the business, Critical Signs. Town Council Chairman McNally reported on contact from an East Hartford organization to meet concerning an advisory commission, at no cost. He also commented that the Lisa Power of the SBA and Juliette Hodge of seCTer were helpful. Chairman Hewitt will contact them.

Motion by Commissioner Toner; seconded by Commissioner Gillette to have the Commission reach out to individuals for free information on economic development. Discussion: none. **Voice vote, 4-0; all in favor. Motion carried.**

12. **Remarks from the Public (3 Minute limit)**

Chairman Hewitt asked three (3) times for remarks. Town Council Chairman McNally reported that the State Labor Department moved into the former Tri-Town location, other new businesses and on a local business seeking a new site. Town Councilor Rogers commented on the move by the American Red Cross into the Grist Mill Plaza.

13. **Remarks from the Commissioners and Town Council Liaison** -- None

14. **Adjournment**

Motion by Commissioner Gillette; seconded by Commissioner Toner to adjourn the meeting at 8:12 p.m. Discussion: none. **Voice vote; 6-0; all in favor. Meeting adjourned.**