

TOWN OF MONTVILLE
Economic Development Commission
Regular Meeting Minutes – September 19, 2022 – 6:00 p.m.

Town of Montville has lifted the mask mandate effective Monday, February 28, 2022, throughout Town facilities in coordination with our schools. Although the mask mandate has been lifted, Uncas Health strongly recommends that all individuals, both vaccinated and unvaccinated, continue to wear masks indoors. Comments will only be accepted at times designated for public comment by the Chair of the meeting. The Montville Town Council Rules of Procedure, decorum, timeliness, and suitability shall be followed and enforced.

1) Call to Order

Co-Chair Napierski called the meeting to order at 6:00 p.m.

2) Pledge of Allegiance

All stood and pledged the flag.

3) Roll Call

Present were Commissioners Sierra Davis, Walter Hewitt (by phone), Sheelagh Lapinski, and Christopher Napierski. Absent were Commissioners Mickey Gillette, Meracus Hernandez, and Thomas McCarthy. A quorum was present.

4) Alterations to the Agenda -- *None*

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

Co-Chair Napierski asked three (3) times for remarks. There were none.

6) To Consider and Act on a Motion to approve:

a) The Minutes of the Regular Meeting of July 18, 2022.

Motion by Commissioner Lapinski; seconded by Commissioner Davis to approve the Regular Meeting Minutes of July 18, 2022. Discussion: none. Voice vote: 4-0, all in favor. Motion carried.

7) Unfinished Business

a) Discussion of Business Spotlight.

Commissioner Davis reported the Business Spotlight plaques will cost approximately \$35 at Sport Tee and would be available as needed. Co-Chair Napierski reported Commissioner Hewitt provided a list of previous businesses for acknowledge voted on by the Commission for presentation quarterly. Commissioner Davis reported the Commission was charged at the last meeting to come back with business names to begin the presentation for the last quarter of the year. Commissioner Lapinski nominated Breakfast at Diana's; Commissioner Davis recommended The Dispensary. Commissioner Hewitt asked if the Commission would ignore the businesses on the list that were agreed to be recognized post pandemic. Commissioner Lapinski acknowledged businesses have changed and some are booming. The Commission discussed the budget for the rewards that must be requested each year; Asst. Planner Bezanson

reviewed the EDC current budget. Commissioner Hewitt commented businesses on the list were nominated and deemed appropriate, additionally some still exist and should not be disregarded. He also proposed Woaysz & Son Funeral Services for nomination to the list.

Motion by Co-Chair Napierski; seconded by Commissioner Lapinski to approve Breakfast at Diana's for the Commission Business Spotlight for the last quarter of 2022. Discussion: Commissioner Davis will obtain a quote for the plaque; Commissioner Lapinski will work on the wording on the plaque. Asst. Planner Bezanson will request a purchase order and check on the process for the same. Voice vote: 4-0, all in favor. Motion carried.

b) Discussion of Strategic Plan

Asst. Planner Bezanson reported the Commission discussed a strategic plan at the last meeting and whether to hire an outside agency or having the Commission take on the project. The cost for the plan, the information for it, and does the Commission really want one must be considered. Thought should be given to the goals of the Commission, what it wants to achieve, and if funds would need to be requested. Commissioner Davis suggested the next Commission request funds for the strategic plan.

a. Discussion of presentation from Life Pro Coach and seCTer

Asst. Planner Bezanson reported the Life Pro Coach did not have a lot of work in Connecticut, mostly New York, and the cost was a lot. Also, seCTer does not have anyone to advise on a strategic plan but can provide information on development of one.

c) Discussion of Business Survey/Business Directory:

Summarizing the business survey, Asst. Planner Bezanson and Co-Chair Napierski concurred that numbers are important, whether questions are appropriate, and if the wording is proper. She thanked Commissioner Hewitt for his comments on the survey and explained the surveys would go to her when received but the Sustainable CT intern crafted it. The Commission reviewed the data of the entire survey for continuity, punctuation, etc. Asst. Bezanson reported the survey would be linked to the Town website, on the Community Forum, and will also be sent again for review by the Commission for distribution the end of October.

a. GIS Business Mapping Demo

Asst. Planner Bezanson reported and gave a GIS mapping demonstration. There are 7281 parcels on the GIS to create a point map from which features can be created by categories populated from an Excel spreadsheet by the business surveys. From a link on the Town web page new maps can be created, or a list to create one big map with driving directions, or an option with a map to create a list linked with a click to access a business. There are hyperlink issues but there is a Google Maps link for directions is accessible. Pictures versus hyperlinks, inclusion of all Town businesses, map options--arial views, imagery with labels, streets, topography—were viewed and discussed. The site being used by Asst. Planner Bezanson is free and is not public yet. As requested by Co-Chair Napierski, Asst. Planner Bezanson will send screenshots to the Commission for review and approval. Commissioner Davis acknowledged the great job done by Asst. Planner Bezanson thus far.

8) New Business:

a) New Business Report

Four (4) new businesses were noted for August and one (1) thus far for the month of September per the Business Report. Asst. Planner Bezanson reported the Commission does have an email address. Commissioner Davis asked whether new businesses on the report can be sent out a welcome. Commissioner Hewitt noted there is a pamphlet for new businesses that may need updating.

b) Discussion of Business Forum Page

Asst. Planner Bezanson reported on the Social Media Policy emailed to the Commission in its meeting packet. She also confirmed there is an EDC Facebook page; Commissioner Hewitt reported he added Commissioner Davis as an administrator in addition to he and Co-Chair Napierski. Per a discussion with Town Planner Burdick, Asst. Planner Bezanson reported the Facebook page would be accessed by staff and the chairs of the Commission for practical and correct information, that is not just random and noted policy may be needed about use. Streamlining the process was suggested by Co-Chair Napierski referring to the prior approval process that had to be created and approved to send to the webmaster. Asst. Planner Bezanson will try to get a better defined plan for access to update and post. Questions to the EDC email should have quick responses per Commissioner Davis. Commissioner Hewitt commented the original purpose of the page was to engage the community more, not just for events; but the desire was not really realized as posts were not consistent. The Commission should discuss what it wants to accomplish and set up time to review information prior to posting. Asst. Planner Bezanson was asked by Commissioner Davis if she would be able to do all of the work for this initiative in addition to staff, job related duties. Asst. Planner Bezanson stated staff answers can be obtained and given to the chair to post; the Commission was then asked what they wanted to see on Facebook and the EDC website. Commissioner Davis was confused about the duties of the chairs versus the boards noting repetitiveness and the need for action to finish projects. Asst. Planner Bezanson noted in some cases there would be some rollovers but distinguished there are other projects some of which Co-Chair Napierski listed.

c) Staff Updates:

a. Planning and Zoning Commission application update.

Asst. Planner Bezanson asked if there were questions about the monthly application report. There were none.

b. Sustainable CT updates

Asst. Planner Bezanson reported discussion two (2) meetings ago about the mapping and listing of 145 or 200 businesses by years end.

c. Discussion about having C-Pace (Commercial Property Assessed Clean Energy) presentation for Commission.

Asst. Planner Bezanson reported C-Pace is part of the CT Green Bank that assists building owners with energy upgrades and financing through municipalities. She has been communicating with a representative to speak with the Commission or having a seminar to businesses with public presence. Information to the Commission regarding C-Pace should be reviewed for discussion about a presentation in November or December. A link for C-Pace will be put on the Town webpage and an update to businesses annually. Commissioner Hewitt reported he attended the summer update in August and some outtakes were posted and should be forwarded to the Commission. Asst. Planner Bezanson would appreciate it if at least two (2) commissioners take the same webinar.

Motion by Commissioner Davis; seconded by Commissioner Lapinski for Asst. Planner Bezanson to the C-Pace representative for a presentation at the next Commission meeting. Discussion: none. Voice vote: 4-0, all in favor. Motion carried.

9) Report from Town Council Liaison

Town Councilor Yuchniuk recommended the Commission get a handbook of Robert's Rules of Order noting it is the job of the chair to follow it. He also suggested the Commission adhere to having a chair and vice-chair per Robert's Rules. Town Councilor Yuchniuk apologized for his tardiness.

10) Remarks from the Public (3-minute limit)

Co-Chair Napierski asked three (3) times for remarks. There were none.

11) Remarks from the Commissioners and Town Council Liaison. *None*

12) Adjournment

Motion by Commissioner Lapinski; seconded by Commissioner Davis to adjourn the meeting at 8:19 p.m. Discussion: none. Voice vote: 4-0, all in favor. Meeting adjourned.