

**TOWN OF MONTVILLE**  
**Economic Development Commission**  
**Regular Meeting Minutes – May 15, 2023 – 6:00 p.m.**

**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

Chairman Gillette 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 (6:02 p.m.), Mickey Gillette, Walter Hewitt (by phone) (6:02 p.m.), Meracus Hernandez, Sheelagh Lapinski and Christopher Napierski. Commissioner Thomas McCarthy was absent.

4) Alterations to the Agenda -- *None*

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

Chairman Gillette 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 April 17, 2023.

**Motion** by Commissioner Hernandez; seconded by Commissioner Napierski to approve the Regular Meeting Minutes of April 17, 2023. Discussion: none. Voice vote: 6-0, all in favor. Motion carried.

7) Unfinished Business

- a) Improve Business Awareness: Discussion of business survey results.

Director Burdick of the Land Use and Development Department (f/k/a Planning & Zoning) reported she must follow up with those who responded to the business survey and also mentioned the current shortage of staff in her office.

- b) Welcome New Businesses: Review of Business Report

Director Burdick reported on the retirement of Colleen Bezanson after 25 years and explained the business report was one thing that did not get done this month. The report will be available for the next Commission meeting.

- c) Recognition of Businesses:

- 1) Discussion of Presentation of Excellence Award.

Director Burdick presented the finished plaque to the Commission for its review. The Town Council will be notified for presentation of the plaque at its next meeting on June 12 with a

representative from the Commission in attendance. Commissioners Hernandez and Lapinski will follow up with the award recipient about the presentation. Chairman Gillette and Commissioner Napierski noted the award would be hand-delivered to the recipient if unable to attend the Town Council meeting.

2) New Business Introductory Letter.

Director Burdick reported a new template of the business introductory letter was prepared that includes the phone number for the Land Use and Development Department office. The Department is knowledgeable of the requirements for businesses including some State ones and will work to get a reference guide for businesses into a one-page format.

8) New Business:

1) Discussion of policies for Town Hall Business Spotlight.

Director Burdick reported the business spotlight would be set up in the Town Hall lobby and mentioned discussion at the last meeting about excluding home businesses. She remarked those businesses are considered a cottage industry with potential growth to brick and mortar. A policy for the spotlighted businesses will also be developed. Chairman Gillette noted that the businesses would be of a PG-Rating standard; Director Burdick remarked on a sense of fairness to all businesses who access her office for permits, land search, or general information. The duration of the business spotlight will be monthly. The Director suggested contacting the Senior Center that has a lot of foot traffic as an optional location for the spotlight unlike her office. Commissioner Hernandez suggested the high school or youth center; Director Burdick will reach out to those department heads. A bulletin board on an easel for the display of the spotlighted business information was suggested by Director Burdick who will try to have a sample business spotlight application ready for the next Commission meeting.

2) Staff updates.

Director Burdick reported on the retirement of C. Bezanson stating she will seek to fill the assistant planner position. She also reported on the 6-month moratorium on cannabis locations in Town as approved at the last Planning and Zoning Commission meeting. Draft regulations will be thoughtfully considered for the Town by the review of such industries in surrounding municipalities. A conversation was had with the Town Tax Collector about a cultivation facility deemed an industrial or light industrial business, i.e., industrial lots in Chesterfield for example that will be discussed by the P&Z Commission at a public hearing. The Director noted the policy for such a facility will be secure, regulated with boundaries concerning odor and noise. Commissioner Hernandez questioned the Town's profit from the current cannabis business and the mechanisms for violations for sale to minors. Director Burdick estimated the proceeds as \$75,000 and noted violations of sale would strictly be a State or police matter. Lt. Radford who was present noted there are a lot of State mandates in place on the same. The Director added there is also a Town ordinance that disallows smoking on Town or school property.

Director Burdick reported on Planning & Zoning Commission matters as follows: 1) a 3,000 – 5,000 ft. expansion of a tree service business in the existing industrial park on Maple Avenue; 2) a new gas station/convenience store off Occum Road, and 3) a 4-unit housing development. She also reported on a personal services agreement obtained for the fishing pier that is under review by the State's Attorney. The upgrade to that area will be secure and more cheerful with

bench seating, parking, and landscaping; however, the boat launch will be closed during the renovation.

9) Report from Town Council Liaison

Town Councilor Yuchniuk was absent as he was attending a special meeting as reported by Chairman Gillette.

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

Chairman Gillette 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 Hernandez to adjourn the meeting at 6:22 p.m. Voice vote: 6-0, all in favor. Motion carried.