

Town of Montville Economic Development Commission

Regular Meeting Minutes

Monday, June 16, 2014 – 7:00 p.m.

Room 203 – Montville Town Hall

1. Call to Order

Vice-chairperson Mattson called the regular meeting of the Economic Development Commission to order at 7:00 p.m.

2. Pledge of Allegiance

3. Roll Call

Present were Commissioners Karl Butzgy, Marge Gatheral, Ann Mattson, Jim Toner, and Tina White. Absent were Commissioners Victoriano Alarcon, Joshua Kobyluck, John Protz, and Dustin White. Also present was Councilor Tom McNally.

4. Remarks from the Public regarding items on the Agenda (3 Minute limit)

Ellen Desjardins, 513 Raymond Hill Road, requested an explanation of item 5(c) regarding the Town Business Fair. Commissioners Gatheral and Butzgy explained that the Commission is planning to host a business fair for current and prospective businesses to inform them of the resources that are available to them.

Donna Geary, 11 Depot Road, noted that there should be an item on the agenda for the Commission to approve the minutes of previous meeting(s). She noted that the minutes to the last meeting reads “agenda” rather than “minutes” and corrected her remark, stating that agendas should be sent to the webmaster and the Town Clerk’s office, not to her personal e-mail. Commissioner Gatheral noted that the Rules and Procedures for the Commission states the procedures for the minutes. Copies of the Rules and Procedures were made and handed to those Commissioners who had not yet reviewed the document.

5. Unfinished Business

a. Town SWOT Analysis w/Town Planner

Motion made by Commissioner Butzgy, seconded by Commissioner Toner, to drop the Town SWOT Analysis pending a meeting with the Town Planner. Voice vote, 4-0. Motion passed.

b. Montville rebranding progress with other town entities

i. Superintendent of Montville Schools Mr. Brian Levesque – not present

a) Idea Round table for Suggestions and Action for School System

Commissioner Butzgy questioned whether their rebranding, focusing on the slogan, “Proud of Our Schools”, and the \$10,000.00 investment into website re-development has begun. Councilor McNally stated that the process has started and Chairman White requested the Commission continue to discuss the item and whether their efforts should be included with the EDC’s rebranding. Commissioners Butzgy and Toner suggested continuing discussions at a later date based upon the results of the school’s rebranding and determining whether it is a strength, weakness, opportunity, or something the Commission can further support. The item will remain on the agenda.

- b) Analysis angle for consideration with contributing factors to include real estate and school rankings in town
Councilor McNally stated that the Superintendent will be working with the Commission to provide them with the statistics.

c. Town Business Fair Update (Marge Gatheral and Jim Toner)

i. Location confirmation

The Mohegan Fire Company and has been confirmed as the location for the event.

ii. Date establishment

The date of September 4, 2014 has been confirmed. The event will take place from 9:00 – 11:00 a.m. The Firehouse will be reserved from 8:00 a.m. to 12:00 p.m. to accommodate for the set-up and breakdown.

iii. Expected turn out of business and services

Ms. Cronin will provide a weekly update of the registrations; should they like to increase the number of registrants, the Commission would discuss the option of opening up the Forum to businesses in neighboring towns. In addition, the update will be used to inform the participating agencies so that they will be properly prepared for the event.

Commissioner Gatheral reported that Commissioner Toner has contacted and secured a representative from the Small Business Development Center (SBDC), Community Economic Development Fund (CEDF), Connecticut Licensing Info Center (CT-CLIC), and SCORE. Each of the representatives will make a 10-15 minute presentation, followed by a Q&A period. The event will be organized more as a forum rather than an exposition, which they felt would be more helpful to the businesses at this time. Commissioner Gatheral introduced Programs and Event Manager Megan Cronin from The Chamber of Commerce of Eastern Connecticut who is partnering with the EDC on the event. Ms. Cronin reported that she has been involved with two similar events in neighboring towns. She suggested changing the name to “Business Resource Forum” to more adequately describe the event.

Duties were assigned as follows:

Mailing labels of businesses: provided by the Tax Assessors office; completed

Return address labels: Commissioner Butzgy

Copies of the letter: Commissioner Gatheral

Purchasing of envelopes: Commissioner Gatheral; receipt to be submitted for reimbursement

Postage: Town Hall postage machine; costs to come out of the Commission's budget

All of the elements should be ready at the next meeting. The goal is to have the mailing completed by August 1st.

A draft of the letter, which will be mailed to approximately 250 businesses in Town, was reviewed. Registration is requested via The Chamber of Commerce or a mail-in response card that will be enclosed with the letter. The Chamber of Commerce will also list the event on their online calendar and a special link can also be created regarding the event. In addition to the letter, Ms. Cronin will also include the event in the Chamber's weekly e-newsletters, which reaches approximately 6,000 subscribers throughout Eastern Connecticut, and a final e-blast directed to those in the Town of Montville one week before the event. Should there be a low number of registrations, the final e-blast can be extended to include surrounding towns.

The Firehouse will be providing the tables – a total of six (6) tables will be needed, four for each of the participating agencies and one each for the Chamber of Commerce and the EDC — the speaker stand, and microphone. Chairman White will act as the Moderator. Should he not be available, either Commissioners Butzgy or Toner will act as Moderator. The Commission will request donations of/for coffee and donuts to be offered at the event. Commissioner Butzgy commended everyone on a great job.

In response to Ms. Desjardins, Commissioner Toner stated that SCORE would be able to help those who are interested in receiving information on patent(s).

Commissioner Butzgy introduced the possibility of door prizes to help build their database and/or promote the event. Councilor McNally will be soliciting local businesses for donations, which they will offer as door prizes. Ms. Desjardins offered to donate a gift certificate for a free weekend at her boarding kennel and Commissioner Butzgy offered a gift certificate to Pa's Pizza.

iv. EDC banner draft for approval

Councilor McNally has received a purchase order for the purchase of the banner from the Finance Department. He will be forwarding both the banner and the purchase order to Commissioner Butzgy for action.

d. Vote to award B&D auto body a Business Recognition Award for aesthetic rehab of blighted land

Motion made by Commissioner Toner, seconded by Commissioner Mattson, for the completion of the form by Commissioner Gatheral and turn it into the Town Council, via Councilor McNally, for further action. Discussion: Commissioner Butzgy stated that B&D Auto Body, who purchased and cleaned up the condemned property located across the street from their business, has gone above and beyond by helping to eliminate some of the blight in the Town. Voice vote, 4-0, all in favor. Motion passed.

e. Commissioner Projects Update — none.

6. EDC Liaison Tom McNally Update

Councilor McNally reported that the flyers have been printed and will be mailed out with the tax bills. He has requested that Commissioner Kobyluck be re-interviewed by the Town Council so that they might gauge his continuing interest in serving on the Commission as he has only attended one of the last four meetings. He reported that he has received a letter regarding the Lombardi Business Park stating what a wonderful time they had in Montville and expressing their pride in working with the Town. Upon Commissioner Toner's request, he will ensure that both the Mayor and Councilor Longton see the letter.

7. New Business

- a. Commissioner "Idea's for Action" (IFA) — none.
- b. Feedback from the townspeople and businesses — none.

8. Remarks from the Board Members — none.

9. Commissioner Action Items for next meeting — none.

10. Remarks from the Public (3 Minute limit)

Donna Geary, 11 Depot Road, suggested the Commission review Robert's Rules of Order and suggested the possibility of reviewing and posting their Rules & Procedures on the website.

11. Remarks from the Commissioners — none.

12. Adjournment

Motion made by Commissioner Gatheral, seconded by Commissioner Toner, to adjourn the meeting at 8:03 p.m. Discussion: none. Voice Vote, 5-0, all in favor. Motion carried.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Montville