

Town of Montville
Economic Development Commission
Special Meeting Minutes for February 1, 2016
7:00 p.m. – Montville Town Hall - Room 203

1. Call to Order
Vice-Chairman Protz called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
Present were Commissioners Walter Hewitt, Christopher Napierski, John Protz, Jim Toner, and Dianne Williams. Absent were Commissioners Karl Butzgy (leave of absence) and Marge Gatheral. Also present was Town Council Liaison Joe Rogulski.
4. Remarks from the Public regarding items on the Agenda (3 Minute limit) – *none*
5. New Business
 - a. Communications Plan
 - Mission: Foster & promote the economic development of Montville.
 - Vision: Build & Grow Montville into a more prosperous benchmark community.
 - Objectives to support mission
 - Establish Periodic/Situational communications with our stakeholders
 - Send gentile note of help to tax delinquents
 - Provide annual report written/verbal to town council
 - Provide annual EDC budget
 - Send new business note of resources available
 - Stakeholders – ED Director, TC, New businesses, Existing businesses, webmaster, mayor, ECT CH, Norwich CH, Sector, Montville community
 - Create/Maintain information architecture to foster economic development
 - To obtain information for webmaster to effectively W.S & presence on S.M.
 - Website Repository for searching
 - Town Branding
 - Understand Federal/state resources to assist businesses with economic development and growth.
 - Communicate new Federal/state regulations to all businesses
 - Yearly communication Federal/state regulations to all businesses
 - Meet with state & town interested parties to develop the way

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- Types & Frequency of communication

EDC Stakeholders	Periodic Communication	Situational Communication	Subject	Copy of EDC Mtg Minutes
Town Council	Annually (written or briefing)	As Required	Annual Summary of EDC business	Yes
		As Required	Discuss Specific/Time Constrained Issues	
Mayor of Montville		As Required	Discuss Specific/Time Constrained Issues	Yes
ED Director	Monthly (via Phone/email/in person)	As Required	Discuss Reg Mtg Items of Business	Yes
		As Required	Discuss Specific/Time Constrained Issues	
New Business	30-90 days after business has started		EDC Welcome Letter (how we can help)	No
Existing Business	Annually	As Required	Refresher Letter (reminders of services for growth and/or assistance for struggling businesses)	No
		As Required	Federal, State and Local Regs update and info	
Town Webmaster	Quarterly	As Required	Update and Review EDC Website	Yes
Townsppeople	Quarterly		Montville Times/Montville Patch/The Day (depends on the article and audience)	No
	Annually		Survey to townspeople related to local Economics and Business or information to be used by the EDC in compiling stats, trends, etc.	
State and Local Business Organizations		As Required	Contact organization	No
EDC	Semiannually		(including other EDC's) to obtain training and or updates related to EDC business to promote EDC knowledge of business laws,	Yes

- Review Feedback
- EDC Duties & Powers
- Max Opportunities Available
- Collaborations/coalitions/who
- Town Dept. Rel. Chambers

6. Remarks from the Public (3 Minute limit) – *none*

7. Remarks from the Commissioners – *none*

8. Adjournment

Special Meeting was adjourned at 8:45 p.m.