

**Town of Montville**  
**Economic Development Commission**  
**Regular Meeting Minutes for June 20, 2016**  
7:00 p.m. – Montville Town Hall - Room 203

1. Call to Order  
Chairman Butzgy called the meeting to order at 7:07 p.m.
2. Pledge of Allegiance
3. Roll Call  
Present were Commissioners Karl Butzgy, Walter Hewitt, Christopher Napierski, John Protz, Jim Toner, and Dianne Williams. Also present was Town Council Liaison Joseph Rogulski.
4. Remarks from the Public regarding items on the Agenda (3 Minute limit) – *none*
5. Alterations to the Agenda– *none*
6. To Consider and Act on a Motion to approve:
  - a. The Regular Meeting Minutes of May 16, 2016  
Motion made by Commissioner Williams, seconded by Commissioner Toner. Discussion: None. Voice vote, 6-0, all in favor. Motion carried.
7. Unfinished Business
  - a. EDC Website Design (Commissioner Napierski)  
Commissioner Napierski reported that he met with Information Systems Director Bill O’Neill, Volunteer Webmaster Donna Geary, Town Planner Marcia Vlaun, Assistant Planner and GIS Specialist Colleen Bezanson, and Town Clerk Lisa Terry regarding the proposed website updates. Following the Commission’s review, discussion, and approval of the proposed changes/updates, the Commission will send the updates to the Town Planner for her final approval before sending it to Information Systems Director O’Neill for execution. The goal would be to complete one to two pages a month and, with the exception of periodic updates, have the project completed by the end of the summer. Rather than showcasing a specific vacant/available property, a collage of five (5) to ten (10) properties to be selected during the Commissioners’ field trip (*see item 8(a) below*) will be pictured. A draft of the webpage with the collage will be presented at their next regular meeting.  
  
Volunteer Webmaster Donna Geary announced that she would be resigning from her position, effective August 1, 2016, and expressed her interest in acting as a consultant in their efforts to complete the project, which she has been a part of since 2004. She recommended that the Commission create an outline of the website and construct a time frame for completion.
  - b. Blight Ordinance  
Due to a conflicting engagement, Building Official Vernon Vesey II was unable to attend this evening’s meeting. A copy of a report created by Zoning and Wetlands Enforcement Officer (ZEO/WEO) Elizabeth Burdick stating all of the properties and their respective violations and the status of those violations was presented by Commissioner Toner and reviewed by the Commissioners.

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The Minutes Clerk will request a monthly report of all new businesses from Michelle Giroux, Administrative Assistant for the Planning Department, and a monthly report of new permits from ZEO/WEO Burdick for the Commission.

c. Business Assistance Program (M-BAP)

Commissioner Butzky commended the Commission on their hard work with the M-BAP, which was initiated by Commissioner Hewitt and drafted by Commissioners Toner and Hewitt. Any revisions, including the possible integration of some of the verbiage derived from a recent article in *The Norwich Bulletin* and changing the contact number to that of the Planning Department, will be sent to Commissioner Hewitt by Sunday, June 25, 2016 and a Special Meeting will be scheduled to discuss and approve the final document. It was noted that the document is a fluid document, subject to change over time. Following the Commissioners approval, the document will be sent to Town Planner Vlaun for review and approval, and personally reviewed with the Mayor and, then, Town Council Chairman Joseph Jaskiewicz prior to its presentation to the Town Council for approval. It was clarified that the primary purpose of the program is to enable the Commission to open the door for a conversation with new and existing businesses as well as to provide assistance to new and expanding businesses.

Motion made by Commissioner Napierski, seconded by Commissioner Protz, to schedule a Special Meeting to review, discuss, and approve the Business Assistance Program (M-BAP) for Thursday, June 30, 2016 at 7:30 p.m. at a location to be determined. Voice vote, 6-0, all in favor. Motion carried.

d. Strat Comms Working Group update (Commissioner Protz)

The Strat Comms Worksheet will be attached to future agenda packets for review.

8. New Business

a. Field Trip: Tour of Montville (Commissioner Napierski)

Commissioners Butzgy, Napierski, and Toner will schedule a convenient time for them to tour the Town, not only better familiarize themselves with the Town, but also to select and, possibly, photograph possible properties for inclusion in the collage for the website.

9. Report on Existing, New, Prospective, Lost Businesses (Commissioner Toner)

It was reported that the former drive-in property was either sold or under a long-term lease for material storage. Also, signs have been posted on a building located on Route 32 advertising the coming of a new deli-mart.

10. Feedback from the Townspeople and Businesses

a. Proposed Recipients for Business Recognition Award – *none*

11. Report from Town Council Liaison Joe Rogulski

The budget for the 2016-2017 Fiscal Year was passed by the Town Council; the mil rate will be increased by 0.52 mils.

12. Communications – *none*

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

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14. Remarks from the Commissioners and Town Council Liaison Rogulski – *none*
15. Adjournment  
Motion made by Chairman Butzky, seconded by Commissioner Napierski, to adjourn the meeting at 8:35 p.m. Discussion: None. Voice vote, 6-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Montville