

MINUTES
ECONOMIC DEVELOPMENT COMMISSION
November 3, 2016 – 4:45 P.M.
TOWN HALL ANNEX – COMMUNITY ROOM 1

I. ROLL CALL

Present: Cote, Dowling, Hatcher, Mathanool (5:00p), Preka, Young
Absent: Legnos
Other: Obrey, Valente,
Staff: Bronk, Eisenbeiser, Post

The Chair called the meeting to order at 4:50 p.m.

Motion to move new business before old business made by Preka and seconded by Young. Motion passed unanimously.

II. APPROVAL OF MINUTES

October 6, 2016

MOTION: To approve the minutes of the October 6, 2016 meeting

Motion made by Young, seconded by Hatcher; so voted unanimously

III. PUBLIC COMMUNICATIONS- Capt. Marc Denno, 49th commanding officer of the Groton Subbase and Mystic resident, and Craig Melin, past EDC City Chair and Mystic resident, introduced themselves to the commission.

IV. REPORTS

1. Chairperson – Preka meets with Bronk monthly and they have open communication regularly. Preka met with Oefinger to discuss new EDC members, he will follow up with Oefinger. Preka attended the GBA meeting at Outer Light Brewing Company, and the FOIA workshop, he found both informative.

2. Staff- Staff report was previously submitted by email for review.

Great Blue- The report has been finalized and will be presented to the Town Council and RTM, followed by other boards and commissions, and public.

Public Property Redevelopment-

517&529 Gold Star Hwy- Proposals were received and presented to Town Council, meetings will be held with developers.

Mystic Oral School- Staff met with State to refine next steps. Town did receive \$50K for marketing

Groton Heights- Staff met with the City. The City controls the zoning and Staff will be seeking a zoning amendment as the current zoning only allows for single or 2 family residence.

Marketing/Web- Eisenbeiser has taken the lead on this project. Staff has been in talks with Camoin and an early December release of the RFP is expected.

CT Next-Innovations Places- Weekly meetings occur with Town, SPARK, CURE, New London, and City of Groton on a project targeting grant funding. \$50,000 in State grants was awarded.

TIF- Staff met with Town Council and continues to work with Camoin on this effort. This is an initiative for Groton but also specific to a development to be located at the intersection of 117/184.

Community Signage- Staff will issue an RFP in December to find a designer for the wayfinding and entryway signage.

Economic Assistance Fund- Staff is looking to schedule a meeting with the EDC Economic Assistance Fund TASC force to present revisions to the Draft.

Argia Cruises- Staff has been talking with Argia Crusies owner; they are going to relocate to Steamboat Wharf on the Groton side of Mystic.

3. Liaisons:
Groton Business Association – Valente reported that the GBA will be putting the 2017 calendar together and is looking for venue suggestions. Valente stated that the GBA is willing to help the EDC out anyway they can. Obrey requested that the GBA be notified of any new businesses that come in to town.

Downtown Mystic Merchants – Valente stated that it is the holiday season for DMM. Mystic Chamber has Shop Small Saturday, Santa arriving by tug boat followed by the lighted boat parade on November 28th and DMM has the holiday stroll and luminaria on Dec 6th. Mystic Eats was a huge success and was profitable for the first time.

RTM – Obrey reports that they are going to try to approach the budget differently this year. There will be discussions with different departments of where they see themselves going, their goals etc. It is important to understand when working on the budget.

Town Council – no report

4. Subcommittee- No meeting, no report

V. NEW BUSINESS

1. Adoption of 2017 Meeting Schedule-
Motion to accept the 2017 Meeting schedule as presented was made by Dowling, seconded by Young; so voted unanimously.

2. Election of Officers-
Chair asked for nominations from the floor, there were none.

Motion to elect David Preka as Chair, Catherine Young as Vice Chair, and Dave Cote as Secretary was made by Dowling, seconded by Hatcher; so voted unanimously.

3. Annual Report- Preka asked for assistance from the committee to write the report. Report will be written with input from the commission members and sent out by Staff for review to be voted on at the December meeting.

4. By-Laws- Preka asked if there were any suggestions for revisions to the By-Laws. Dowling suggests they have a nominating committee that will present a slate of officers instead of succession and then take nominations from the floor.

Hatcher made a motion to amend Article II, Section 2 – Officer Succession to state that Commission officers shall serve a one year term and may be eligible for reelection with the vote of the majority of the body. Discussion ensued regarding this change.

Motion was withdrawn by Hatcher.

MOTION: To amend Article II, Section 2 of the by-laws to state that Commission officers shall serve a one year term. Commission officers may serve additional terms upon affirmative vote of the majority of the EDC body.

Motion made by Hatcher, seconded by Dowling; passed 5-1

Mr. Melin (17 Water St. #3) suggested that they add a purpose for the group in their bylaws as there currently is none. Young stated that the purpose of the EDC is in another document. Staff stated that an attempt to develop a paragraph defining the purpose of the EDC to include in the bylaws will be made. Hatcher suggested checking the minutes as the mission is already clarified in those documents. Staff is looking to cross reference them.

Preka made a motion to add Work Plan as an additional item to new business on the agenda, Young seconded.

5. Plan for 2017- The commission developed a brochure in 2016 for business outreach and Preka suggested they come up with a plan, something for them to focus on in 2017. Preka would like have a Facebook page for the commission. Hatcher asked if this work plan was the same thing as the strategic plan. Bronk stated it all ties in to discussions the commission has had during the strategic plan workshop, the brochure, business outreach, attending other commission meetings, and advocating and supporting economic development initiatives. The by-laws stipulate that there should be a work plan developed yearly and is something that should be addressed. Bronk said the commission should filter some of the ideas from the strategic planning workshop and focus on those few things. Preka asked for the commission members to email what items they find the most important to focus on.

Motion to add an additional item, Holiday Party, to new business on the agenda was made by Young, seconded by Dowling; so voted unanimously.

Holiday Lunch- Young proposed having a holiday luncheon during the month of December or January for the commission members to have a casual get together. All were in agreement and Preka stated he will reach out to commission with some dates and will send an invitation out.

VI. OLD BUSINESS

1. Strategic Planning Meeting Summary- Preka stated that it had been some time since they had their strategic planning workshop with Nate Kelly and they had not yet discussed the summary. The commission and staff discussed the difference between the work plan and the strategic planning workshop. Bronk noted that the priorities used in the workshop were established last year. Bronk stated that the bylaws require an annual work plan. The commission can pull ideas from the strategic planning workshop to make their work plan for next year.

Mathanool left at 6pm

Cote read over the strategic planning summary and feels that business outreach is the most important and most of the priorities have evolved into action items that Staff is working on, with the support of the EDC. The work plan should reflect the core of what the EDC are looking to accomplish. Cote stated the outreach, attending meetings and outreach to businesses should be the main priority of the group. Preka said that the whole purpose of the strategic planning session was to prioritize.

Cote wants to come up with 3 or 4 core items to create a work plan. He feels they should be to support Staff/Department, get business outreach done, and attend other meetings (GBA, DMMA, other commission etc.). They need to get the schedule of the meetings together and take turns attending as to not have the same people attending the same meetings. Cote also stated they need to document results so it can be presented in a quantitative way.

Staff wants to know how they are going to move forward and if they needed to invite Kelly back. Cote stated they should try to get their work plan done internally before reaching out to Kelly and suggested that each commission member email a list of priorities to Staff. Staff said they will compile a list of common threads for the December meeting. Lists should be emailed by November 17th.

2. General EDC Discussion – No discussion.
3. Zoning Update – No discussion.

V. ADJOURNMENT

Motion to adjourn at 6:20 pm made by Dowling, seconded by Cote; so voted unanimously.

Catherine Young, Vice Chair/Secretary
Economic Development Commission

Prepared by Lauren Post
Office Assistant II

Not Approved