

MINUTES
SPECIAL MEETING
ECONOMIC DEVELOPMENT COMMISSION
January 11, 2018 – 4:45 P.M.
TOWN HALL ANNEX – COMMUNITY ROOM 1

I. ROLL CALL

Present: Dowling, Young, Cote, Brooks, Melin, Legnos, Hatcher (4:51), Preka (4:51p), Mathanool (5:14p)

Absent:

Other:

Staff: Bronk, Eisenbeiser, Post

The Chair called the meeting to order at 4:49 p.m.

Young reviewed protocols to be observed at the meetings.

- Starting each meeting on time
- Ending by 6:30 pm
- Holding questions until after items are presented
- Be respectful, diverse opinions are encouraged but working as a team is important
- Reports from standing committees should be submitted in writing in advance of the meeting
- Special meetings will be scheduled as needed
- By laws will be followed and parliamentary procedures, FOIA, and the ABC guide will be referenced

Chair is excited for the upcoming year and recognized Preka for his work as chair the last two years.

II. APPROVAL OF MINUTES

December 7, 2017

MOTION: To approve the minutes of the December 7, 2017 meeting.

Motion made by Dowling, seconded by Hatcher; so voted unanimously.

III. PUBLIC COMMUNICATIONS- None

IV. REPORTS

1. Chairperson – Chair report was submitted by email for review. Young met with the Town Manager on the December 18th and reported the Bill Grove from the Savings Institute was being appointed to the commission. Young asked for volunteers to help with orientation to which Dowling volunteered. It was also noted that up to three ex-officio members are able to be appointed. Young requested the remaining two be filled and she recommended selecting someone from the military. Young stated that she, Melin, and Bronk will hold a pre meeting two weeks prior to each EDC meeting to set the agenda. If a

commissioner has something they would like to have added to the agenda keep in mind the time frame. Staff did note that there was a little flexibility with timing of any recommended item. Chair stated that they have an invitation from the city EDC to collaborate on creating an app that has details of all the historic sites in the city. The City EDC has help with developing from Conn College and they would like the town to collaborate. They hope to have it completed by May 31st. Preka volunteered to be involved as long as meeting times work out.

2. Staff- Staff report was previously submitted by email and was reviewed by Bronk.

Mystic Chamber of Commerce meeting – The Chamber Board voted to create a GBA committee. Historically the GBA fell under the umbrella of the Chambers 501c3 status, they had more autonomy. The GBA will now operate closer to the Chamber; this shows significant support of growing Groton.

Preka left at 5:12

Staff reported that Thomas Matthews, the part time EDC specialist for the City has resigned. There needs to be more collaboration between the City and Town regarding Economic Development. Town staff always includes the city when dealing with Economic Development.

Marketing/Website – The website continues to be tweaked as we move forward. Staff recommended the commission look for news articles/events that are continuously posted on the site.

CT Next/Innovation Places – A Groton business person was brought onto the TRIP board. Staff is working to finalize the agreement with the town and UConn, regarding the Consortium Project.

CT Port Authority – Meetings with the town manager and navy base continue.

Town/City EDC Meet and Greet – This was held on November 29th, it was a successful event.

Wayfinding Signage Plan – Staff has participated in several meetings with BETA. Final sign designs as well as sign locations are being reviewed.

Moody's Bond Review – Staff participated with the Moody's bond review. Because of the recent Economic Development initiatives the town has retained their bond rating.

Mystic Education Center – The RFP was released, staff have been showing the property to interested developers.

Groton Heights – Staff have increased the marketing of the property placing a monthly ad in NEREJ. A sign permit was approved through the City. The sign was ordered and will be installed on the property.

Gold Star – Final negotiations are happening with the developer.

Seely School – The commercial broker that the town was sharing with the owner of the abutting properties has moved on. The town continues marketing efforts and has obtained quotes for drone footage for this purpose.

Eisenbeiser and Bronk attended end of the year enterprise zone year end coordinators meeting. They learned that funding for the enterprise zone has not been approved for 2018. This also includes the ADZ and urban jobs programs.

3. Liaisons

Groton Utilities – Brooks reported that Walker Hill water tank project was approved by the City Mayor and Council. The Water Treatment Plant project is well underway, excavation is happening at this time. Brooks stated that the time lapse photos/video are posted on the GU website.

4. Standing Committees

Economic Assistance Fund – Bronk briefly did an overview of the process and said that there is one application that will be brought forward. Preka, Cote, and Legnos are on the subcommittee.

Business Outreach - Cote provided the commission with a bar chart of categories of Groton businesses. There are still plenty of businesses on the outreach list, an updated list was provided.

Brooks left at 5:36 pm

V. OLD BUSINESS

1. 2018 Goals – A compilation of suggested goals for the commission were included in the agenda packet and sent via email prior to the meeting.

The commission discussed the compilation of goals and settled on three for focus in 2018

1. Actively support the economic development work of the Town of Groton Office of Planning and Development Services.
2. Grow the Economic Development Commission Business Outreach/Visitation Program.
3. Build collaboration and partnerships with local organizations focused on economic development.

A motion to accept the goals for 2018 was made by Legnos, seconded Melin; so voted unanimously

2. 2018 Annual Report – A draft of the annual report was submitted for review in the packet. The commission discussed the reports and offered revisions.

A motion to accept the 2017 annual report with revisions and the addition of the 2018 goals was made by Legnos, seconded by Dowling; so voted unanimously.

3. By Laws – Revision of Article III, Section 5 – Order of Business – The recommended format for order of business was submitted for review in the agenda packet. Young opened this up for discussion.

A motion to accept the Order of Business as presented was made by Hatcher seconded by Cote; so voted unanimously.

VI. NEW BUSINESS

The commission discussed initiating new liaisons for RTM and Town Council. Young said that she will work on that. It was stated that Lian Obrey will be the liaison for Town Council.

V. ADJOURNMENT

A motion to adjourn at 6:37 p.m. was made by Dowling, seconded by Legnos; so voted unanimously.

Karen Hatcher, Secretary
Economic Development Commission

Prepared by Lauren Post
Office Assistant II