



TOWN OF MIDDLEBURY

ECONOMIC AND INDUSTRIAL DEVELOPMENT COMMISSION

Minutes

**Special Meeting, Tuesday June 10, 2014 6:30 p.m.
Shepardson Community Center Room 7**

Present: Chairman Michael Kenausis
Commissioner Ted Manello
Commissioner Terrence McAuliffe
Commissioner Frank Mirovsky
Commissioner Armando Paolino
Commissioner Mark Petrucci

**Also
Present:**

Absent: Commissioner Joseph Mengacci

Call to Order with Pledge of Allegiance

The meeting was called to order by Chairman Kenausis at 6:30 p.m. with the Pledge of Allegiance.

New Business

1. EIDC Commercial Development Guide Book work session

Chairman Kenausis reviewed progress on the guidebook from each member and reviewed assignments.

Discussion included:

- understanding what the most frequent questions are
- most of the process starts in the building department. A key part of the process is initial guidance from building department officials and sometimes the First Selectman
- a flowchart of the process is difficult to draw. Sizes of commercial projects range from taking over an existing business or expanding a business all the way to major construction projects requiring demolition, excavation, construction and utility connections. There are many "it depends" situations requiring guidance.

- a common format and style for sections including department summary, forms, procedures, permits, hours of operation and contact people
- the guide needs to be reviewed by each person involved in the process.
- publishing the guide on the Town web site and organizing it as an index to the departments and forms and permits
- paying for the publication and possibly getting sponsorship
- finding someone to take all the contributed sections and incorporate them into a single Microsoft Word document
- keeping the information up to date as things change and people change jobs. Using an appendix. Keeping the document in a repository. Assuring the document is kept current by the Town Clerk or someone else in charge of records.
- existing forms don't all have a common appearance and some were done on a typewriter many years ago.
- ownership of forms and storing forms, and making them electronic and looking more professional. The guide is a marketing tool.
- getting the support of the First Selectman so department members know this needs to be done.
- start small to avoid scope creep, with the initial draft referencing existing forms but not changing them. Make a case for a more comprehensive update of the forms and other expensive items.

No votes were taken.

Members were asked to send their sections to Michael Kenausis for incorporation into a common word processing file. The sections should contain: What the department does, why you need to see them, what forms are used, permits, fees, hours-of-operation, and process flow.

Armando Paolino said he would try to find a college student with word processing skills to organize the common word processing file and prepare it for editing and style.

Adjournment

MOTION to adjourn was made by Terry McAuliffe, SECOND by Mark Petrucci and UNANIMOUS APPROVAL.

Meeting adjourned at 8:30 pm.

These minutes are submitted subject to approval.

Respectfully submitted,

Terrence McAuliffe

Commissioner—Economic Development Commission

cc. Town Clerk

cc. Economic Development Commission