

**Business Advisory Committee
Special Meeting, August 27, 2018
Council Chamber, Newtown Municipal Center
3 Primrose Street, Newtown**

***MINUTES ARE NOT FINALIZED UNTIL APPROVED BY THE BUSINESS ADVISORY
COMMITTEE***

Present: Chris Hottois, Flint Ridge Development; Sue Shortt, Shortt's Farm & Garden; Dan Sorrentino, Newtown Hardware; Erica Sullivan, Castle Hill Chocolate; Bruce Walczak, Relocation Consultants

Unable to Attend: Don Drapo, Jr., Curtis Packaging; Michele Hanson, Farmhouse Restaurant; Adam Richichi, Dental Associates; Carrie Swan, Black Swan Hearth & Gift Shop

Also Present: First Selectman Daniel Rosenthal, George Benson, Wes Thompson and one member of the press (L. Zukauskas).

First Selectman Rosenthal called the meeting to order at 1:32 p.m.

First Selectman Rosenthal gave an overview of the need and purpose for the committee (att.) followed by brief member introductions.

First Selectman Rosenthal went over Freedom of Information rules.

Erica Sullivan mentioned signage concerns for possible review by the group.

Chris Hottois asked if they have an idea or concern is it the committee that would do the work and research. First Selectman Rosenthal stated that Town employees can support the effort or CCM can be used for research should the committee agree it is a priority.

First Selectman Rosenthal mentioned that the Town is working on making sure local businesses are considered in the purchasing process. A new purchasing agent will be hired in the next few months and the First Selectman plans to request that a local preference policy be created.

Linda Zukauskas stressed that communication is key.

Erica Sullivan suggested a flow chart for working with the Town when starting a business. George Benson mentioned that the process is different depending on what you are attempting to do so it's always best to have people call his office first. Information can be put out but he stressed contact versus going it alone. Linda Zukauskas suggested developing a vision "sophisticated but approachable".

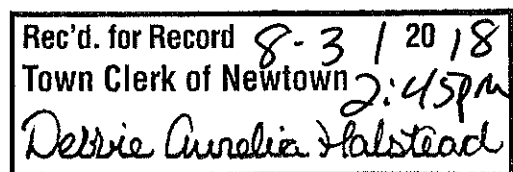
The consensus of the group was that 1:30 p.m. meetings are best.

The next meeting is September 24, 2018 in Meeting Room 1

Adjournment: Having no further business report of Business Advisory Committee adjourned their meeting at 2:37 p.m.

Att: Charge

Respectfully submitted,
Susan Marcinek, Clerk pro-tem



Newtown Business Advisory Committee

1. Summary of General Responsibilities: The Newtown Business Advisory Committee shall exist to provide recommendations and guidance to the Board of Selectmen on ways Newtown can improve its business climate. As such, the Committee may suggest revisions to policies and regulations with the objective being to retain and attract businesses to Newtown. Notwithstanding the above, the Committee is established pursuant to Section 2-115(e) of the Newtown Charter, and all actions thereof shall be subject to the approval of the Board of Selectmen.

2. Memberships and Terms:

VOTING MEMBERS: The Newtown Business Advisory Committee shall be representative of the town's business diversity and be comprised of not more than 9 members. No business sector shall be represented by more than 3 members and no individual business shall be represented by more than 1 member. All members must represent businesses located in the Town of Newtown.

NON-VOTING MEMBERS: Chairman or designee from Economic Development Commission, President or designee of Newtown Chamber of Commerce and Business Editor(s), or designee(s) from local newspaper(s).

All members shall be approved and serve at the discretion of the Board of Selectmen.

Meetings shall be held at least quarterly with periodic updates provided to the Board of Selectmen.

Subject to the provisions stated above, the Committee is empowered to appoint ad hoc committees to assist with special projects.