



## Town of Burlington

**TOWN OF BURLINGTON, CT  
MINUTES OF MEETING  
ECONOMIC DEVELOPMENT COMMISSION (EDC)  
MONDAY, JANUARY 11, 2016 AT 7:00PM  
BURLINGTON TOWN HALL**

- I. Call to Order: The meeting was called to order at 7:00pm. Attending were Kevin Bair, Arthur Funk, Tod Kallenbach, John Kirschner, Pamela Weaver and David Wrabel. Guests were Ted Shafer and Richard Miller.
- II. Public Comment: There was no public comment.
- III. Review/Approve minutes of December 7, 2015 meeting: The minutes were unanimously approved.
- IV. Report from Ad Hoc Marketing Committee Meeting (January 7): Kallenbach reported that the marketing committee's initial activities (after four meetings) have included new photography of Burlington landmarks (taken by member Karen Gilston), gathering input from Town community leaders (Jonathan and Janet Schwartz), providing input on the Village Center light pole banners (installed 12/31), and providing input on the Town Website RFP (issued 1/4). The marketing committee will next focus on brochure development, among developing other key marketing tools for Town businesses, residents and visitors. Kallenbach will provide additional samples of other towns' materials and will contact Burlington's Assessor and Town Clerk for tax roll information to begin creating a list of Burlington businesses, which will be shared with EDC. Shafer attended the 1/7 meeting and recommended that the marketing committee continue to build community awareness of its existence and invite community input, including sending out a press release and planning an open house.
- V. STEAP 2016 Grant Application Follow-Up (due January 15): Shafer reported that the Town will submit two STEAP grant applications before the January 15 deadline: 1) \$425,000 for Village Center sidewalk & street-scape construction phase two; and 2) \$75,000 for Town Hall Annex building remediation.



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- VI. NHCOG Invitation to NWCT Economic Development Summit 2016 (January 26): Kallenbach, Kirschner and Richard Miller indicated they would attend this event.
- VII. Follow-Up Opportunities with Connecticut Economic Resource Center: Kallenbach provided a proposal from CERC for the SiteFinder online commercial property listing tool, as well as specific consulting services. A meeting will be scheduled with CERC's new VP of Municipal Services, once that person has started in the position this winter.
- VIII. Orientation Planning for Connecticut Main Street Center Membership: Kallenbach provided the member information packet from CMSC and requested interest in participating in the small group orientation that will be scheduled in the spring.
- IX. Updates on business/property developments: There were no updates.
- X. Adjourn: The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Tod Kallenbach – Chairman, Burlington EDC