



Town of Burlington

**TOWN OF BURLINGTON, CT
MINUTES OF MEETING
ECONOMIC DEVELOPMENT COMMISSION (EDC)
MONDAY, FEBRUARY 8, 2016 AT 7:00PM
BURLINGTON TOWN HALL**

- I. **Call to Order:** The meeting was called to order at 7:00 p.m. In attendance were Kevin Bair, Tod Kallenbach, John Kirschner, and David Wrabel.
- II. **Public Comment:** There were no members of the public in attendance for comment.
- III. **Review/Approve minutes of January 11, 2016 meeting:** The minutes of the January 11, 2016 meeting were unanimously approved.
- IV. **Report from Ad Hoc Marketing Committee Meeting (February 4):** Kallenbach reported that the Marketing Committee had discussed: (a) the Chamber of Commerce's willingness to promote member business sponsorship of the Village Center Light Pole Banners – ideas for spring-themed banners were presented; (b) the status of the Town's Request for proposal to select a New Website provider – a number of proposals were received and are in review with the selection committee to recommend a selected firm; and (c) development of a Brochure to promote the Town's attractions and businesses – a contact list of Town businesses was provided by the Town Assessor and Kallenbach will draft an email introduction letter to business owners for review at the March Marketing and EDC meetings.
- V. **Report from attending NWCT Economic Development Summit 2016 (January 26):** Kallenbach reported that he, John Kirschner, and P&Z Chairman Richard Miller attended the ED Summit presented by the Northwest Hills Council of Governments and listened to presentations from the Community Economic Development Fund, Connecticut Small Business Development Center, Service Corps of Retired Executives, Connecticut Economic Resource Center, Connecticut Main Street Center, Connecticut Department of Economic and Community Development, Goman + York, One Eleven Group, NWCONNECT, Northwest Regional Workforce Investment Board, Partners for Sustainable Healthy Communities, and the U.S. Department of Agriculture.



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- VI. **Follow-Up Opportunities with Connecticut Economic Resource Center:**
Kallenbach reported that CERC's new Vice President of Municipal Services Courtney Hendricson will be invited to attend an upcoming EDC meeting for further discussion
- VII. **Orientation Planning for Connecticut Main Street Center Membership:**
Kallenbach discussed that volunteers for the orientation team and potential meeting dates will be determined at the March EDC meeting.
- VIII. **Updates on business/property developments:** There were no updates.
- IX. **Adjourn:** The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Tod Kallenbach – Chairman, Burlington EDC