



## Town of Burlington

**TOWN OF BURLINGTON, CT  
MINUTES OF MEETING  
ECONOMIC DEVELOPMENT COMMISSION (EDC)  
Monday September 21, 2015  
BURLINGTON TOWN HALL**

- I. **Call to order:** The meeting was called to order at 7:00 by Tod Kallenbach. Other Commission members in attendance were Art Funk, Pamela Weaver, William Walluk, John Kirschner and David Wrabel. Also attending was First Selectman, Ted Shafer.
- II. **Public Comment:** There was no public comment.
- III. **Approval of minutes:** The minutes of the August 17, 2015 regular meeting were approved. The August minutes should have reported that David Wrabel was in attendance.
- IV. **Report from the Ad Hoc Marketing Committee meeting:** Tod report that the first unofficial meeting of the Marketing Committee meeting was held subsequent to the appointment of 7 resident volunteers to the committee by the Board of Selectmen. He reviewed the requirements of the Connecticut Freedom of Information law and how it applies to the ad hoc committee. He also reported that the resident committee members showed a lot of enthusiasm and believes that the participants bring the skill sets needed for the accomplishment of the objective. The next meeting is a special meeting scheduled for October 1, when officers will be elected.
- V. **Discussion on CERC-CEDAS town economic development assessment survey form;** Tod received a Municipal Economic Development Program Self-Assessment survey form from CERC, which provides a structure for towns to assess their "economic development capacity." Tod asked the commission members to complete the assessment forms and discuss the responses at the next meeting.
- VI. **Update on Existing business/property developments:** There was no updated information available.
- VII. **Other:**
  - a. Ted suggested that the EDC members meet with the Planning and Zoning Officer to discuss the Town zoning regulation and the plan approval process. Ted will coordinate a meeting.
  - b. Tod advised that the 2015 STEAP grant applications were still open and that the State will continue to approve or disapprove grant application in the coming months. The EDC application for Phase 2 of the streetscape is still in the hands of the State but not yet approved.



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- c. It was agree that the Commission should go it to executive session at the next meeting to discuss potential real estate acquisition by the Town.
- d. Commission members have been invited to a meeting of a “Lending Committee” being established by the Central Connecticut Chambers of Commerce to be held on September 28 at the Chamber offices in Bristol.
- e. The Town library will be hosting a business seminar provided by the University of Hartford on this coming Wednesday.
- f. Ted reported that the Town will be installing an electric car charging station near the Library. The Town will pay the cost of the electricity for the first 3 years.
- g. Tod will draft a schedule of meetings for 2016 and provide it at the next meeting.

**Adjournment:** The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

William Walluk – Secretary, Burlington EDC

APPROVED \_\_\_\_\_