



Town of Burlington

**TOWN OF BURLINGTON, CT
MINUTES OF MEETING
ECONOMIC DEVELOPMENT COMMISSION (EDC)
Monday December 7, 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 David Wrabel, Pamela Weaver, William Walluk and John Kirschner.
- II. **Public Comment:** There was no public comment.
- III. **Approval of minutes:** The minutes of the November 16, 2015 regular meeting were approved.
- IV. **CEDC-CEDAS town economic development assessment survey:** Bob Santy, President and CEO of Connecticut Economic Resource Center was present and provided a review of the assessment survey that the Commission completed last month. His recommendations included;
 1. Think about the process of regulatory approvals including the difference between planner and regulator.
 2. Think about providing housing that is affordable to young potential residents.
 3. Assist in the development of "home grown" businesses.
 4. Consider incentives but don't let them drive the deal.
 5. Consider infrastructure a priority.
 6. Consider having a dedicated planner, perhaps shared with other towns.
 7. Perform liaison with businesses in town and perhaps be an advocate.
 8. Develop a "brand" and prioritize communications.
 9. Document the regulation process and make it available to potential developers and businesses.
- V. **Report from Nov. 12 Ad Hoc Marketing Committee meeting:** Tod and Bill attended the recent meeting of the Ad hoc marketing committee. Tod presented potential designs for the pole hangers. The Committee was very supportive of the designs and recommended that Tod proceed to obtain the necessary posters. Tod will take the proposal to Ted Shafer for his



Town of Burlington

consideration. If approved, Tod believes that they could be produced and hung in a relatively short time.

The committee also discussed the impending Website RFP and will provide their required needs to Ted Shafer.

- VI. Economic Development Association Membership:** Tod has initiated the request for the money to join the Main Street Center.
- VII. Update on Existing business/property developments:** Advanced Physical Therapy will be moving to the vacant hardware store next to CVS.
- VIII. STEAP Grant Applications;** Ted Shafer stated that there will be two STEAP grant applications this period, which are due January 15, 2016:
- | | |
|---------------------------------|-----------|
| 1. Streetscape Phase II | \$425,000 |
| 2. Razing of the Annex building | \$75,000 |
- IX. Other:** The Town is moving forward to perform a major revision to the Town website and will be issuing a RFP for that service.

Adjournment: The meeting was adjourned at 9:05 p.m.

Respectfully submitted,

William Walluk – Secretary, Burlington EDC

APPROVED _____