



Town of Burlington

**TOWN OF BURLINGTON, CT
MINUTES OF MEETING
ECONOMIC DEVELOPMENT COMMISSION (EDC)
MONDAY, JANUARY 9, 2017 AT 7:00PM
BURLINGTON TOWN HALL**

AGENDA

- I. Call to Order: The meeting was called to order at 7:04pm. In attendance were Kevin Bair, Tod Kallenbach, John Kirschner, Pamela Weaver and David Wrabel.
- II. Public Comment: Tim Higley representing Burlington Congregational Church stated that the Church is looking for support from the Town and community members, including grant-writing to provide financial assistance and marketing to increase membership, in order to sustain its property and operations.
- III. Lewis Mills High School civics project guests: Mariel Hayes, Griffen Mansfield and Carley Manzi presented their Sidewalk Development Plan, including research to support extending the sidewalks in the Town Center on Route 4 from Library Lane to the High School and Middle School property at Lyon Road.
- IV. Review/Approve minutes of December 12, 2016 meeting: unanimously approved
- V. Feedback/Next Steps on Connecticut Main Street Center presentation: The CMSC presentation was well-received. It was noted that several members of the public stayed after the presentation to ask questions of the speaker Kim Parsons-Whitaker and EDC members. Parsons-Whitaker has since provided follow-up information and stated that CMSC's role is primarily to help connect Burlington to specific development resources, while also advising on community consensus regarding the future of the Town Center. She provided a contact list of people for EDC to contact next in order to move the vision of a Town Center along, and indicated that these contacts could help give us a solid handle on key data that will help the Town explore market opportunities.
- VI. Report and Updates from Ad Hoc Marketing Committee Meeting (January 5): Kallenbach reported that the Marketing Committee will be taking on two main initiatives for the duration of its remaining meetings (through September 2017): assuming the planning role of the Town's annual Tavern Day event from the Burlington Chamber of Commerce; and working with the First Selectman and

Assistant Town Clerk to explore outbound digital tools to communicate Burlington news and events to residents and businesses in tandem with the new Town website, including emails, text messages, etc.

- VII. U.S. Small Business Association planning of seminars for Burlington small businesses: Kallenbach stated that he met with Bill Tierney from the Small Business Association and the SBA would like to offer Burlington a free series of seminars for small businesses. SBA partners with the FDIC, UCONN, SCORE, local banks and other organizations to help create the presentations. Kallenbach requested input from the EDC, Marketing Committee and Chamber of Commerce to help choose seminar topics and determine a schedule and details of presentations for 2017. EDC suggested the topics of: "How to grow your small business through training on sales and marketing, social media, etc."; and "How to get financial help through public funding and private lending." First Selectman Ted Shafer suggested the topic of "How to navigate the Town building department for starting a business in Burlington," and stated that the Town has recently hired a new building official who would be available to help provide content.
- VIII. EDC member openings: Burlington resident Todd Coleman expressed interest in being appointed to EDC to fill the current member opening. Coleman provided some information on his background, including his employment as a Senior Editor with ESPN and his other volunteer and civic service as a volunteer fireman, youth sports coach, etc. Coleman will meet next with the Board of Selectman to discuss his nomination for an EDC appointment.
- IX. Updates on business/property developments: Kallenbach invited EDC members to attend the Northwest Connecticut Economic Development Summit 2017 being presented by the Northwest Hills Council of Governments on January 30 from 6:30 to 8:30pm at the Litchfield Community Center. Shafer stated that he has been meeting with Burlington residents and Region 10 parents that have expressed interest in having a municipal indoor swimming pool built to have a more convenient nearby location for student swim team training and meets, as well as other public use. Shafer stated he that has agreed to chair a new volunteer sustainability advisory committee to the Connecticut Conference of Municipalities and that Burlington is being featured in an awareness video project that the committee is producing.
- X. Adjourn: The meeting was adjourned at 8:30 pm and a motion was made and passed unanimously to go into an executive session on real estate acquisition.

Respectfully submitted,

Tod Kallenbach – Chairman, Burlington EDC