

Town of Lebanon, Connecticut

Economic Development Commission

7:00pm December 22, 2010 Regular Meeting Minutes

Lebanon Town Hall

1.0 The meeting was called to order at 7:00pm by Ellen Macauley, Chairperson.

Present were Ellen Macauley, Kirsten Westbrook, John Kolar and Chris Warner.

Guest present was Fran Kefalas.

2.0 October meeting minutes

The minutes from the October meeting were reviewed. Kirsten Westbrook made a motion to accept the minutes as is. The motion was seconded by John Kolar and passed unanimously.

3.0 2010 Priorities review and 2011 goals

The EDC reviewed and measured progress on each of the 2010 goals and objectives that were set. The members then discussed and set goals and objectives for 2011. Kirsten Westbrook moved to accept the 2011 goals as written. The motion was seconded by Chris Warner and passed unanimously. Ellen Macauley will type up the goals and email them to the commission members.

4.0 Small Business Grant/Incentive Program

Ellen Macauley passed out a draft copy of the proposed grant program. The commission members reviewed and discussed the proposed grant program and will finalize the proposal in 2011 to present to the Board of Selectman.

5.0 Budget request 2011-2012

The commission members reviewed the previous year's expenses and discussed what should be included in the current budget proposal. The EDC came up with the following items for the 2011-2012 budget: \$1,000 for proposed small business grant program, \$500 for misc. services, \$300 for farmer's market support and \$200 for office supplies/postage. The 2010 EDC tag sale brought in revenue of \$275 to the town's general fund and the EDC will request that additional amount for conferences in the 2011-2012 budget.

6.0 Kirsten Westbrook Term

The term for Kirsten Westbrook will expire 2/2011. Chris Warner made a motion to recommend to the Board of Selectman a renewal of Kirsten Westbrook's term on the EDC. John Kolar seconded the motion and it passed with three yes votes and one abstention.

7.0 Visitors page on Town Website

Kirsten Westbrook volunteered to take charge of the town websites visitor information section on behalf of the EDC. Ellen Macauley made a motion to accept Kirsten Westbrook's proposal to run the visitors section. It was seconded by Chris Warner and passed unanimously.

8.0 LCBA Town Directory

The LCBA has requested funding for the 2011 town business/farm directory. Kirsten Westbrook made a motion to send the LCBA \$300 for the directory. Chris Warner seconded the motion and it passed unanimously.

9.0 Misc/Other

The EDC reviewed the new warehouse in Lebanon that was approved by Planning and Zoning. It will provide additional jobs and tax revenue for the town. John Kolar also requested reimbursement for some outstanding tag sale expenses. Ellen Macauley told him to bring his receipts to the town hall to get reimbursed.

10.0 Correspondence

There was no correspondence

11.0 Adjourn

Kirsten Westbrook made a motion to adjourn at 7:50 pm. The motion was seconded by John Kolar and passed unanimously.

Respectfully submitted by:

Chris Warner

Secretary EDC