



# Town of Burlington

**TOWN OF BURLINGTON, CT  
MINUTES OF MEETING  
ECONOMIC DEVELOPMENT COMMISSION (EDC)  
MONDAY, FEBRUARY 10, 2020 AT 7:00PM  
BURLINGTON TOWN HALL – SENIOR CENTER**

## **AGENDA**

- I. Call to Order: The meeting was called to order at 7:10 p.m. In attendance were Kevin Bair, Sharon Farmer, Tod Kallenbach, Vince Lambri, and David Wrabel. Also in attendance were First Selectman Ted Shafer and Planning & Zoning Commission chair Richard Miller.
- II. Public Comment: There were no members of the public in attendance.
- III. Review/Approve minutes of January 13, 2019 meeting: The meeting minutes were approved by Bair, Farmer, Kallenbach and Lambri; with Wrabel abstaining because he was not in attendance at the January 13 meeting. Wrabel inquired about and Shafer reiterated discussion of a potential plan to extend the sidewalk and streetscape along Route 4 in the Central Business Zone from the intersection with Library Lane to the Burlington Commons shopping plaza at the intersection with Route 69. This project would potentially be partially funded with State of CT grants, including a \$350,000 Connecticut Community Connectivity grant already awarded and a new round of Small Town Economic Assistance Program (STEAP) grant application funds just announced. The Milone & MacBroom civil engineering and landscape architecture firm (designers of the first phase) will be producing a design plan for the sidewalk expansion of approximately 1,100 linear feet.
- IV. Open seat for nominations: Kallenbach reported that Todd Coleman resigned from the EDC on January 14 due to his employment schedule affecting his availability to attend EDC meetings. Kallenbach recommended that nominations for the open position appointment be provided to Shafer and the Board of Selectmen for consideration.

- V. Home-based business signage discussion: As an example of the type of signage being discussed and recommended, Farmer provided photographs of her home-based business sign that is installed on her residential mailbox. Her mailbox is located on the Bristol side of the town line that bisects her property (and is therefore in accord with Bristol residential signage regulations). Miller suggested that EDC research regulations of towns similar to Burlington (such as Avon) that allow signage for home-based businesses on residentially zoned property. He also suggested that the Jocelyn Ayer and the Northwest Hills Council of Governments might be a good resource for gathering this information from its member towns. With this information, he invited a presentation of the topic to be included on an upcoming meeting agenda of the Planning & Zoning Commission, which would be followed by a subsequent public hearing on the topic.
- VI. Local business promotion/fundraiser discussion: The EDC again reviewed a “Taste of Bristol” restaurant discount promotion and civic fundraising program developed by Bristol’s West End Association of businesses. Farmer and Lambri have recommended a similar program be developed to support Burlington’s dining and agri-tourism establishments, as well as a local youth organization that would be interested in selling the discount coupons to local residents for a nominal fee as a fundraising opportunity for their organization. Kallenbach suggested that he would share the information/idea with the Burlington Chamber of Commerce board of directors to determine their opinions and interest in promoting participation with their member businesses.
- VII. Commuter bus discussion: Kallenbach discussed that he, Shafer and CERC consultant Sadie Colcord met on January 23 at the Connecticut Department of Transportation (DOT) with members of the DOT’s bus planning unit, as well as CT Transit and CT rides representatives, to discuss the opportunity of extending access to commuter bus service to Hartford from a commuter parking lot location in Burlington. The current routes extend to Unionville (route 909, which uses the parking lot at St. Mary’s Church on Route 4) and Canton (route 901, which uses the parking lot at Saybrook Fish House at the intersection of Routes 44, 179 and 202). DOT representatives suggested that research be conducted among residents of Burlington and neighboring towns to the northwest to determine potential interest and utilization. CT rides developed and is hosting the online research questionnaire at <https://www.surveymonkey.com/r/burlingtonct>.
- VIII. Updates on business/property developments: Miller suggested that EDC collaborate with the P&ZC and the Building Department to share information and be of assistance to businesses wanting to develop properties in Town.
- IX. New Business: no other new business was discussed.
- X. Adjourn: The meeting was adjourned at 8:15 p.m.

Respectfully submitted,  
Tod Kallenbach – Chairman, Burlington EDC