



**APPROVED MINUTES**  
Regular Meeting  
Economic Development Agency  
Tuesday, June 14, 2016 at 6:30 p.m.  
Community Center, Room D  
40 Dyer Avenue, Canton, CT

**CALL TO ORDER:** 6:30 PM

**ROLL CALL:** Robert Bessel - chair, Amy Parchen, Steve Roberto, Bill Volovski, Anne Hunter – alternate, Neil Pade - staff

**PUBLIC COMMENT NOT RELATED TO AGENDA ITEMS:** none

**OLD BUSINESS:**

1. Streetscape Grant: Neil Pade informed the EDA that Canton will be granted \$1.3 million to complete the streetscape improvements in Collinsville to provide lighting, ADA access, clearer parking and continuity between the bike trail and the rest of downtown. The Board of Selectmen will call a special town meeting to accept the grant.
2. Marketing
  - a) Graphic Vendor Proposals  
Neil Pade informed the EDA by email that \$4000 remained in the 2015-16 budget for EDA projects. This accelerated the effort to identify a vendor to generate marketing materials based on the branding study done last summer. An RFQ (Request for Quote) was sent out with a deadline of June 9.

Review of Vendor Proposals

The EDA received three quotes for the proposed work, two from local vendors and one from a vendor in Tolland, CT. The quotes were distributed to members via email prior to the meeting along with website addresses so members could review the candidates' work. One vendor hand delivered printed samples to Town Hall. These were present at the meeting.

Vendor Selection

After considerable debate on the merits of the three vendors and their quotes, the following motion was made by Steve Roberto and seconded by Amy Parchen:

**The Canton EDA will accept the quote from Robinson Design of Tolland provided that the local vendors are given the opportunity specified in the Town's "10 percent rule." In the event that the local vendors are unable to take advantage of the "10 percent rule," the EDA will ask Robinson Design to perform additional tasks beyond those specified in the RFQ to make up the difference between the quote (\$2632) and the \$4000 available to spend in FY 2015-16.**

The motion was accepted by unanimous vote. Anne Hunter volunteered to draw up a list of additional tasks and Bob Bessel volunteered to clarify the 10 percent rule and to reach out to Robinson Design.

b) Outreach

- i. Chamber of Commerce – Robert Bessel and Steve Roberto continue to meet with the Chamber's Executive Board. A schedule of educational sessions based on EDA expertise and findings is in development.
- ii. Canton Main Street – Working with Collinsville Merchants on finances and permitting for Collinsville HOT 2016. All monies for the event will flow through Canton Main Street, a 501(c)(3) organization.
- iii. Collinsville Merchants – Have launched "Starry Nights in Collinsville" on the first and last Friday of each month.
- iv. Route 44 Merchants Group – The lead contact in this effort, Diana Boorjian, was not at the meeting and had provided no update on her plans to host a get-together for merchants located in near the intersection Route 44 and Dowd Avenue. Since Diana's term on the EDA ends on June 30, Amy Parchen and Steve Roberto will continue the effort. Bob Bessel will reach out to Diana for any information she collected about the merchants, their concerns and plans going forward.
- v. The Shoppes at Farmington Valley – No report.

3. Strategic Initiatives

a) Town Areas

- i. Collins Company – The TIF committee will host a full day of meetings on Tuesday, June 28.
- ii. Canton Village – Neil Pade, R. Bessel, Steve Roberto and Bob Skinner are contemplating next steps with this group. One thought is development of a master plan of development. One obstacle is payment for the plan.
- iii. Route 44 –see above.
- iv. Industrial Park – no report.
- v. Bike Trail Linkage – no report

b) Design Regulation Project and POCD Implementation – no discussion

**NEW BUSINESS:**

none

**OTHER BUSINESS:**

1. Review and Approval of Minutes from the May 10, 2016 Regular Meeting  
Motion to approve with amendments: Bill Volovski; Second: Amy Parchen. In favor – 4, Opposed – 0; Abstain – 2.
2. Member Assignments – no discussion

**ADJOURNMENT:** Motion to adjourn: Amy Parchen; Second: Steve Roberto. Unanimous. Meeting adjourned at 8:45 pm.