

**To Be Approved**

**Minutes of a Regular Meeting Via Zoom # 832 8077 6399**

**Putnam Economic & Community Development Commission**

**Date: Tuesday, March 08, 2022.**

TOWN CLERK - PUTNAM CT  
2022 MAR 11 A 12:37  
Time: 8:30 a.m. A 12:37

**Roll Call:** Director Delpha Very, Chairman Paul Grenier, Commission Member Ron Coderre and Vice-Chair Lee Konicki; Administrative Assistant Jackie Lefevre and Putnam Land Use Agent Bruce Fitzback. Absent: Commission members: Dawn Krasnecky and Doug Taylor

Chairman opened meeting at 8:27 a.m.

Zoom access was not available

**1.Approval of Regular Scheduled Meeting Minutes February 08, 2022\***: Member Konicki motioned to approve the minutes of February 11, 2022, as submitted, seconded by Member Coderre, motion passed.

**2.Report of Expenditures – February 2022:** Expenditures were reviewed.

**3.New Business:** a) **Ribbon Cutting:** Saturday, March 12<sup>th</sup> at 12 noon, Little Falls Nutrition, 6 Pomfret Street. Economic & Community Development, along with Putnam Business Association will aid in hosting their 1<sup>st</sup> anniversary celebration and Ribbon Cutting Ceremony. All are welcome to attend. Invitation will be emailed.

b) **Beautification Day:** The Director is the chair of the Beautification Committee of the Putnam Business Association. Beautification Day is scheduled for Saturday, April 30, 2022. Many volunteers including scouts, young marines, church groups, schools and citizens participate.

**4.Old Business:**

a) **Down to Earth Design Presentation:** Ms. Lisa Richards, owner of Down to Earth Design, presented a preliminary conceptual landscape design plan for 55 Front Street. The area is between the side of 26-28 Union Station building and Boxcar Museum. Ms. Richards explained the design and that she incorporated low maintenance plants and shrubs. She shared a book having ADA compliant benches and tables etc. The tables, lighting, fencing can be found and purchased by the Town. Two separate preliminary conceptual designs pics, in color, were provided, one referenced the northwest elevation and the other as the southwest elevation. The Commission was pleased with proposed preliminary designs. The agenda item will be revisited.

Member Konicki left meeting at 9:50 am

b) **Strategic Plan-SWOT Analysis Comparison:** Director explained the analysis of the Town of Putnam's Strength, Weaknesses, Opportunities and Threats (S.W.O.T). The Administrative Assistant created a chart comparing the S.W.O.T from 2010 with S.W.O.T in 2021. The chart was shared and reviewed. Similarities and differences were named from 2010 to 2021 in the Strength, Weaknesses and Opportunity sections. The Threats section didn't contain comparisons due to time constraints at the November 2021 S.W.O.T. identification meeting. The agenda item will be revisited at a future meeting.

c) Business Updates: Magnetic Technologies: temporary occupancy permit issued; Cableworks; expansion; Foster Corp. 45 Ridge Rd- addition for extruder machine; Sadie's Sweet Shop has closed – Director spoke with new owner of 6-14 Pomfret Street building– the new owner has asked not to share details until further notice. Toyota Dealership coming to Putnam on Providence Pike.

d) FY22/23 Budget Changes: a line item for Beautification was added to the Economic & Community Development town budget. It was cut from ECD budget, pared down to \$ 15,000 and placed in Parks and Recreation Department budget.

**5. Updates:** Director supplied the following updates:

a) List of Businesses by Trade Certificates filed. A list was provided and reviewed.

**Public Participation:** None

**Adjournment\*:** Meeting adjourned at 10:30 a.m.

Respectively submitted by Jackie Lefevre