

Town of Putnam Redevelopment Agency

Special Meeting

Wednesday, November 02, at 8:00am

TOWN CLERK - PUTNAM CT



2022 OCT 27 P 4: 46

**Meeting available In-Person in Room 201 at Putnam Municipal Complex,
200 School Street, Putnam, CT or**

Join Via Zoom

<https://us06web.zoom.us/j/85010928348>

Meeting ID: 850 1092 8348

Passcode: Y3k8Vz

or

Call in to participate at

+1 646 558 8656 US (New York)

Meeting ID: 850 1092 8348

Passcode: 744504

1. Roll Call
2. Approval of Meeting Minutes Special Meeting September 6, 2022*
Regularly Scheduled Meetings, Sept. 13, and Oct. 11 2022 were cancelled
3. Reporting of Expenditures – September 2022
4. New Business: a) Introduce New Director
b) Belding Mill/Metal Mast Brownfield Application/Sale
c) Annual Schedule of PRA Meetings – 2023*
5. Old Business: a) Assessable Dwelling Units
b) Miller Park – Providence St. Municipal parking lot
c) Affordable Housing Plan
d) Blight Support
6. Updates: C.D.B.G Housing Rehab Program reports
7. Public Participation:
8. Adjournment*

Vote required*

To Be Approved

**Minutes of a Special Meeting
and
Via Zoom # 832 1910 6199
Putnam Redevelopment Agency**

CLERK - PUTNAM CT
Deana Fitzback
2022 SEP -9 A 10: 08

Date: Tuesday, September 06, 2022.

Time: 8:00 a.m.

Roll Call: Director Delpha Very, Chairman Paul Grenier, Vice Chairman Lee Konicki
Agency members: Ron Coderre, and Delia Fey. Administrative Assistant Jackie Lefevre
and Putnam Land Use Agent Bruce Fitzback. ECD Member Doug Taylor attended
Absent: Agency member Dawn Krasnecky

Chair opened the meeting at 8:02 a.m.

Vice-Chair Konicki left meeting at 8:45 a.m.

Approval of Regular Meeting Minutes August 09, 2022*: Member Konicki motioned
to approve the August 09, 2022 meeting minutes as submitted, seconded by Member
Coderre, motion passed.

Reporting of Expenditures –August 2022: Expenditures were reviewed.

New Business: a) **Blight Support:** The Director explained the idea has been brought
forth of a Pilot Program to hire 2 part-time positions to assist with
blight. Economic Development Trust Fund funds would be
considered to pay for two part-time positions. Discussion ensued.
Member Konicki made motion for Director to explore and bring back
to Redevelopment Agency, by consulting with Town Counsel,
whether the Redevelopment Agency can make a motion to the
Economic & Community Development Commission to use ECD
Trust Funds for potential hiring of two-part time positions, seconded
by Member Coderre, motion passed.

b) **Announcement:** The Director announced her retirement will be on
January 3, 2023. Discussion ensued. Motion made by Member
Konicki to write a letter requesting a representative of the Agency
be involved in the process of hiring of the next Director, seconded
by Member Taylor, motion carried.

Old Business: a) **Affordable Dwelling Units:** the presentation by Town of Killingly will
be held at the September Zoning Commission meeting. Land Agent
Fitzback will get details of that meeting and the Administrative
Assistant will email the Agency members. Member Fey inquired if

she still has time to submit comments for the Affordable Housing Plan. Land Agent Fitzback agreed there is still time.

b) Miller Park – Providence Street. Municipal Parking Lot: Most of the Miller Park has been upgraded. During the task of clean-up and upgrading it was discovered the garage and parking area adjacent to the park is owned by the Town.

Repairs to the garage door and pavement on the lot are being sought through the highway and recreation departments. New illustration of River Trail is planned for the kiosk. The Director added - Union Station Garden across from Centreville Bank-Brooklyn Vet will be caring for this garden; Quiet Corner Gardener's Group is taking on the Providence Street Pocket Park –Town is committed to hire someone to spread mulch and making sure a water source is provided to water the plants.

c) Affordable Housing Survey: Paper surveys have been supplied to the Town Library, ads in local papers have been sent out with QR Codes to the survey and a survey link will be posted on Town's website and Face Book pages.

Updates: **Belding Mill Brownfield Grant.** Owner is working with developer. Brownfield Grant due September 23, 2023.

Public Participation: None

Adjournment*: Member Konicki motioned to adjourn the meeting, seconded by Member Coderre. Motion passed Adjourned at 8:53 a.m.

Respectively submitted by Jackie Lefevre

Redevelopment Agency FY 22/23
Accounts Payable
September 2022

PRA Town Budget FY 22/23

Date	Invoice	Name	Memo	Amount
9/13/2022		Halloran & Sage	NGV Holdings Loan, Lease Ext. Fluid Coating, FOIA Requirements for PRA	\$ 351.50
9/30/2022		Putnam Town Crier	Ad for Affordable Housing Survey - QR Code access	\$ 110.00

PRA Funds (Former Fund 182) Program Income

Date	Invoice	Name	Memo	Debit	Credit	Balance
6/14/2022		CDBG Program Income Acct.	Balance Forward			\$ 15,350.17
6/17/2022		Kaplan & Brennan, LLP	Attorney Client Acct. repayment from CDBG HR 30 School St		\$ 12,208.50	\$ 27,558.67
6/21/2022		Halloran/Sage	Releas of Lien - 30 School St	\$ 55.50		\$ 27,503.17
6/21/2022		Town of Killingly	Reimb. Inspections, Specs, Lead Insprections from 8/17/21 to 06/17/2022	\$ 15,250.00		\$ 12,253.17
6/21/2022		Dynamic Engineering	Inv. 2052 Final/Retainage 33 Addison St	\$ 1,026.00		\$ 11,227.17
6/21/2022		Dynamic Engineering	Inv. 2051 Final/Retainage 109 Battey St	\$ 564.00		\$ 10,663.17
08/25/2022		Dynamic Engineering	Dynamic Engineering - Inv 2078 109 Battey Street	\$ 10,663.16		\$ 0.01

10/13/2022

REDEVELOPMENT AGENCY of the Town of Putnam
200 School Street, Putnam, CT 06260
Phone: (860) 963-6800 ext. 200 or 201

November 02, 2022

Christine Bright, Town Clerk
Putnam Municipal Complex
200 School Street
Putnam, CT 06260

RE: Public Act No. 723
Schedule of Regular Meetings-2023

Dear Sara:

In compliance with Public Act No. 723, the Regular Meetings of the Putnam Redevelopment Agency will be held on the second Tuesday of each month at 8:00am. Meetings will be held in the Putnam Redevelopment Agency conference room at 200 School Street, Putnam, CT 06260, unless otherwise directed. Meeting dates for the ensuing year are herein set forth:

January 10 8:00 am	May 09 8:00 am	September 12 8:00 am
February 14 8:00 am	June 13 8:00 am	October 10 8:00 am
March 14 8:00 am	July 11 8:00 am	November 14 8:00 am
April 11 8:00 am	August 08 8:00 am	December 12 8:00 am

If at any time, any regular meeting falls on a holiday; such regular meeting shall be held on the Tuesday of the following week.

A notice of any Special Meeting shall be filed with your office not less than twenty-four (24) hours before the holding of such meeting.
All other provisions of the Act, together with your directives, shall be observed and implemented.

Sincerely,

Delpha M. Very
Economic & Community Development Director



Town of Killingly

Memorandum Community Development Office

TO: Delpha Very, Director of Economic and Community Development
Town of Putnam

FROM: Mary E. Bromm, ^{*MEB*}Community Development Administrator
Town of Killingly

DATE: October 5, 2022

RE: Monthly Report – Small Cities CDBG (FY2020)

The Town of Killingly Community Development Office submits the following as a comprehensive update of contract activities to date.

The program has approximately 44% of the construction funding in the grant committed to projects.

Projects

PI11 – Phase II of this project is complete less the lead clearance inspection. The project completed lead hazard control, repair porch, install porch windows, electrical, and painting.

PI13- Phase II of this project is complete less the lead clearance inspection. Work includes lead hazard control, electrical, garage door replacement, entry door replacement, electrical work.

PI14 – Phase II of this project is complete less the installation of a door knob. Work included lead hazard control, removal of a tree, porch footing installation, garage door trim replacement.

20-01 – Two family being used as a one-family – The project is being requalified due to additional information coming into the office.

20-02 – Single family property. Project has been placed under contract. The project is approximately 50% complete. The project will replace the roof and gutters, stain the house, install a new door and replace smoke/co2 detectors.

20-03 – Single family property. The owner has requested her project to be placed on hold until further notice.

20-04 – Single family property. Project specifications have been forwarded to the lead inspector.

20-05 – Single family property. Project has been placed under contract. The project is approximately 30% complete. The project will replace a sump pump, install windows, replace the oil tank, seal the foundation, and complete chimney repairs.

20-06 – Single family property. Project has been placed under contract. The project is approximately 50% complete. The project will replace the heating system and replace the bulkhead/stairs to the basement.

20-07 – Two family property used as a single family. Income qualified as a single unit with environmental review started. The family has asked that the project be delayed until October due to schedule.

20-08 – Single family property. The property has been inspected with a work scope forwarded to the lead inspector.

20-09 – Three-family property. Additional information has been requested from 2 of 3 households before the application review can be completed.

20-10 – Single family property. The owner has been qualified and will be inspected in October.

20-11 – Single family property. The owner has been qualified and will be inspected in October.

If you require additional information regarding this matter, do not hesitate to contact me at 860-779-5355.