

Town of Putnam	
Redevelopment Agency	
Meeting Agenda	
Conference Room #201	
Tuesday, March 14 th 2023, 8:00 AM	
Join Zoom Meeting:	
https://us06web.zoom.us/j/87216461375?pwd=SlcXVnc0b3lyYnBmUWkvbHo4cXcyZz09	
Meeting ID: 872 1646 1375	
Passcode: v41ZU7	
1. Roll Call	
2. Approval of Meeting Minutes*	
	i. February 14 th
3. Reporting of Expenditures	
4. New Business	
	i. Industrial Park Sign
5. Old Business	
	i. Affordable Housing
	ii. Belding Mill
	iii. Blight Consultant*
6. Updates	
	i. CDBG Housing Rehab Program Report
7. Public Participation	
8. Adjournment*	

*Vote Required

Town of Putnam
Redevelopment Agency
Meeting Minutes
Conference Room 201
Tuesday, February 14, 2023

Zoom Meeting:

<https://us06web.zoom.us/j/88583690821?pwd=dUNhbHpPN2hnZzRxak1mSTYyUG9DQT09>

Meeting ID: 885 8369 0821 Passcode: 7Zncs3

	Meeting opened at 8:07am
1. Roll Call	PRA Director Carly DeLuca, Chairman Paul Grenier, Vice-Chairman Lee Konicki, Agency Members: Dawn Krasnecky, Delia Fey, and Ron Coderre Administrative Assistant Jackie Lefevre Doug Taylor, observer
2. Approval of Meeting Minutes*	January 10 th : Dawn motioned to approve the minutes, seconded by Delia, motioned approved
3. Reporting of Expenditures	January 2023 expenditures were reviewed
4. Nomination and Election of Officers* Vice-Chairman	Paul nominated Lee Konicki, seconded by Dawn, hearing no further nominations, ayes have it, motioned approved for Lee Konicki as Vice-Chairman.
5. New Business	None
6. Old Business	
	i. Affordable Housing: Revised draft was reviewed. Discussion ensued. Suggestion to invite Zoning Board to a meeting or bring to their meeting. Director asked members to study and review and bring back any further questions / comments.
	I. Belding Mill: Meeting was held with developer John Gumpert. Attorneys reviewing contract documents. Funding will be a pass-through process.
	I. Blight Consultant * copies of a draft Blight Consultant job description were provided and reviewed. Discussion ensued. Suggestions and revisions: Report due from the consultant should have specific due time ie. monthly, quarterly etc, who receives reports and who they report to, Consultant should attend PRA monthly meetings; Representative of PRA Agency should be involved in interview/hiring process. Questions arose: Will a vehicle, laptop, cell phone be provided? A placard to identify their vehicle? Director to research. Director suggested, a contract, which will be provided to the hired consultant, be brought to the table for review. Based on these comments, the vote has been postponed to next meeting.
i. Updates	

	i.	CDBG Housing Rehab Program Report: report was reviewed. Question arose as to the 20 or PI used in a number identifying a project. The 20 indicates it was expended from 2020 Grant funds and PI indicates Program Income funds were utilized.
ii.	Public Participation	None
iii.	Adjournment*	Motion by Lee to adjourn, ayes have it, motion passed. Meeting closed 8:44 am

PRA Town/Special Funds
Accounts Payable
February 2023

PRA Town Budget FY 22/23

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
2/13/2023	Halloran & Sage	Inv. 11404590- Review Grant Docs Belding Mill project	\$ 148.00

PRA Funds (Former Fund 182) Program Income

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
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 Inspections 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
08/25/2022	Dynamic Engineering	Inv. 2051 Final/Retainage 109 Battey St	\$ 564.00		\$ 10,663.17
10/11/2022	Dynamic Engineering	Dynamic Engineering - Inv 2078 109 Battey Street			\$ 0.01
11/21/2022	CDBG HR Project	Repayment CDBG HR project 263-265 Woodstock Ave.	\$ 10,663.16	\$ 5,610.00	\$ 5,610.00
	Town of Killingly	Reimb. Inspections, Inspections/Owner Mtgs./Lead Inspections	\$ 5,610.00		\$ -

3/9/2023



Putnam Industrial Park

www.putnamct.us

Highland Drive

- 5 Impact Plastics
- 6 Paramount Glassworks, LLC
- 14 New England Plasma
- 25 The Park Tribute Center
- 26 Creative Envelope
- 31 Magnetic Technologies
- 32 Lot Available 3.79 Ac
- 44 Lot 8 Available 8.24 Ac
- 58 Cableworks, Inc.
- 64
- 75 Kocheck Company, Inc.
- 78 Dimension Polyant
- 91 ERW, Inc.
- 94 Lot Available 7.86 Ac
- 100
- 111 Spectral Products, Inc.



Ridge Road

- 1 Aerotech Fasteners, Inc.
- 2 Zampell Refractories
- 4 Custom Curved Moldings
- 15 Staples
- 36 Foster Delivery Science, Inc.
- 38 Foster Corporation
- 39 ERW, Inc.
- 45 Foster Corporation
- 51 Carolina Precision Technology

Park Road

- 176 - Leased
- 178 - Leased
- 192 - Leased

Industrial Park Road

- 48 Fluid Coating Technology

Putnam Economic Development Commission
860-963-6834



TOWN OF PUTNAM

MUNICIPAL COMPLEX
TOWN HALL
200 SCHOOL STREET • PUTNAM, CT 06260

BLIGHT ENFORCEMENT OFFICER

The Town of Putnam has determined the existence of blight adversely affects the economic well-being of the Town and is inimical to the health, safety, and welfare of the residents of the Town of Putnam.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate in the development of goals and objectives as well as policies and procedures for blight enforcement. Make recommendations for changes and improvements to existing standards, policies, and procedures.
- Participate in the implementation of approved policies and procedures.
- Receive, record, and respond to citizen complaints and reports from other agencies and departments on alleged violations of the blight ordinance.
- Provide a copy of the violation to each property owner via certified mail with return receipt.
- Provide a copy of the Ordinance for Fines and Hearing procedures along with each notice of violation.
- File a copy of each violation form with the Redevelopment Agency.
- Schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, and discussions to ensure compliance with appropriate codes and ordinances.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding ordinance enforcement activity to substantiate violations. Draw diagrams, illustrations, and take photographs to support investigations.
- Attend Redevelopment Agency monthly meetings to provide written progress report.
- Conduct drives around Town to file blight complaints on appropriate properties.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent.

Valid, non-restricted Connecticut Driver's License.

REQUIRED SKILLS AND ABILITIES:

Ability to interpret and enforce the Town's Blight Ordinance. Ability to investigate complaints and mediate resolutions in a timely manner. Excellent written and verbal communication. Excellent interpersonal and problem-solving skills. Ability to prepare professional documentation, letters, and reports. Prefers candidates with prior law enforcement background, zoning, and/or blight enforcement experience.

Redevelopment Agency
March 14th, 2023

Blight Enforcement Officer Pay

\$ 35.00 \$/hr
20 hrs/week
1 year

\$ 36,400

Blight Enforcement Officer Pay

\$ 38.46 \$/hr
20 hrs/week
1 year

\$ 40,000

Blight Enforcement Officer Pay

\$ 40.00 \$/hr
20 hrs/week
1 year

\$ 41,600

Blight Enforcement Officer Pay

\$ 45.00 \$/hr
20 hrs/week
1 year

\$ 46,800

This position is a one-year contract. Pay rate takes into consideration personal cell phone, laptop, and vehicle usage. A Town phone extension number will be given. Insurance is covered by the individual. No over time is permitted. This position does not offer paid time off. Maximum hours that can be worked per year term is 1500. Negotiations may take place once a successful candidate is chosen.



TOWN OF PUTNAM
MUNICIPAL COMPLEX
TOWN HALL
200 SCHOOL STREET • PUTNAM, CT 06260

Independent Contractor Agreement

This independent contractor agreement (Agreement) is entered into this [redacted] day of [redacted], 20[redacted], by and between the Town of Putnam (Town) and [redacted], an independent contractor (Contractor), in consideration of the mutual promises made herein, as follows:

Term of Agreement

This Agreement will become effective on date above and will continue for 1 year. This Agreement may be extended by the Town, which shall be in writing if applicable.

Independent Contractor:

Contractor is an independent Contractor for all purposes under this Agreement. This Agreement in no way makes the Contractor an employee of the Town.

Services to be Rendered by Contractor

Contractor agrees to provide the following services:

[redacted]

Method of Performing Services:

Contractor will determine the method, details, and means of performing the above-described services, including the determination of the need for, and hiring of assistants at the Contractor's own expense. The Town may not control, direct or otherwise supervise Contractor's assistants or employees in the performance of those services.

Compensation:

In consideration for the services to be performed by Contractor, Town agrees to pay Contractor the sum of **\$40.00** per hour upon completion of the work to be performed. **This hourly rate applies for all hours provided, regardless of day of week, and/or hours per week provided.** The position is an average of 20 hours a week.

This rate includes all incidentals necessary to provide the services, and no additional payment will be made by the Town for other expenses including fuel, licensing, insurance, clothing and personal protective equipment, and other direct expenses.

This Agreement includes up to 1500 hours of assistance per calendar year. If the Town requests additional services, it will be in writing, for the Contractor's consideration.

Compensation will be paid by Town via mailed check. Contractor's invoice shall be at least monthly if any work was performed that month and shall include dates of service with hours provided. Contractor shall deliver the written invoice to the Department Head, Carly DeLuca, with a copy to Maureen Benway, Town Finance Director.

Town will pay invoices within 30 days of receipt. Any disputes of hours provided shall be notified within 10 days of invoice receipt and the Town and Contractor shall work to resolve within 30 days.

Tools and Instruments:

Contractor will supply all tools, equipment and supplies required to perform the services under this Agreement.

For applicable services, the Town will provide a phone extension number, for the Contractor's use during services provided.

Workers Compensation:

Contractor agrees to provide workers' compensation insurance for Contractor's employees and agents and agrees to hold harmless and indemnify Town for any and all claims arising out of any injury, disability, or death of any of Contractor's employees or agents.

Insurance:

Contractor agrees to maintain a policy of insurance in the minimum amount of \$1M Dollars to cover any negligent acts committed by Contractor or Contractor's employees or agents during the performance of any duties under this Agreement. Contractor further agrees to hold Town free and harmless from any and all claims arising from any such negligent act or omission.

Obligations of Town

Town agrees to meet the terms of all reasonable requests of Contractor necessary to the performance of Contractor's duties under this Agreement.

Assignment:

Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Town or Contractor without the prior written consent of Contractor and Town.

Termination of Agreement:

Notwithstanding any other provisions of this Agreement, either party hereto may terminate this Agreement at any time by giving 30 days written notice to the other party.

General Provisions

Notices:

Any notices to be given hereunder by either party to the other may be made either by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties at the following addresses:

Town: Mayor's Office, 200 School Street, Putnam, CT 06260

Contractor:

Each party may change the above address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of three (3) days after the date of mailing.

Entire Agreement:

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the performance of services by Contractor for Town and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing signed by the party to be charged.

Partial Invalidity:

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut.

Town, by _____
Elaine Sistare, Town Administrator
200 School Street, Putnam, CT 06260

Date _____

Contractor, by _____
(NAME)
(ADDRESS)

Date _____



TOWN OF PUTNAM
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PER OUR TOWN CODE § 172-4 ENFORCEMENT MEASURES ARE AS FOLLOWS:

A. Notice of violation and opportunity to correct.

(1) Prior to issuing citations for violation of this chapter, such citation enforcement officer shall mail written notice to an owner, agent, tenant or other person responsible for any violation at the last known address of the person on file with the tax collector. If the notice is mailed only to one of the responsible persons, it shall in no way be or be construed to be a release of any other responsible persons nor evidence that any other person is responsible. If there is more than one responsible party identified in the order, the responsibility for complying with the notice shall be joint and several. Notwithstanding anything to the contrary, the notice shall state the violation(s) of this chapter and, when necessary for the health and safety of Town residents, the citation enforcement officer may require abatement within 24 hours from the time of notification, or immediately, as may be necessary. If the person fails to correct the violations or fails to provide notice to the Town of his or her intent to correct the violations set forth in the order to abate within a reasonable period of time, and if any violation continues unabated after 20 days from the date such order to abate is served or if the person fails to correct the violations as set forth in the notice of violation, the Town may issue an enforcement citation as specified in this chapter.

(2) If a Town ordinance sets a specific time for compliance, such as the time for the removal of ice and snow from sidewalks, the specific time for compliance set by that ordinance governs and is not extended by this chapter. No notice of violation and opportunity to correct is required prior to issuing citations related to the failure to remove ice and snow from sidewalks.

B. If the owner, agent, tenant or responsible person fails to correct the violations within the time stated by the citation enforcement officer and the notice provided in Subsection A of this section, the Town may take any action necessary to abate the nuisance as authorized by law and shall invoice the persons for its costs and expenses.

C. Any person who is a new owner or a new occupant may request an extension which will be granted for good cause shown to a date determined by the citation enforcement officer. For the purpose of this section "new owner" means any person or entity who has taken title to a property within 30 days of the notice and "new occupant" means any person who has taken occupancy of a property within 30 days of the notice.