

Town of Putnam	
Economic & Community Development Commission	
Meeting Agenda	
Conference Room #201	
Tuesday, April 11 th , 2023, 8:00 AM	
Join Zoom Meeting: https://us06web.zoom.us/j/84825245868?pwd=dWExcWFQU3BYVIZIMkF2S3JBUWlWZz09 Meeting ID: 848 2524 5868 Passcode: 2haett	
1. Roll Call	
2. Approval of Meeting Minutes*	
	i. March 14 th
3. Reporting of Expenditures	
4. New Business	
	i. Job Resource Center
	ii. Trust Fund Expenditures*
	iii. Community Investment Fund Round 2
5. Old Business	
	i. Beautification
	a. Pocket Park Plaques*
	ii. Strategic Plan
6. Updates	
	i. Ribbon Cuttings
	ii. Available Commercial Properties
7. Public Participation	
8. Adjournment*	

*Vote Required

(CB)

2023 MAR 16 P 12:48

Town of Putnam
Economic & Community Development Commission

Meeting Minutes

Conference Room 201

Tuesday, March 14, 2023

<https://us06web.zoom.us/j/87216461375?pwd=SlcXVnc0b3lyYnBmUWkvbHo4cXcyZz09>

Meeting ID: 872 1646 1375

Passcode: v41ZU7

	Meeting opened at 8:35 am
1. Roll Call	PRA Director Carly DeLuca, Chairman Paul Grenier, Vice-Chairman Lee Konicki, Commission Member Doug Taylor, Administrative Assistant Jackie Lefevre Bruce Fitzback, Land Use Agent. Absent: Commission members Dawn Krasnecky and Ron Coderre
2. Approval of Meeting Minutes*	February 14 th : Lee motioned to approve the minutes, seconded by Doug, motioned approved
3. Reporting of Expenditures	February 2023 expenditures were reviewed
4. New Business	i. Business Retention: Currently there is \$ 500 in budget. Discussion ensued on ideas for Business Retention. A gift idea was brought forth, for when a business completes a survey. Mugs, drone pic of business, good quality pens, were some ideas discussed. Items to be researched and brought back for additional discussion. ii. Commercial Properties: once a month, the Director attends the NE Commercial Realtors. Putnam hosted this month. A listing of Commercial properties available in Putnam was created and supplied to attendees. Commission and Director appreciated the listing and would like to see on website, and in monthly agenda packets.
5. Old Business	
	i. Beautification: a. Pocket Park Plaques: Director will visit each pocket park with Elaine Turner of Quiet Corner Garden Club. Elaine will provide her expertise for each park in terms of watering, sun etc. Pricing and types of plaques were reviewed. It was suggested members visit Union Station pocket parks to see

	size of existing plaque before plaque size can be chosen. Bronze finish appears to be consensus choice. Final choices at next meeting. ii. Strategic Plan: Update and adopt a new mission statement. Upon discussion, Lee motioned to adopt the new mission statement, as presented, seconded by Doug, motion approved. Discussion on creating a job resource center was suggested.
i. Updates	
	i. Ribbon Cuttings: Little Lucy's Snack Shop-Thursdays, March 30 at 5pm, in Montgomery Ward Bldg. Unit # 10 use side entrance near Saw Mill Pottery. The Stacks, which includes three businesses located in the former Putnam Library location on Kennedy Drive. The three businesses are Savage Systems, Quiet Corner Physical Therapy and Real Custom Training. The PBA mixer/Ribbon Cutting event is scheduled for April 26th at 5pm.
ii. Public Participation	None
iii. Adjournment*	Motion by Lee to adjourn, ayes have it motion passed. Meeting adjourned at 8:58 am

ECD Town/Special Budgets FY 22/23
Accounts Payable
March 2023

ECD Town Budget FY 22/23

Date	Name	Description	Amount
3/7/2023	Dunkin Donuts	2 boxes of Joe-Host Commercial Realtors meeting	\$ 47.21
3/7/2023	Baker's Dozen	1 dozen donuts - Host Commercial Realtors meeting	\$ 12.31
			\$ 59.52

Community Garden - FY 22/23

Date	Name	Description	Amount
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Putnam Saturday Farmer's Market - FY 22/23

Date	Name	Description	Amount
3/7/2023	Quinebaug Valley Community College	Sponsor Quiet Corner Garden Club - Garden Symposium Saturday, April 2, 2023	\$ 250.00
3/23/2023	Staples	Foamboard - Display for Garden Symposium	\$ 17.54
			\$ 267.54

4/6/2023

Update to our website:

March 23, 2023

HOME > DEPARTMENTS > ECONOMIC AND COMMUNITY DEVELOPMENT > JOB RESOURCE CENTER

In This Section

Assessor ▶

Building Official

**Economic and
Community
Development ▼**

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Redevelopment Agency

Resources

Homelessness Resources

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Emergency Management

Fire Marshal

Highway

Finance ▶

Human Resources ▶

Library

Mayor's Office

Parks and Recreation ▶

Planning and Land Use ▶

Registrar of Voters ▶

Revenue Collector ▶

Town Administrator

Town Clerk ▶

Veteran Services ▶

Water and Sewer ▶

Zoning Department

Job Resource Center

Finding a job can be hard. We're here to help. Here are some resources to help your search and career development. If you need further assistance, please reach out to the Department of Economic and Community Development.

Quinebaug Valley Community College

One of the Town's greatest resources for career development is Quinebaug Valley Community College.

They offer a wide variety of [Workforce Development and Continuing Education](#) options.

For more information, connect with their [Career Services](#).

The College offers resume and cover letter development, interviewing guides, and more.

Some careers include: [certified nurse aid](#), [phlebotomy technician](#), [community health worker](#), [security guard](#), [veterinary assistant](#), [real estate](#), and [trades](#).

Healthcare Careers:

Quinebaug Valley Community College (QVCC) offers a range of positions in the [healthcare](#) field including both non-patient and direct patient care. Many career plans are short-term, job-focused training.

Eastern Connecticut Workforce Investment Board (EWIB) created an [Eastern CT Healthcare Pipeline Initiative](#) providing no-cost training for individuals who are unemployed or under-employed. Some careers include: dental assistant, pharmacy technician, medical coding/billing, and more.

Manufacturing Careers

Quinebaug Valley Community College (QVCC) offers specific [Manufacturing Professional Development](#). The College also offers programming to gain an [Advanced Manufacturing Certificate](#).

Eastern Connecticut Workforce Investment Board (EWIB) offers a [Manufacturing Pipeline Initiative](#). These trainings are short-term and no-cost to all participants. Trainings are located, depending on trade, at QVCC or Three Rivers Community College.

Online Resources

INDEED

EASTERN CT CHAMBER OF COMMERCE

WINY HELP WANTED EXCHANGE

Local Staffing Agencies

MERRY STAFFING

ADVANTAGE RESOURCING

CHOICE 1 TEMPS

March 14, 2023

Carly DeLuca
Town of Putnam
200 School St.
Putnam, CT 06260

Re: Community Investment Fund 2030 – Round 2; Town of Putnam

Dear Director of Economic and Community Development DeLuca,

Thank you for submitting an application for funding to the Community Investment Fund 2030 (CIF) administered by the Department of Economic and Community Development (DECD).

This round of funding was highly competitive; DECD received 189 eligible applications requesting over \$1 billion in grant funding. Applications were assessed for their eligibility according to the CIF program requirements, as well as alignment with the Governor's Economic Action Plan and DECD Best Practices as published in the Notice of Funding Availability on November 1, 2022. This assessment was provided in an Executive Summary to the Community Investment Fund Board for their review along with your complete application materials.

Unfortunately, your proposal was not recommended by the CIF Board for funding in Round 2. The enclosed Executive Summary of your application includes identified strengths and weaknesses. Per the CIF 2030 Policy and Guidelines, projects not funded in Round 2 can be considered in future rounds. If you would like to be considered in future rounds, you must re-submit your application, as it will not automatically continue to be under consideration. Prior to resubmission, please address weaknesses identified in the enclosed Executive Summary.

We appreciate your interest in the Community Investment Fund 2030. Please ensure that any future proposed projects align with the funding requirements. It is the responsibility of the applicant to ensure that all application questions are completely answered and all supporting materials are provided at the time of application.

If you have any questions about this application or other opportunities for funding from our office, please feel free to email the CIF Director at matthew.pugliese@ct.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Hotaling".

Robert Hotaling
Deputy Commissioner

CC: Matt Pugliese, Director, Community Investment Fund 2030

PROJECT NAME Providence Street Improvements Project

APPLICANT NAME Town of Putnam

ENTITY Municipality **MUNICIPALITY** Putnam

AMOUNT REQUESTED \$ 2,741,000

TOTAL BUDGET \$ 2,741,000

PROJECT TYPE Capital **CAPITAL PROJECT TYPE** Pedestrian Safety/Traffic Calming

Equitable Treatment	
Black, Latino, Indigenous and Native American	☐
Asian Americans and Pacific Islanders and POC	☐
Religious Minorities	☐
LGBTQ+	☐
Rural	☒
Persistent Poverty	☒
Inequality	☐

Comments: *The eastern end of Providence Street has been physically, economically, and socially disconnected from downtown Putnam.*

Statutory Prioritization for Municipalities Only	
Local Hiring 7-112	☐
Project Labor Agreement (For NPOs)	☐
Leverage Non-State Funds	☐
Letter of Support from General Assembly	☐

Comments:

DECD Best Practices	
Strong Project Readiness	☐
Leveraging Funding Click or tap here to enter text.	☐
Realistic/Comprehensive Budget	☐
Limits Soft Costs	☐
Comprehensive Project Plan	☐
SHPO Review Status: <i>Project Notification Form submitted 1/5/23.</i>	

Comments *This project was proposed for CT Communities Challenge Grant Round One. The Town has removed the façade program this time around, in order to be more shovel ready.*

CT Economic Action Plan	
Workforce	☐
Communities	☒
Innovation	☐
Business Environment	☒

Comments:

EXECUTIVE SUMMARY

The Town of Putnam is requesting CIF funds towards the The Providence Street Improvements Project. This project is proposed to enhance Providence St. through an evaluation of current infrastructure conditions and construction of improvements for mobility. This project builds upon the efforts of our 2009 Streetscape Design Guidelines for Providence Street (see Appendix A). This will include new sidewalks, ADA compliant ramps, crosswalks, and a roundabout. The improvement plan focuses on accessibility as well as aesthetic. The design plan includes the planting of trees, roadway/pedestrian lighting, and other planting needs as appropriate. This area of Providence St. will become a placemaking project through a multifaceted approach of redevelopment. It is anticipated that improvements will enhance the overall environment and economic viability to encourage private investment in downtown Putnam. The infrastructure enhancements will improve ADA accessibility, connectivity, safety and functionality, as well as economic resilience of the area.

TARGET OUTCOMES AND IMPACTS

1. Project will improve safety, make Providence Street more conducive to walking, strolling, shopping. The long-term effect of the improved Providence Street area will incentive businesses to occupy spaces and support job growth.

DECD OBSERVED STRENGTHS

1. With the community, the Town of Putnam has done a good job developing plans and guidelines that inform each new decision (see 2009 Streetscape Design Guidelines). This thoughtful work sends a message to people in the community that their voices are critical in each improvement project, while making each subsequent project more efficient from a process and fiscal perspective.
2. With the recent \$2 million Brownfield grant for the development of Belding Mill and the clean-up of 55 Providence Street (Metal Mast property), this placemaking and safety project will is envisioned to have a transformative effect, making it a more beautiful community for residents.

DECD OBSERVED WEAKNESSES

1. There are no other sources of funding for this project. 95.3% of CIF funding for soft costs, including the DECD Assistance Agreement legal work.
2. Project plans are only at 10% Design renderings created

3. Target population still needs to be involved in engagement/input session to further develop plan.
4. Application makes general statements about how the project will address accessibility, connectivity and safety – but is lacking specificity regarding how the project will further consistent and systematic fair, just and impartial treatment of individuals who belong to underserved and marginalized communities.
5. Project does not identify data/measurement for evaluating impact/outcomes of the project and impact on the target population.

Pocket Park Plaque Options

The below items are engraved in house and inserted into cast aluminum plaque frames and come with a 24" aluminum rod (not stake).

The lettering is not raised, but the border of the cast frame is raised.

I believe the Putnam Post Office has one of these signs to the left of their building, just before their parking lot if you wanted to check it out.

I can turn these signs around within a 2-week lead time.

The cast aluminum frames come in either silver finish border or bronze finish border, but they are both casted in aluminum and only come in the following sizes:

24" rod is included with all plaques below:

4" x 6" silver finish with a 3" x 5" engraving area = \$110.00	x 8 = \$880
4" x 6" bronze finish with a 3" x 5" engraving area = \$125.00	x 8 = \$1,000
6" x 8" silver finish with a 5" x 7" engraving area = \$130.00	x 8 = \$1,040
6" x 8" bronze finish with a 5" x 7" engraving area = \$165.00	x 8 = \$1,320
8" x 10" silver finish with a 7" x 9" engraving area = \$190.00	x 8 = \$1,520
8" x 10" bronze finish with a 7" x 9" engraving area = \$240.00	x 8 = \$1,920

*There are eight parcels adopted, without plaques.

Strategic Planning

Putnam has a thriving and growing business community.

Develop an inventory of available properties with relevant data.

Make it available on our website.

Keep in contact with local realtors through Northeast Commercial Investment Division (NE CID).

Update business retention strategies.

Visit each business once a year, keep excel spreadsheet for tracking.

Host an open house for business.

Send out surveys, follow up if no response.

Update business attraction strategies.

Actively offering tax incentives.

Use the printing budget for financial assistance program handouts.

Locate a central location for brochures/information.

Increase retail shoppes in our Downtown.

Actively offer small business loans, conduct public information session.

Small Business Academy.

Retain a quality hotel/motel.

Create a relationship with the new Motel 6.

Commerical Properties Available

Putnam, CT

Last Updated: 04/06/2023

Location	Listing Realtor	SF/Acres	Sale Price	Lease	Contact number
72 Canal St. (Modern Lumber)	Bell Park/RE Max	20,000 SF	\$ 1,250,000		860-928-7991
364 School St. (Putnam House of Pizza)	Bell Park/RE Max	34,060 SF	\$ 365,000		860-928-7991
47 Woodstock Ave. (Slice of Heaven Pizza)	Keller Williams Realty - Greater Worcester	2,956.SF	\$ 189,900		508- 365-3532
178 Providence St. (Uptown Sandwiches)	Bell Park/RE Max- Dick Loomis	1,444 SF	\$ 150,000		860-928-7991
333 Pomfret St. (On Hospital Hill)	Atlas Realty - John Downs	8,062 SF		\$ 700 pr/mth each office	
27 Quinebaug Ave.	Anthony Chabot Realty	2,788 SF		\$500 pr/mth	860-904-4403
211 Kennedy Dr. (Former Bank of America)	RE Max/Bell Park Realty	1500 SF		\$15 pr/sf	
17 B Kennedy Dr. (Next to NE Flooring)	RE Max/ Bell Park Realty	5,800 SF		\$ 14 pr/sf	860-646-4525
Riverfront Commons 203-267 Kennedy Dr.	J Corp. Realty, LLC / Daniel Johnson/agent	1,100 to 6,720 SF		\$12 to \$15 Triple net	
26 Union St. (Former Chickerings Café)	Kazantzis Real Estate, LLC	5,194SF	\$ 750,000		
2 Furnace St.	Signature Properties	410,711 SF	\$650,000		
4 Ridge Rd. (Industrial Park)	CR Premier Properties	850 SF		\$ 1,500 pr/mth	
41A Grove St. (Medical Office Space)	Berkshire Hathaway	850 SF		\$ 1,100 pr/mth	
148 Providence Street (former A+ nails)	Anthony Chabot Realty	1,394 SF		\$ 1,300 pr/mth	860-904-4403