

Town of Putnam	
Redevelopment Agency	
Conference Room #201	
Tuesday, July 11 th , 2023, 8:00 AM	
Join Zoom Meeting: https://us06web.zoom.us/j/84860039976?pwd=WHhTNDliYUN4OThRUW0zSWNMbktWZz09 Meeting ID: 848 6003 9976 Passcode: q9hNWC	
1. Roll Call	
2. Approval of Meeting Minutes*	
	i. June 13 th
3. Reporting of Expenditures	
4. New Business	
	i. Small Business Loans
	ii. Glidepath Option Agreement
5. Old Business	
	i. Affordable Housing
	ii. Belding Mill
	iii. Blight Officer
6. Updates	
	i. CDBG Report
7. Public Participation	
8. Adjournment*	

*Vote Required

Town of Putnam	
Redevelopment Agency	
Meeting Minutes	
Conference Room #201	
Tuesday, June 13 th 8:00 AM	
Join Zoom Meeting: http://us06web.zoom.us/j/86157573754?pwd=WWWhCMjBHdkl1Nk02bWt4UHBacU1iQT09	
	Meeting opened at 8:02 am
1. Roll Call	Chairman Paul Grenier, PRA Director Carly DeLuca, Agency member Dawn Krasnecky, Recording Secretary Jackie Lefevre and observer Doug Taylor. Absent: Vice Chairman Lee Konicki Agency Members: Delia Fey and Ron Coderre.
2. Approval of Meeting Minutes*	
	i. May 9, 2023: No Quorum
3. Reporting of Expenditures	No expenditures to review
4. New Business	
	i. Furnace Street Property: aka Palo property recently sold to a member of the Deary family. A brownfield assessment grant may be considered and applied for in the future. ii. Small Business Loans: Carly and Jackie researched the origin of small business loans. Found to be derived from former CDBG funding. A copy of the current blank loan application was in the packet. Carly to revise application. She asked all to review and submit any question, suggestions, concerns. Board of Selectmen and Public hearing is required. Carly noted Agency member Konicki has submitted suggestions. Next steps include contacting/creating a new loan committee with local banks. Carly to reach out.
5. Old Business	
	i. Affordable Housing: A Final Affordable Housing plan has been submitted to the State. Town anticipates grant fund reimbursement.
	ii. Belding Mill: Financial assistance proposal has been submitted.
6. Updates	
	i. CDBG Report: Report was reviewed with no questions. CDBG Consultant Bromm, with the Town of Killingly, will be executing an extension to the original agreement with Putnam, which ends June 30, 2023. The extension would be extended to February/March 2024, which would cover the CDBG HR 20 Grant extension time. A public information session, on CDBG HR program, is being planned for September 2023. ii. Blight Officer: First applicant chosen for the position backed out due to health reasons; second applicant backed out due to receiving a raise at present job. Upon discussion, consensus decided to advertise the position again.
iii. Public Participation	None
iv. Adjournment*	Meeting Adjourned at 8:23 am

*Vote Required

TOWN OF PUTNAM

Account Purchase Order History Report

Criteria: Account Mask = 1005.41.4172.?????.?????

Fiscal Year: 2022 - 2023

Account Num	PO	Name of Vendor	PO Date	PO Status				
1005.41.4172.53010.00000		Purch. Prof. Services - Redev.			Budgeted	P.O. Amt	Expenditures	Encumbrance
		BUDGETED AMOUNT.....			4,000.00			
	20230405	Halloran & Sage LLP	09/07/2022	Closed		2,500.00	1,974.00	.00
	20230415	One Earth Environmental LLC	09/07/2022	Closed		800.00	625.00	.00
	20231276	Halloran & Sage LLP	05/02/2023	Closed		1,200.00	1,200.00	.00
					Totals:	4,500.00	3,799.00	0.00
					Un-Expended Bal:	201.00	Budget Balance:	201.00
1005.41.4172.55400.00000		Advertising - Redev.			Budgeted	P.O. Amt	Expenditures	Encumbrance
		BUDGETED AMOUNT.....			500.00			
	3023	10/19/2022 move to correct fundng					(\$110.00)	
	20230392	Winy Radio	09/07/2022	Closed		200.00	.00	.00
	20230397	Shopper'S Guide	09/07/2022	Closed		100.00	.00	.00
	20230558	Putnam Town Crier	10/18/2022	Closed		110.00	.00	.00
	20231195	Putnam Town Crier	04/19/2023	Closed		235.00	235.00	.00
	20231325	Shopper'S Guide	05/16/2023	Closed		200.00	200.00	.00
					Totals:	845.00	325.00	0.00
					Un-Expended Bal:	175.00	Budget Balance:	175.00
					Totals:	4,500.00	5,345.00	4,124.00
								0.00

End of Report

Recommendations and Implementation

Based on this Plan's understanding of Putnam's community and its needs, the Committee has developed the following recommendations to increase Affordable Housing in town over the next five years. The following recommendations are broken down into three larger goals: administrative, regulatory, and policy changes.

Goal #1: Make improvements to Putnam's administrative systems to facilitate housing development and provide ease of access to resources.

Action 1.1: Create a webpage as part of Putnam's main website that provides resources and links to information on housing in Town. Dedicating a webpage to housing information creates a useful, centralized resource for residents to use when they want to know more about town policies, relevant agencies, or housing-related opportunities. Improving communications between the town and the community can connect more residents to the resources and support they need.

Action 1.2: Designate a municipal official as an affordable housing "point person" who coordinates with other municipal staff to help implement Putnam's affordable housing goals. Plans can lose their effectiveness if there is no established department, staff or person charged with leading initiatives. Knowing who exactly to contact for housing related questions supports affordable housing by limiting interdepartmental confusion.



Example of a municipal webpage for housing from Salisbury, CT

Goal #2: Consider modifications to Zoning Regulations to promote housing opportunities and focus on existing housing quality.

Action 2.1: Provide a high level of public and Commissioner education to ensure a broad understanding of tools and regulatory options available to encourage housing opportunity. As identified by numerous national and state-level studies, Zoning Regulations are among the most significant obstacles to development of housing opportunities. Putnam's Zoning Regulations concerning housing diversity and development are in need of reconsideration. Before this occurs, however, Putnam's Zoning Commissioners, staff, and the general public should be provided with training opportunities to better understand the nature of housing needs, their role in the discussion. A more complete understanding of the regulatory requirements and tools at the Commission's disposal will greatly aid in decision-making about policy changes going forward.

Action 2.2: Actively consider regulatory changes such as reduction of minimum lot sizes, as-of-right duplex or multifamily options, allowing re-use of existing mill and dormitory structures for housing. Following a broader public education initiative, the Planning, Zoning, and Redevelopment Commissions should undertake a series of conversations to consider numerous specific adjustments to the Town's regulatory policies concerning housing development. These should include consideration of reducing lot sizes and increasing allowable densities in the Special Services District where public sewer and water lines are available, making "middle housing" density of 2-4 unit multifamily dwellings easier to permit, and to relax the regulatory burdens on redevelopment of existing larger structures or complexes that would be well-suited for conversion to housing.

Action 2.3: Increase focus on enforcement of existing housing conditions appropriate blight, fire, health, and housing codes. While the enabling of new housing development is a critical component to Putnam's housing market, there is a significant need to focus on blighted and substandard conditions within the existing housing stock. Aging properties, absentee landlords, and deferred maintenance have combined to create a major concern to both appearance of housing and actual safety conditions. The Town should increase enforcement efforts of all relevant ordinances and codes, including building, fire, health, and blight, to increase the baseline housing conditions.

Types of Accessory Dwelling Units



Source: Abundant Housing MA

Example of middle density housing



Source: Sightline Institute

Goal #3: Make town-wide commitments to furthering affordable housing options for residents.

Action 3.1: Adopt an Inclusionary Zoning regulation per CGS Section 8-2i, including a Housing Trust Fund for new multifamily development.

Inclusionary Zoning can require developers to set aside a certain amount of units in a project over a certain size for low- or moderate-income residents OR can require a Fee in Lieu paid into a Housing Trust Fund which can eventually be used to further housing opportunities in Putnam. Using the power of the private development market, Inclusionary Zoning creates affordable housing opportunities at no cost to the Town.

Action 3.2: Create an Affordable Housing Trust Fund (independently or in conjunction with Inclusionary Zoning). Having a funding stream for affordable housing initiatives is incredibly valuable and can push Putnam to accomplish many of the previously mentioned action items. Whether the fund is a part of Inclusionary Zoning, or its own separate fund for Affordable Housing – this trust fund can be used to financially support homeowners with repairs and maintenance, blight remediation, or for those at risk of foreclosure.

Action 3.3: Engage and partner with land banks to ensure that foreclosed properties are sold and developed with the long-term interest of the community and surrounding property owners in mind. Land Banks are public authorities created to acquire, hold, manage, and develop tax foreclosed properties. Through a land bank, communities can make sure that tax-foreclosed properties are sold and developed with the community's vision and interests in mind.

The Lofts at Cargill Falls Mill



Implementation Table

Action	Lead Entity	Supporting Entity	Priority & Timeframe
Goal #1: Make improvements to Putnam's administrative systems to facilitate housing development and provide ease of access to resources			
Action 1.1 – Create a webpage as part of Putnam's main website that provides resources and links to information on housing in Town.	Town Administrator	Director of Community & Economic Development	High – Year 1
Action 1.2 – Designate a municipal official as an affordable housing “point person” who coordinates with other municipal staff to help implement Putnam's affordable housing goals.	Town Administrator	Town Staff	High - Year 1
Goal #2: Consider modifications to Zoning Regulations to promote housing opportunities and focus on existing housing quality			
Action 2.1 - Provide a high level of public and Commissioner education to ensure a broad understanding of tools and regulatory options available to encourage housing opportunity.	Director of Community & Economic Development	Town Attorney	High – Year 1-2
Action 2.2 - Actively consider regulatory changes such as reduction of minimum lot sizes, as-of-right duplex or multifamily options, allowing re-use of existing mill and dormitory structures for housing.	Zoning Commission	Planning Commission, Redevelopment Commission	Moderate – Year 2-3
Action 2.3 - Increase focus on enforcement of existing housing conditions appropriate blight, fire, health, and housing codes.	Town Administrator	Town Staff	Immediate and ongoing

Goal #3: Make town-wide commitments to furthering affordable housing options for residents.

Action 3.1 – Adopt an Inclusionary Zoning regulation per CGS Section 8-2i, including a Housing Trust Fund for new multifamily development

Zoning Commission

Town Administrator,
Director of Economic
& Community
Development

Moderate- Year 2

Action 3.2 - Create an Affordable Housing Trust Fund (independently or in conjunction with Inclusionary Zoning).

Town Administrator

Board of Selectmen

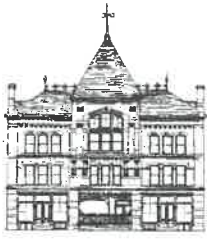
Moderate - Year 2-3

Action 3.3 - Engage and partner with land banks to ensure that foreclosed properties are sold and developed with the long-term interest of the community and surrounding property owners in mind.

Town Administrator

Director of Community &
Economic Development

Moderate – Years 2-3



Town of Killingly

Memorandum Community Development Office

TO: Carly DeLuca, Director of Economic and Community Development
Town of Putnam

FROM: Mary E. Bromm,  Community Development Administrator
Town of Killingly

DATE: July 5, 2023

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 nearly \$175,000 of the construction funding in the grant committed to projects.

Projects

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

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

PI14 – Phase II of this project is complete. 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 has been requalified. The inspector has been unable to reach the owner by phone. The project will be inspected in July.

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. Due to weather, the balance of the project will be completed in summer 2023.

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

20-04 – Single family property. The project was re-bid and bids were reviewed with the owners. During the bid review, the program found out the owners are pregnant with twins due in August. The property has lead-based paint. The program has contacted the lead inspector to inquire whether the project will need revisions based on the pregnancy. Contracts will be delayed until a determination.

20-05 – Single family property. The project is 100% complete. The project replaced a sump pump, installed windows, replaced the oil tank, sealed the foundation, and completed chimney repairs.

20-06 – Single family property. The project is 100% complete. The project replaced the heating system and bulkhead/stairs to the basement and lined the chimney. A second phase of the project will be needed to replace the sewer pipe – tree roots have grown into the line and is backing up the system. Bidding for Phase II is expected this summer.

20-07 – Two family property used as a single family. Bids were received and reviewed with the property owners. A contract signing will be scheduled in July.

20-08 – Single family property. Phase I was completed in January. Work included removal/replacement of solar panels, roof and gutter replacement. The lead hazard control bids have been received and reviewed with the homeowner. She is unable to contribute to the project and it exceeds the maximum grant amount by over \$10,000. The Program will request a funding waiver from the Department of Housing in order to complete the project.

20-09 – Three-family property. Two of three units are eligible and the owner has been given an award letter with financial conditions. A property inspection will be conducted in July; however, I am skeptical that this project will move forward.

20-10 – Single family property. The owner has been qualified and was inspected in April. Additional discussions with the property owner are needed before a work scope can be determined. A second property inspection will be necessary if this project moves forward.

20-11 – Single family property. Phase I work (new heating system, hot water, and smoke detectors) is 95% complete. The lead report has been received and Phase II work specifications (window replacement/lead hazard control) is currently being completed. Bidding for Phase II has been delayed until July due to scheduling conflicts.

20-12 – Single family property. Additional information has been requested from the owner before the application review can be completed.

20-13 – Two family property. The application has been reviewed. Additional information is required from both units. The property owners are most likely over income.

20-14 – Two family property – both owner units. Additional information is required from both units. The property owners are most likely over income.

It is possible that the program can be completed with the applications currently approved and on file; however, a homeowner meeting will be held in September to attract additional homeowners into the program.

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