

Town of Putnam	
Economic & Community Development Commission	
Conference Room #201	
Tuesday, September 12 th , 2023, 8:00 AM	
Join Zoom Meeting:	
https://us06web.zoom.us/j/87484188704?pwd=bWduMmE1WVBCQmZ4UkVpUDY2NWdrUT09	
Meeting ID: 874 8418 8704	
Passcode: 9B5826	
1. Roll Call	
2. Approval of Meeting Minutes*	
	i. August 15 th
3. Reporting of Expenditures	
4. New Business	
	i. Small Business Saturday
	ii. Adopt-a-Spot
	iii. EV Charging Stations
	iv. Farmers Market
5. Old Business	
	i. Business Retention Gifts
6. Updates	
	i. Ribbon Cuttings
	ii. Available Commercial Properties
	iii. Trade Name Certificates
7. Public Participation	
8. Adjournment*	

*Vote Required

Town of Putnam
Economic & Community Development Commission
Meeting Minutes
Conference Room 201
Tuesday, August 15, 2023, 8:30 am
Join Zoom Meeting:

<http://us06web.zoom.us/j/87923421395?pwd=cEpWT3QrNDVtRm5rejRyRmZidW1CZz09>

	Meeting opened at 8:38 am
1. Roll Call	Director Carly DeLuca, Chair Paul Grenier, Vice-Chair Lee Konicki, Commission member Doug Taylor, and Recording Secretary Jackie Lefevre. Absent: Commission members: Dawn Krasnecky and Ron Coderre.
2. Approval of Meeting Minutes*	June 13 th : Doug Taylor motioned to approve the minutes, as presented, seconded by Vice-Chair Konicki, motion approved.
3. Reporting of Expenditures	July 2023 expenditures were reviewed
4. New Business	i. Farmer's Market: WIFI is being researched to supply to the market. Director recently met with the Market Coordinator to review the market budget. A revised budget was created reflecting a raise in vendor fees for the 2024 season. Unfortunately, the Market Coordinator announced she will be leaving at the end of this season. ii. Community Garden: On Thursday, July 27th, from 5 to 6pm, a representative from Assawaga Farm, an organic farm located in Putnam, was invited to come in and share farming tips and growing information to Community Garden Members and the public. iii. Sustainable CT: Director has been working on this. It is a rating system for towns, whereby awards are bronze, silver and gold.
5. Old Business	
	i. Strategic Plan: The Strategic plan was reviewed. Results from the Downtown Survey, through CT Main Street program, were reviewed. Survey results assist in identifying strengths, weaknesses, etc of the Downtown Area; as well as assist in supporting the Strategic Plan. ii. Business Retention Gifts: Director ordered picture frames and is in the process of locating pictures to

	display in them. They will be given as gifts to the businesses who participate in surveys/interviews. iii. Fee- in-Lieu Grant Application: Director shared a local business paid a substantial fee due to disturbing wetlands. These fees go into a fund held through the Audubon Society. Land Use Agent Fitzback stated these funds can be applied to enhance, create, or restore wetland areas. Director applied for a grant to support the streambank stabilization project at Simonzi Park.
i. Updates	
	i. Ribbon Cuttings: 12th Dimension's ribbon cutting event went well. The Town Administrator attended the event for the Director. ii. Available Commercial Properties: an updated listing of local Commercial Properties in the packet was reviewed. The director wants to focus next on vacant properties. iii. Industrial Park Tours: The Director provided the listing of I-Park businesses toured. The majority of businesses are doing very well. Common complaint is they are having trouble finding and keeping employees. iv. Trade Name Certificates: There were none in the month of July.
v. Public Participation	None
vi. Adjournment*	Motion by Vice-Chair Konicki, seconded by Agency Member Taylor to adjourn, motion passed. Meeting adjourned at 9:17 am

Vote required*

TOWN OF PUTNAM

Account Purchase Order History Report

Criteria: Account Mask = 1005.41.4173.?????.?????

Fiscal Year: 2023 - 2024

Account Num	PO	Name of Vendor	PO Date	PO Status				
1005.41.4173.53010.00000			Purch. Prof. Services - Eco. Dev.		Budgeted	P.O. Amt	Expenditures	Encumbrance
BUDGETED AMOUNT.....					7,000.00			
20240204		Halloran & Sage LLP	08/02/2023	Open		2,000.00	.00	2,000.00
					Totals:	2,000.00	0.00	2,000.00
					Un-Expended Bal:	7,000.00	Budget Balance:	5,000.00
1005.41.4173.53500.00000			Business Retention Services - Eco. Dev.		Budgeted	P.O. Amt	Expenditures	Encumbrance
BUDGETED AMOUNT.....					1,400.00			
258	7/11/2023	Carly PCard Putnam Guides					\$105.32	
776	8/16/2023	Carly - PCard Amazon					\$63.78	
777	8/16/2023	Carly - Pcard Canva					\$33.00	
793	8/18/2023	Carly - PCard CVS Photo					\$95.50	
885	8/24/2023	Carly Deluca P-Card Amazon					\$37.14	
1009	9/1/2023	Darcy leLuca P-Card Dollar Tree					\$7.98	
20240209		Garden Gate Florist	08/02/2023	Open		150.00	30.00	120.00
20240300		Jacqueline A. Lefevre	08/22/2023	Closed		27.28	27.28	.00
					Totals:	177.28	400.00	120.00
					Un-Expended Bal:	1,000.00	Budget Balance:	880.00
1005.41.4173.55400.00000			Advertising - Eco. Dev.		Budgeted	P.O. Amt	Expenditures	Encumbrance
BUDGETED AMOUNT.....					1,500.00			
20240048		Jennerate LLC	07/10/2023	Closed		306.35	300.00	.00
					Totals:	306.35	300.00	0.00
					Un-Expended Bal:	1,200.00	Budget Balance:	1,200.00
1005.41.4173.55800.00000			Travel - Eco. Dev.		Budgeted	P.O. Amt	Expenditures	Encumbrance
BUDGETED AMOUNT.....					600.00			
20240221		Carly DeLuca	08/02/2023	Open		300.00	.00	300.00
					Totals:	300.00	0.00	300.00
					Un-Expended Bal:	600.00	Budget Balance:	300.00

TOWN OF PUTNAM

Account Purchase Order History Report

Criteria: Account Mask = 1005.41.4173.?????.?????

Fiscal Year: 2023 - 2024

Account Num	PO	Name of Vendor	PO Date	PO Status				
1005.41.4173.56010.00000		Office Supplies - Eco. Dev.			Budgeted	P.O. Amt	Expenditures	Encumbrance
		BUDGETED AMOUNT.....			600.00			
	20240180	Chase Graphics, Inc.	08/02/2023	Closed		175.00	171.50	.00
	20240187	W. B. Mason Company, Inc.	08/02/2023	Open		425.00	182.19	242.81
					Totals:	600.00	353.69	242.81
					Un-Expended Bal:	246.31	Budget Balance:	3.50
1005.41.4173.58100.00000		Dues & Fees - Eco. Dev.			Budgeted	P.O. Amt	Expenditures	Encumbrance
		BUDGETED AMOUNT.....			1,750.00			
	781	8/17/2023 Carly - PCard NE Chamber Comm					\$7.00	
	20240049	Connecticut Main St Center	07/10/2023	Closed		750.00	750.00	.00
	20240229	Connecticut Main St Center	08/07/2023	Void		750.00	.00	.00
					Totals:	1,500.00	757.00	0.00
					Un-Expended Bal:	993.00	Budget Balance:	993.00
					Totals:	12,850.00	4,883.63	1,810.69
								2,662.81
					End of Report			

Hi folks!

I hope you're doing well. I am reaching out to offer you a great business opportunity in Putnam! As you know, Small Business Saturdays have become increasingly more popular. This year's will fall on November 25th (always the day after Black Friday). I want to highlight the fantastic small businesses we have in town this year in conjunction with the PBA.

What does this mean for you? My department will be dedicating funds to support the endeavor: advertising (radio, print and digital), prizes, and QR codes. **All you need to do is participate to get FREE advertising!**

Advertising: We would like to include all participating businesses in promotional materials and spotlight a couple through radio advertisement. We plan to go on WINY, purchase ad times, print ads in the Town Crier, and boost Facebook posts. We will give preference to those who respond earliest to this email for advertising space. If you have some type of promotional deal you would like to run during this time, please let me know. It seems common practice that businesses run certain deals to incentivize shopping. You can see how the Norwich Chamber did this here: <https://www.norwichchamber.com/small-business-saturday.html> We will create a corresponding digital map with a distinction to those businesses offering promotional deals, so I encourage you to do so.

Prizes/QR Codes: We will also give all businesses a QR code that customers can scan after making a purchase. This will be helpful to collect metrics on the success of the advertising campaign, but also when scanning the code, customers will be prompted to give contact information to participate in a raffle. My department will provide gift cards to whatever small business the winners (2) choose at the \$50 and \$25 levels.

Please let me know your interest in participating or if you have any ideas to make this project even more successful!

Budget:

Advertising	
WINY Radio Spots	\$250
Town Crier	\$75
Facebook Boosts	\$150
QR Code	\$20
Map Printing	\$100
Drink Ticket Reimbursement	\$750
Gift Cards	\$75
Total	\$1,420



TOWN OF PUTNAM

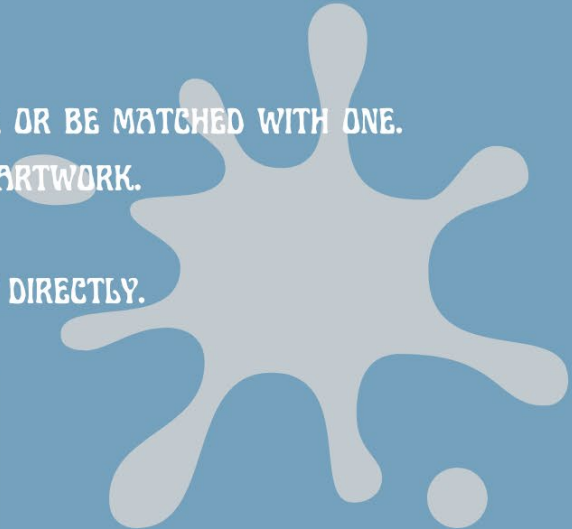
ADOPT-A-SPOT

HELLO MONTGOMERY WARD TENANT,

WITH YOUR LEASE AGREEMENT, YOU ARE DESIGNATED PARKING SPOTS. WE ARE OFFERING YOU THE OPPORTUNITY TO DECORATE THOSE SPOTS WITH FUNDS FROM THE TOWN! THE TOWN WILL PAY THE ARTIST DIRECTLY FOR THEIR WORK AND SUPPLIES. THIS PROGRAM IS MEANT TO CONTRIBUTE TO THE BEAUTIFICATION OF DOWNTOWN, BUT ALSO SERVE AS ADVERTISING WHEN YOU ARE NOT PARKED!

HOW WILL THIS WORK?

- FILL OUT THE ATTACHED FORM.
- YOU MAY PICK YOUR OWN ARTIST, OR BE MATCHED WITH ONE.
- SUBMIT A MOCK-UP DRAWING OF ARTWORK.
- PICK AN IMPLEMENTATION DATE.
- THE TOWN WILL PAY THE ARTIST DIRECTLY.



DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

TOWN OF PUTNAM

ADOPT-A-SPOT

BUSINESS NAME: _____

APPLICANT NAME: _____

UNIT #: _____

WOULD YOU LIKE TO PICK YOUR OWN ARTIST? _____

IF SO, WHO? _____

TERMS:

BY SIGNING THIS APPLICATION, I AGREE TO:

- REPAINT MY PARKING SPOT TWO YEARS FROM THE DATE OF THIS SIGNING.
- SUBMIT A DESIGN PLAN PRIOR TO IMPLEMENTATION FOR TOWN REVIEW.
- INDEMNIFY, DEFEND, AND HOLD HARMLESS THE TOWN OF PUTNAM FROM AND AGAINST ANY AND ALL LIABILITIES, CLAIMS, SUITS, AND CAUSES OF ACTION OF WHATEVER NATURE OR TYPE, AND ALL ATTORNEY FEES, COSTS, AND EXPENSES INCIDENTAL THERETO WHICH MAY ARISE OR IN ANY WAY BE CONNECTED DIRECTLY OR INDIRECTLY, WITH MY PARTICIPATION IN THE ADOPT-A-SPOT PROGRAM.
- HOLD THE TOWN OF PUTNAM HARMLESS FOR ANY LIABILITY OR LOSS WHATSOEVER.

NAME (PRINT): _____

SIGNATURE: _____ **DATE:** _____

You're Invited!



Ribbon
CUTTING

September 14th • 9 am

347 Kennedy Dr. Putnam, CT



Commercial Properties Available

Putnam, CT

Location	Listing Office	Listing Agent	SF/Acres	Sale Price	Lease
72 Canal Street	Bell Park/RE Max	Sean Sullivan	20,000 SF	\$ 1,250,000	
364 School Street	Bell Park/RE Max	Genevieve Botelho	34,060 SF	\$ 365,000	
47 Woodstock Avenue	Johnston & Associates	Ryan Lajoie	2,956.SF	\$ 329,900	
211 Kennedy Drive	REMAX Bell Park Realty	Dick Loomis	1500 SF		\$15 pr/sf
17 B Kennedy Drive	REMAX Bell Park Realty	Dick Loomis	5,800 SF		\$ 14 pr/sf
203-267 Kennedy Drive	J Corp. Realty, LLC		1,100 to 6,720 SF		\$12-\$15 triple net
26 Union Street	Kazantzis Real Estate, LLC	Androula Kazantzis	5,194SF	\$ 750,000	
4 Ridge Road	CR Premier Properties	Lisa L. Perry	850 SF		\$ 1,500 pr/mth
41A Grove Street	Berkshire Hathaway	Joseph S. Pempek	850 SF		\$ 1,100 pr/mth
148 Providence Street	CR Premier Properties	Victoria Beausoleil	1,700 SF		\$ 1,700 pr/mth
82-84 Providence Street	CR Premier Properties	Kerri Mullen	2,580 SF	\$ 475,000	
333 Pomfret Street	Real Broker CT, LLC	Anthony Chabot	8,062 SF	\$ 699,000	
0 Providence Pike	REMAX Bell Park Realty	Sean Sullivan	2.1 acres	\$ 265,000	
117 Providence Pike	REMAX Bell Park Realty	Dick Loomis	2 acres	\$ 1,200,000	
51 Pomfret Street	Real Broker CT, LLC	Anthony Chabot	12,000 SF	\$ 1,000,000	
182 Providence Street	William Raveis Real Estate	Donna Copeland	900 SF		\$ 500 pr/mth
124 Pomfret Street	Glickman, Karvago & Jacobs	Jeffrey Borus	16,050 SF	\$ 850,000	
63 School Street	Berkshire Hathaway	John M. Downs	2800 SF	\$ 299,000	
9 kennedy Drive	William Raveis Real Estate	Tina Lajoie	4.57 acres	\$ 350,000	
284 School St	1 Worcester Homes	Amy Therrien	3,400 SF	\$ 50,000	

**Businesses by
Trade Certificate Name
August 2023**

	Business Name	Owner/s	Email	Physical Business	Phone
2464	AZ Dental, PLLC dba Unique Dental of Putnam	Mooz Zanbarkji	mzanbarkji@gmail.com	64 Grove Street	860-928-4352
2464	AZ Dental, PLLC dba Unique Dental of Putnam	Yazan Abov Zakhem	yazanabozakhem@outlook.com	65 Grove Street	860-928-4352
Cancelled # 2422	Flawless Finish Spray Tan	Jill McCormick	jillbabe32@gmail.com	112 Main St. Unit 7	
Cancelled # 2422	Flawless Finish Spray Tan	Kayla Murphy		112 Main St. Unit 7	
Cancelled # 2292	SS28 Construction LLC	Shawn Barylski	info.sandsconstruction@gmail.com	111 Mantup Rd.	860-481-3693
2468	Xena Commercial Exhaust dba Gomez Limited	Jorge Gomez	jlgerio@hotmail.com	81 Green St. Gardener, MA	508-840-8669