

Town of Putnam	
Economic & Community Development Commission	
Conference Room #201	
Tuesday, November 14 th 8:30 AM	
Join Zoom Meeting https://us06web.zoom.us/j/81213912837?pwd=xtxkrog4vf1XsokdbgVypI3pFgveWn.1 Meeting ID: 812 1391 2837 Passcode: 1A5Wn0	
1. Roll Call	
2. Approval of Meeting Minutes*	
	i. October 10 th
3. Reporting of Expenditures	
4. New Business	
	i. Annual Schedule of Meetings*
	ii. Regular Office Hours
5. Old Business	i. Small Business Saturday – November 25 th
	ii. Farmer's Market
6. Updates	
	i. Available Commercial Properties
	ii. Trade Name Certificates
7. Public Participation	
8. Adjournment*	

*Vote Required

Town of Putnam
Economic & Community Development Commission
Meeting Minutes
Conference Room 201

Tuesday, October 10, 2023, 8:30 am

<http://us06web.zoom.us/j/85372502035?pwd=uoX5JDZ8abVF6wQzjrLbYRU3bpbkhV.1>

Meeting ID: 853 7250 2035

Passcode: 8k5y3z

	Meeting opened at 8:22 am
1. Roll Call	Director Carly DeLuca, Chair Paul Grenier, Commission members: Dawn Krasnecky, Doug Taylor, Land Use Agent Bruce Fitzback and Recording Secretary Jackie Lefevre. Mayor Seney and Blight Officer Bobrowski left the meeting. Absent: Commission member Mike Bogdanski and Vice-Chair Lee Konicki.
2. Approval of Meeting Minutes*	September 12th: Dawn motioned to approve the minutes, seconded by Doug, motion approved.
3. Reporting of Expenditures	September 2023 expenditures were reviewed
4. New Business	i. ECD Trust Fund Request: one of the large signs, originally part of the wayfinding signage project has been hit by a vehicle and badly damaged. A police report was filed. The location is across from Generations on Pomfret Street aka Rte. 44. A cost of \$ 2,886.54 was obtained to replace and install. Dawn motioned to use the ECD Trust Fund to replace and install the sign, seconded by Doug, motion passed. ii. Small Business Saturday: Putnam Business Association and the ECD office are collaborating to host a small business Saturday Downtown. Small business Saturday is always the Saturday after black Friday in November. PBA pledged one thousand dollars toward the event. ECD will take expenses out of the operating budget. iii. LL Bean: L.L. Bean will be in Putnam on December 19,2023. Permits are being finalized. Carly to reach out to Chubby Dog/Leona's bakery to discuss possibilities to set up in the parking lot near L.L. Bean providing coffee and pastry to patrons. iv. Farmer's Market: Two Market Coordinators to be hired for the 2024 season. An interview took place with a potentially interested applicant. The person will be job shadowing the current Market Coordinator this coming

	Saturday. Carly explained, ECD and Finance are reviewing market funds between 2014 and 2019.
5. Old Business	
	None
i. Updates	
	i. Ribbon Cuttings: None are scheduled. ii. Available Commercial Properties: an updated listing was provided in the packet. iii. Trade Name Certificates: September's list was provided.
iv. Public Participation	None
v. Adjournment*	Motion made by Doug to adjourn, seconded by Dawn, motion passed. Meeting adjourned at 8:38 am

Vote required*

TOWN OF PUTNAM

Account Purchase Order History Report

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

Fiscal Year: 2023 - 2024

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.....			5,000.00			
	20240358	Halloran & Sage LLP	08/29/2023	Open		2,000.00	980.50	1,019.50
	20240553	CT State Marshal Kathleen Doherty	10/11/2023	Closed		84.12	84.12	.00
		Totals:				2,084.12	1,064.62	1,019.50
		Un-Expended Bal:				3,935.38	Budget Balance:	2,915.88
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
	20240546	One Earth Environmental LLC	10/11/2023	Closed		3,900.00	3,900.00	.00
		Totals:				5,900.00	3,900.00	2,000.00
		Un-Expended Bal:				3,100.00	Budget Balance:	1,100.00
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	60.00	90.00
	20240300	Jacqueline A. Lefevre	08/22/2023	Closed		27.28	27.28	.00
	20240684	TBD	11/07/2023	Open		150.00	.00	150.00
		Totals:				327.28	430.00	240.00
		Un-Expended Bal:				970.00	Budget Balance:	730.00
1005.41.4173.55400.00000		Advertising - Eco. Dev.			Budgeted	P.O. Amt	Expenditures	Encumbrance
		BUDGETED AMOUNT.....			1,500.00			
	1793	10/14/2023 Carly DeLuca P-Card Elizabeth's Farmhouse					\$108.16	
	20240048	Jennerate LLC	07/10/2023	Closed		306.35	300.00	.00

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Account Num	PO	Name of Vendor	PO Date	PO Status			
	20240580	Putnam Town Crier	10/18/2023	Open	100.00	.00	100.00
	20240582	Shopper'S Guide	10/18/2023	Open	235.00	.00	235.00
	20240589	Jennerate LLC	10/18/2023	Open	150.00	.00	150.00
Totals:					791.35	408.16	485.00
Un-Expended Bal:					1,091.84	Budget Balance:	606.84
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
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
1005.41.4174.56010.00000	Office Supplies - Art Council				Budgeted	P.O. Amt	Expenditures Encumbrance
BUDGETED AMOUNT.....					200.00		
1063	9/6/2023	Carly DeLuca P-Card Amazon				\$29.76	
1803	10/18/2023	correct acct line				\$49.00	
	20240126	Chase Graphics, Inc.	07/25/2023	Closed	55.00	55.00	.00

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Account Num	PO	Name of Vendor	PO Date	PO Status				
					Totals:	55.00	133.76	0.00
					Un-Expended Bal:	66.24	Budget Balance:	66.24
1005.44.4499.58250.10140		Arts Council			Budgeted	P.O. Amt	Expenditures	Encumbrance
BUDGETED AMOUNT.....					.00			
1803	10/18/2023	correct acct line					(\$49.00)	
20240569		Chase Graphics, Inc.	10/18/2023	Closed		50.00	.00	.00
					Totals:	50.00	(49.00)	0.00
					Un-Expended Bal:	49.00	Budget Balance:	49.00
2872.41.4173.56100.00000		Arts Council Expenses			Budgeted	P.O. Amt	Expenditures	Encumbrance
BUDGETED AMOUNT.....					.00			
20240006		Stonebridge Press, Inc.	07/10/2023	Void		225.00	.00	.00
					Totals:	225.00	0.00	0.00
					Un-Expended Bal:	0.00	Budget Balance:	0.00
2877.00.0000.53016.00000		CDBG - HR Construction Services			Budgeted	P.O. Amt	Expenditures	Encumbrance
BUDGETED AMOUNT.....					.00			
20230708		Trim Out LLC	07/01/2023	Closed		13,675.45	.00	.00
20240591		Dynamic Engineering	10/18/2023	Closed		18,233.00	.00	.00
20240592		Dynamic Engineering	10/18/2023	Closed		11,020.00	11,020.00	.00
20240598		Dynamic Engineering	10/19/2023	Closed		18,233.00	18,233.00	.00
20240620		Dynamic Engineering	10/24/2023	Closed		540.00	540.00	.00
20240660		Dynamic Engineering	11/07/2023	Closed		12,956.50	12,956.50	.00
					Totals:	74,657.95	42,749.50	0.00
					Un-Expended Bal:	(42,749.50)	Budget Balance:	(42,749.50)
2877.00.0000.53100.00000		CDBG - HR Administration Services			Budgeted	P.O. Amt	Expenditures	Encumbrance
BUDGETED AMOUNT.....					.00			
20240602		Town Of Killingly	10/24/2023	Closed		1,992.00	1,992.00	.00

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Account Num	PO	Name of Vendor	PO Date	PO Status				
					Totals:	1,992.00	1,992.00	0.00
					Un-Expended Bal:	(1,992.00)	Budget Balance:	(1,992.00)
2877.00.0000.53300.00000		CDBG - HR Program Cost			Budgeted	P.O. Amt	Expenditures	Encumbrance
BUDGETED AMOUNT.....					.00			
20240602		Town Of Killingly	10/24/2023	Closed		18,173.00	18,173.00	.00
					Totals:	18,173.00	18,173.00	0.00
					Un-Expended Bal:	(18,173.00)	Budget Balance:	(18,173.00)
2880.41.4173.53010.00000		ECD Trust Fund Prof. Services			Budgeted	P.O. Amt	Expenditures	Encumbrance
BUDGETED AMOUNT.....					.00			
20240498		Graphics Unlimited	09/28/2023	Open		2,886.54	.00	2,886.54
20240622		Flanagan Associates	10/24/2023	Closed		3,600.00	3,600.00	.00
					Totals:	6,486.54	3,600.00	2,886.54
					Un-Expended Bal:	(3,600.00)	Budget Balance:	(6,486.54)
2883.41.4173.53900.00000		Misc. Expenses			Budgeted	P.O. Amt	Expenditures	Encumbrance
BUDGETED AMOUNT.....					.00			
605	7/27/2023	Carly - PCard - Aldi					\$3.53	
20240491		Albert H Libera	09/26/2023	Closed		20.00	20.00	.00
					Totals:	20.00	23.53	0.00
					Un-Expended Bal:	(23.53)	Budget Balance:	(23.53)
2883.41.4173.56290.00000		Comm. Garden Water/Sewer fees			Budgeted	P.O. Amt	Expenditures	Encumbrance
BUDGETED AMOUNT.....					.00			
20240501		WPCA	10/03/2023	Closed		104.33	104.33	.00
					Totals:	104.33	104.33	0.00
					Un-Expended Bal:	(104.33)	Budget Balance:	(104.33)

TO: CHRISTINE BRIGHT, TOWN CLERK
FROM: Jackie Lefevre, Admin. Assistant
SUBJECT: 2024 MEETING SCHEDULE
DATE: November 15, 2023

Please find below a list of the meeting dates for **Putnam Economic & Community Development**. The meetings will be held at the Putnam Municipal Complex, in Conference Room # 201 on the second Tuesday of every month at 8:30 a.m. on the following dates:

JANUARY 9th

FEBRUARY 13th

MARCH 12th

APRIL 9th

MAY 14th

JUNE 11th

JULY 9th

AUGUST 13th

SEPTEMBER 10th

OCTOBER 8th

NOVEMBER 12th

DECEMBER 10th

*indicate deviations from the normal schedule by placing * after the meeting date

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	\$ 995,000		
364 School Street	Bell Park/RE Max	Genevieve Botelho	34,060 SF	\$ 350,000		
47 Woodstock Avenue	Johnston & Associates	Ryan Lajoie	1562. 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	192 SF		\$ 500 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		
20 Mechanics Street	CR Premier Properties	Diane J. White	27,920 SF	\$ 650,000		
9 Kennedy Drive	William Raveis Real Estate	Tina Lajoie	4.57 acres	\$ 350,000		
214 Park Street	Kazantzis Real Estate, LLC	Androula Kazantzis	5.41 acres	\$ 350,000		

Last Updated: 11/06/23

Commercial Properties Available

Putnam, CT

[illegible]

**Businesses
by
Trade Name Certificate
October 2023**

Business Name	Owner/s	Email	Physical Business	Phone
Sutherland video Productions dba Sutherland Visual Media & Events	John & Virginia Sutherland	john@svpweb.com	253 Killingly Ave.	508-942-1633
Lashes by Laura, LLC dba Smoke n Mirrors Beauty Loft	Laura Jones	lashesbylaura2021@gmail.com	171 Providence St.	401-837-0051
Court's Lash Room	Courtney Miranda	courtmiranda@gmail.com	7 Providence Pike	860-377-3150
The Liv (Adult - use cannabis retailer)	Nerilee Modi	niralee52@gmail.com	97 Providence Pike	1-973-568-6809