

Town of Putnam	
Redevelopment Agency	
Meeting Agenda	
Conference Room #201	
Tuesday, November 14 th 2023, 8:00 AM	
Join Zoom Meeting:	
https://us06web.zoom.us/j/81213912837?pwd=xtxkrog4vf1XsokdbgVypl3pFgveWn.1	
Meeting ID: 812 1391 2837	
Passcode: 1A5Wn0	
1. Roll Call	
2. Approval of Meeting Minutes*	
	i. October 10, 2023*
3. Reporting of Expenditures	
4. New Business	i. Annual Schedule of Meetings*
	ii. EPA Community Wide Brownfield Assessment Grant
	iii. Regular Office Hours
5. Old Business	
	i.
6. Updates	
	i. CDBG Report
	i. Blight Officer
7. Public Participation	
8. Adjournment*	

*Vote Required

Town of Putnam
Redevelopment Agency
Meeting Minutes
Conference Room 201
Tuesday, October 10, 2023
Zoom Meeting

<http://us06web.zoom.us/j/85372502035?pwd=uox5JDZ8abVF6wQzjrLbYRU3bpbkhV.1>

Meeting ID: 853 7250 2035

Passcode: 8k5y3z

	Meeting opened at 8:03 am
1. Roll Call	PRA Director Carly DeLuca, Chair Paul Grenier, Agency members: Dawn Krasnecky, Doug Taylor and Administrative Assistant Jackie Lefevre. Mayor Seney, Blight Officer Tom Bobrowski and Land Use Agent Bruce Fitzback. Absent: Agency member Delia Fey and Vice-Chair Lee Konicki
2. Approval of Meeting Minutes*	September 12 th : Doug motioned to approve the minutes, as presented, seconded by Dawn, motioned approved.
3. Reporting of Expenditures	There were no expenditures for September
4. New Business	i. Brownfield Municipal Grant Program: An application was recently submitted. If awarded, the grant, for \$ 200,000., would support environmental assessments for 2 Furnace St and 51 Mechanics Street properties. ii. Blight Report: Blight Office Bobrowski presented his written report. Progress is being made- property owners are responding to letters and cleaning up their properties before fines are implemented.
5. Old Business	
	i. Belding Mill: Site walk, recently held, was well attended. Attendees included ECD Director DeLuca, Mayor Seney, the Developer and the Developer's environmental attorney, 2 project managers from the State of CT, State of CT Director of OBRD Binu Chandy, and consultant from One Earth Environmental.
i. Updates	
	i. CDBG Housing Rehab Program Report: September's report was reviewed. Director DeLuca mentioned some challenges to the program have recently been incurred. Carly made an announcement- She has submitted a letter of resignation, noting October 27, 2023 as her last day.
ii. Public Participation	None
iii. Adjournment*	Motion by Doug to adjourn, seconded by Dawn, motion passed. Meeting closed 8:21 am

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

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 Redevelopment Agency**. The meetings will be held at the Putnam Municipal Complex, in Conference Room # 201 on the second Tuesday of every month at 8:00 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



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

Blight Enforcement Activity Report

Report Prepared By: Tom Bobrowski

Department: Blight

Date of Report: November 14, 2023

Reporting Period: **October 4, 2023 through November 9, 2023**

Significant Efforts during Reporting Period:

- 75 total properties identified as being in violation; 68 initial notices sent to property owners; 50% of noticed properties/owners have voluntarily complied with notices & corrected the identified violation(s)
- 12 fine notices have been sent to unresponsive or uncooperative property owners. Of those, 4 fines have been paid & violation(s) corrected; 2 fines have either been put on hold or forgiven due to efforts. Remaining properties will receive second notice.
- Two identified properties have begun accumulating daily fines; on 11/13, a third property will also begin accumulating daily fines.

Spotlight Properties:

- Auction attempts at 48-50 Woodstock Avenue and 89-93 Mantup Road did not yield bidders. Properties will be bank owned shortly.
- Significant cleanup efforts will be scheduled at 48-50 Woodstock Avenue and 8-12 High Street. More updates to come.

Attachments:

- Before & after photos of two properties.

Respectfully,

Thomas Bobrowski
Blight Enforcement Officer
(860) 963-6800 Ext 109 (P)
thomas.bobrowski@putnamct.us



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

38 Park Street



Photo taken August 26, 2023



Photo taken October 16, 2023



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

399 School Street



Photo taken October 24, 2023



Photo taken November 8, 2023



Town of Killingly

Memorandum Community Development Office

TO: Jackie Lefevre, Department of Economic and Community Development
Town of Putnam

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

DATE: November 1, 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 \$325,000 of the construction funding in the grant (100%) committed to projects; however, the receipt of program income during the grant period plus monies that are expected within the week will require additional projects to be contracted. Program income monies must be expended before grant monies can be expended – drawing out the grant process.

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 successfully completed. Work included a new roof, including roof structural repairs and smoke detectors.

20-02 – Single family property. The project has been successfully completed. Work included roof and gutters replacement, house staining, installation of a new door, attic mold remediation and replace smoke/co2 detectors.

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 family is relocated. Asbestos shingle removal has been completed. New siding and exterior lead remediation is on-going.

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 is also complete. Phase II work replaced the sewer lateral to connect to the main line in the street.

20-07 – Two family property used as a single family. Contracts were executed on August 1, 2023; however, due to constant owner meddling, the project has been placed on hold. A revised scope of work has been proposed and accepted and the project will be rebid in November.

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. The request to exceed the \$35,000 maximum project cost has been approved. Contracts have been executed and work is currently being scheduled.

20-09 – Three-family property. Two of three units are eligible and the owner has been given an award letter with financial conditions. The owner has withdrawn her application due to insufficient financial resources.

20-10 – Single family property. The project has been contracted and the work is being scheduled. Work will include a new roof, gutters and smoke detectors.

20-11 – Single family property. Phase I work (new heating system, hot water, and smoke detectors) is 100% complete. Phase II work was nearing completion when it was discovered that a wall and portion of a roof were completely rotted. The owner's insurance company has denied the claim. A request to exceed the \$35,000 maximum project cost will be required.

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.

20-15 – Single family property. Property has been initially inspected and forwarded to the lead inspector for testing.

20-16 – Single family property. Property has been initially inspected. Based on the inspection, the owner lied on her application regarding the number of people living in the home. The application has been placed on hold indefinitely.

20-17 – Single family property. Property will be inspected in early November. The project has been forwarded to the lead inspector for testing.

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