

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

Tuesday, November 14, 2023, 8:30 am

<https://us06web.zoom.us/j/81213912837?pwd=xtxkrog4vf1XsokdbgVvpl3pFgveWn.1>

	Meeting opened at 8:30 am
1. Roll Call	Chair Paul Grenier, Commission members: Doug Taylor and Vice-Chair Lee Konicki. Administrative Assistant Jackie Lefevre. Town Administrator Elaine Sistare, Mayor Barney Seney, Land Use Agent Bruce Fitzback and Interim Director Delpha Very. Agency member Dawn Krasnecky left the meeting.
2. Approval of Meeting Minutes*	October 10th: Member Taylor motioned to approve the minutes, seconded by Vice-Chair Konicki, motion approved.
3. Reporting of Expenditures	October 2023 expenditures were reviewed.
4. New Business	i. Annual Schedule of Meetings*: Vice-Chair Konicki motioned to approve the schedule of meetings as presented, seconded by Member Taylor. ii. Regular Office Hours: The Interim Director announced she will have Wednesday office hours and attend some meetings.
5. Old Business	i. Small Business Saturday- November 25 th : a shared commitment between PBA and Putnam Economic Development each have an investment in the event and have split duties to prepare for it.
i. Updates	
	ii. Available Commercial Properties: an updated listing was provided and reviewed. iii. Trade Name Certificates: October's list was provided and reviewed.
iv. Public Participation	None In attendance to observe was Ms. Lisa Dalterio from the Town of Woodstock Economic Development Commission.
v. Adjournment*	Motion made by Vice-Chair Konicki to adjourn, seconded by Member Taylor, motion passed. Meeting adjourned at 9:01 am

Vote required*