

**Town of Putnam
Redevelopment Agency
Meeting Agenda**

Conference Room #201
Tuesday, February 13, 2024

Join Zoom Meeting

<https://us06web.zoom.us/j/86783158400?pwd=KxRRXsKaKKgfzaEiweYTB5qTiF5y4d.1>

Meeting ID: 867 8315 8400

Passcode: 9jzBKM

- a.) Call to Order:
- b.) Approval of Meeting Minutes of the Previous Meeting *
 - i. January 09, 2024 *
- c.) Communications:
- d.) New Business:
 - i. Appoint Secretary*
 - ii. Revised Small Business Revolving Loan Application*
 - iii. PRA By-laws
 - iv. FOIA Workshop March 21 @ 6PM
- e.) Reports of Officers and Committees:
 - i. Blight Officer Report
- f.) Old Business:
 - i. George Washington Memorial Trees*
- g.) Public Comments
- h.) Other:
 - i. Report of Expenditures:
 - ii. CDBG Report
- i.) Adjournment:

*Vote Required

**Town of Putnam
Redevelopment Agency**

Meeting Minutes
Conference Room #201
Tuesday, January 09th 8:00 AM

OWN CLERK - PUTNAM CT
[Signature]
2024 JAN 11 AM 9:33

Join Zoom Meeting:
<https://us06web.zoom.us/j/86993210390?pwd=CA6Zf7JuWRn8XYxD0fu5dGpMrvk18a.1>

Meeting ID: 869 9321 0390

Passcode: qhJm1F

	Meeting opened at 8:00 am
1. Roll Call	Chairman Paul Grenier, Vice Chairman Lee Konicki, New Director Mary Ann Chinatti, Consultant Delpha Very, Recording Secretary Jackie Lefevre; Agency Members: Doug Taylor, Dawn Krasnecky and Delia Fey. Land Use Agent Bruce Fitzback and Blight Officer Thom Bobrowski. Chair- Grenier stated agenda items are to be added under Old Business: #1 2020 Updated by-laws and # 2 Belding Mill Round 16. Vice-Chair Konicki motioned to add to Old Business # 1 2020 Updated by-laws and # 2 Belding Mill Round 16, seconded by Member Krasnecky, passed unanimously.
2. Approval of Meeting Minutes*	
	i. December 12 th : Vice-Chair Konicki motioned to approve the minutes, as presented, seconded by Member Taylor, motion approved.
3. Reporting of Expenditures	Expenditures: None for December
4. New Business	
	i. Introduction of New Director: Delpha introduced the New ECD Director Mary Ann Chinatti. Ms. Chinatti has a Planning and Zoning and Brownfields background. Ms. Chinatti has worked in municipal government since the 90's. ii. Election of Officers*: Chairman called upon nominations for Chair and Vice-Chair. Member Taylor nominated Vice-Chair Konicki as Chair; the current Chair stated with no other nomination for Chair, the nominations are closed and a vote by voice is required. All said "I", there were no nays, Lee Konicki is new Chair of the Redevelopment Agency for 2024. Vice-Chair Konicki nominated Doug Taylor as Vice-Chair and Member Taylor nominated Dawn Krasnecky as Vice-Chair. Vice-Chair Konicki rescinded his nomination of Doug Taylor. The Chair stated with no other nominations on the table, nominations are closed and a vote via voice is in order. All voted "I" for Dawn Krasnecky as Vice-Chair for Redevelopment Agency 2024, there were no nays. iii. Round 18 Brownfield Grant: Putnam Foundry Assessment Award: Director Chinatti attended an online kick-off meeting yesterday. The grant is for \$ 200,000 for environmental assessment of 2 Furnace St. and 20 Mechanics St. Financial Agreement anticipated this afternoon.
5. Old Business	i. 2020 Updated by-laws: By-laws haven't been updated since 1983 when Putnam was referred to as a city. Director Chinatti referenced February 2020 meeting minutes as the last mentioned/vote of the by-laws. A copy of the By- laws was distributed to each member. ii. Belding Mil Round 16: The Finance Agreement was signed in May 2023, to date nothing has been completed, mostly due to Developer lacking to present environmental documents. A meeting is scheduled for Wednesday, 1/10/24, at 1:30 with Ann Catino, Attorney with Halloran and Sage, Binu Chandi, St. of CT D.E.C.D; Director Chinatti;

		Attorney representing building owner; and Town Administrator Sistare. Updates to follow.
6. Updates	i. ii.	CDBG Report: the December 2023 report was reviewed. Blight Report: Blight Officer Bobrowski presented the Blight report and answered any questions.
iii. Public Participation		None
iv. Adjournment*		Member Taylor motioned to adjourn, seconded by Member Krasnecky, motion passed. Meeting Adjourned at 8:33 am

*Vote Required

OFFICE USE ONLY

APP. NO: _____

REC'D: _____

LOAN APPLICATION
PUTNAM REDEVELOPMENT AGENCY
REVOLVING LOAN FUND
(CONFIDENTIAL)

Loan Approved by:

REVOLVING LOAN PROGRAM REQUIREMENTS

The Town is interested in helping to finance investments by both existing companies and start-up enterprises. The Town of Putnam has administered regional and town revolving loan programs for several years. These programs are used to supplement conventional loan funds and equity investments.

The program loan interest rate is set at a maximum of 7% for a term of 7 years for equipment financing and working capital, but may extend to 15 years for real estate acquisition. Lower rates are available for shorter payback terms as determined by the Loan Committee.

Loan Security Requirements:

All loans are required to be backed by personal guarantees and appropriate security instruments consistent with the attached Policy on Collateral Loan Security.

Application Process Requirements:

In order to initiate a loan, applicants must submit the attached loan application and the following documents:

- 1). Business Plan (see below)
- 2). Business Financial Statements (last two years if already in business)
- 3). Income Tax Returns (last two years)
- 4). Personal Financial Statement(s)
- 5). Description of Equipment to be purchase, if any
- 6). Description of proposed collateral

All applicants must prepare and present a business plan with their application and to respond to questions about that plan. While the program does not require a specific format for such plans, the plan must be in writing and must include three years of financial projections and a marketing plan.

Once staff determines that a complete application is on file, a credit check will be completed and the full application package will then be referred to the Loan Committee. A meeting of the Loan Committee will be scheduled at which time the applicant is expected to present its business plan and respond to questions from the Committee. Final approval will be made by the Loan Committee.

I. APPLICANT

A. Legal Name and Address of Applicant

Phone: _____

Legal Name and Address of Principal(s) involved in the Applicant's business, (if different)

Phone: _____

Project Location (if different)

B. Business Organization:

_____ Corporation _____ Partnership _____ Sole Proprietorship

If Corporation, indicate Date and State of Incorporation:

_____ (Date) _____ (State)

Date Originally Established: _____

Internal Revenue Service Employer Identification Number: _____

C. Stockholders (if Corporation) or Partners (if Partnership) or Owner (if sole proprietorship):

<u>Name</u>	<u>S.S.N.</u>	<u>%</u>	<u>Home Address</u>	<u>Date/Place of Birth</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- D.** If Applicant's business already exists, attach business financial statements and profit and loss statements for the last two (2) fiscal year ends and financial statement and profit and loss statements for the latest completed fiscal quarter (attach exhibit). If Applicant's Business is a startup or has operated less than two (2) years, attach copies of Principal(s) last two federal income tax returns.

NOTE: Each Principal involved in the Applicant's business must answer the next three questions correctly. A conviction record will not necessarily disqualify the Applicant; however an incorrect answer will probably cause the applicant to be turned down.

- D.** Are you presently under indictment or on parole or probation?
() Yes () No

If yes, furnish details on a separate exhibit, including applicable names(s).

- E. Have you ever been charged with or convicted for any criminal offense other than a minor motor vehicle violation?

() Yes () No

If yes, furnish details on a separate exhibit. List name(s) under which convicted, if applicable.

- F. Are you currently debarred or suspended from receiving or utilizing HUD funds?

() Yes () No

- G. Name and Address of Applicant's Principal Bank(s) of Account:

1. _____

Person to Contact: _____

2. _____

Person to Contact: _____

- H. Has any principal, officer or partner involved with the Applicant been through or is currently involved in Bankruptcy, Receivership or Compromise Settlement?

() Yes () No

If yes, give details: _____

II. PROPOSED PROJECT

- A. Please provide a brief description of the project proposed in this Application:

- B. Attach a brief summary of the Business Plan which correlates to the Project proposed in this Application.

III. FUNDING

A. Total Project Cost (include only costs to be funded by the proposed loan; if there are additional costs to be funded from other sources, please attach a description of those and their expected funding sources):

\$ _____

B. Use of Proceeds if Used to Acquire Real Estate:

COST OF EXISTING BUILDING..... \$ _____

LAND IMPROVEMENTS

Acquisition..... \$ _____

Site Work..... \$ _____

Other..... \$ _____

TOTAL LAND COSTS..... \$ _____

BUILDING:

Structural..... \$ _____

Electrical..... \$ _____

Plumbing..... \$ _____

Carpentry..... \$ _____

Interior Finish..... \$ _____

Other..... \$ _____

TOTAL BUILDING COSTS..... \$ _____

INTERIM FINANCING (if any):

Interest _____ Months _____ @ _____ %

On \$..... \$ _____

Taxes (Pro-Rated)..... \$ _____

Insurance (Pro-Rated)..... \$ _____

Financing Expense..... \$ _____

Title and Recording..... \$ _____

TOTAL FOR INTERIM FINANCING... \$ _____

TOTAL LAND, BUILDING & INTERIM

FINANCING..... \$ _____

C. Use of Proceeds if Used to Acquire Other than Real Estate:

Capital Equipment..... \$ _____

Inventory..... \$ _____

Working Capital..... \$ _____

Lease Hold Improvements..... \$ _____

Other..... \$ _____

TOTAL..... \$ _____

D. Total Amount of Financing Requested:

\$ _____

E. Participation financing from all sources: (Attach letters of intent):

1. Source: _____
Amount: \$ _____
Terms: _____ Rate: _____
2. Source: _____
Amount: \$ _____
Terms: _____ Rate: _____

F. Amount and Source, if any, of funds which the Applicant will contribute as its Equity Contribution to the Project (personal savings, sale of assets, loan from family member, etc. of Principal(s) or Shareholder(s)

G. Proposed Collateral - Please attach a description of collateral (equipment, real estate, or other property) proposed to secure the repayment of the requested loan.

FAIR LENDING: In its evaluation of proposed collateral, the Putnam Redevelopment Agency shall apply the same review standards for all applicants and shall not discriminate against or treat loan applicants differently based upon the applicant's race or color, religion, national origin, sex, marital or familial status, age, handicap, public assistance status or the good faith exercise of any rights under the Consumer Credit Protection Act, nor the neighborhood characteristics or location of any proposed real property collateral.

IV. OTHER PROVISIONS

CERTIFICATION

It is hereby represented that to the best of my and belief no information or data contained herein or in the exhibits or attachments are in any way false or incorrect. The undersigned agrees that the banks, persons, firms and corporations before mentioned are hereby authorized to give the Putnam Redevelopment Agency any and all information in connection with the matters herein referred to. In addition, the undersigned agrees that the funds provided as a result of this loan application will be utilized exclusively for the purposes approved as represented in this application, as may be amended, and that none of the funds will be used for refinancing.

NON DISCRIMINATION CLAUSE

The Applicant agrees and warrants that in performance of this contract it will not discriminate or permit discrimination against any person or group of persons without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town.

APPLICATION FOR CREDIT

I/We authorize you to obtain any information required concerning the verification of the Applicant(s) statement from any source whatsoever. I/We understand this application is your property and shall remain your property whether the credit is granted or not. The Putnam Redevelopment Agency and other credit sources are authorized to exchange credit information relative to this application. You are also authorized to update credit and any other information that you consider necessary as long as I/we owe you money.

I/We certify that there are no other loans or obligations, except as specifically listed on this application, for which we are liable. I/We have answered all the questions in the applicant statement. I/we understand if the questions are not completed, you may deny this credit request. The answers were made by me/us or by my/our dictation, and they are true and complete. I/we understand that any willful misrepresentation of information provided in my/our applicant statement could result in fine and/or imprisonment under the provisions of the U.S. Criminal Code.

I/We acknowledge receipt of the Equal Credit Opportunity Act Notice which says: "The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. In the event credit is denied, I/we understand the Agency will furnish a statement of why the request was not granted.

My/Our signature(s) below acknowledge that I/we have read, or have been read to, and understand this notice.

Date

Signature/Title

Date

Signature/Title

Policy on Collateral Loan Security for Small Business Loans Issued by the Putnam Redevelopment Agency

Objective:

To secure the repayment of small business loans in default through personal guarantees and the pledge of accessible collateral sufficient to recover loan value.

Policy Requirements:

1. Pledge of Collateral: The Putnam Redevelopment Agency shall use its best efforts to cover loan value with a combination of accessible project collateral and non-project secondary collateral and require documentation prior to the approval of any small business loan. The Putnam Redevelopment Agency shall require the unconditional personal guarantee of all shareholders with an interest of 20% or more in a corporate borrower, the personal guarantees of all members of an LLC borrower, or the personal guarantees of all owners of the company. Personal guarantees may be required to be further secured with appropriate assets of the individual guarantors.

2. Value of Collateral: The Putnam Redevelopment Agency shall require verifiable documentation of the value of all proposed collateral. Asset value shall be calculated based upon up to 75-80% of the appraised value of real estate, up to 90-95% of the documented acquisition cost of equipment, if new, or 70-75% if used and appraised at values corresponding with their remaining life expectancy; or good and sufficient value reasonably expected to be recovered upon auction or forced sale given the age, condition and market for such assets.

3. Provision of Information: Loan applicants shall be required to provide sufficient information at the time of application to allow the Agency to evaluate proposed collateral and confirm legal title, including the following:

For all loans: name and address of all collateral lien holders, current lien balance and monthly payment on all liens, rate of interest and maturity date on all liens, amount and maturity date of any balloon payments due on any liens, year acquired, original cost, current market value (the Putnam Redevelopment Agency may require an independent appraisal verifying such value).

For real estate: address, photograph(s) of property, description of present condition, description of any improvements to be made with loan proceeds or otherwise planned by the property owner(s), copy of deed(s), full title search on real property to be acquired with loan proceeds and on any real property to be used as collateral in the case of loans exceeding \$35,000, or a title up-date from current owner's date of acquisition for any real property to be used as collateral in the case of loans at or below \$35,000.

For personal property, including equipment: manufacturer or make, model, year of manufacture, serial number or other identifying information, description of present condition, and copies of any UCC Statement filed or recorded in any jurisdiction with respect to proposed collateral.

Reporting: Borrowers shall be required to notify the Putnam Redevelopment Agency of any change in the condition of or availability of any pledged collateral within 30 days of change, including the filing or recording of any UCC Statement.

4. Lien Positions: Agency loans shall be secured by a lien position on project collateral acquired with loan proceeds; such liens shall be at the highest level of priority which can be established within the borrower's ability to raise debt and equity capital for the project. The Putnam Redevelopment Agency may subordinate its security interest up to a third lien position on project collateral to commercial lenders providing project funding, provided that security interests in secondary non-project collateral have been established to recover loan value.

5. Recording of Security Interests: The Putnam Redevelopment Agency shall require the recording of security interests in all collateral offered to secure the loan, including deeds and UCC Statements. In those instances where there is insufficient fixed asset project collateral to secure the loan, the Putnam Redevelopment Agency shall require the recording of security interests in secondary non-project collateral available to cover the value of the loan, including other business assets of the borrower, inventory, receivables, patents and copyrights, leasehold improvements, assignment of leases & life insurance, corporate guarantees, investment instruments, and real estate.



PUTNAM REDEVELOPMENT AGENCY

SMALL BUSINESS LOAN APPLICATION

The Loan Committee will review your application to determine an appropriate loan amount, term and interest rate.

Terms:

The small business program loan interest rate is set at a maximum of 7% for a term of 7 years for capital improvements. Lower rates are available for shorter payback terms as determined by the Loan Committee.

The maximum loan amount is 15% of the business's annual revenue.

Loan Security Requirements:

All loans are required to be backed by personal guarantees and appropriate security instruments consistent with the attached Policy on Collateral Loan Security.

Application Attachments:

1. Business Financial Statements (Year to Date, Profit/Loss, and Balance Sheet)
2. Income Tax Returns (last two years)
3. Personal Financial Statement(s)
4. Description of Proposed Collateral
5. Proof of Entity

Please submit your full application with all attachments in a sealed envelope to the Putnam Redevelopment Agency at the Putnam Municipal Complex. Once a complete application is filed, a credit check will occur.

The applicant will be expected to appear before the Loan Committee and Redevelopment Agency to answer questions. A final decision will be made by the Loan Committee.

I. BACKGROUND

Legal Name of Applicant:	
Applicant Address:	
Phone Number:	Email:

<i>If you are completing a joint application:</i>	
Legal Name of Applicant:	
Applicant Address:	
Phone Number:	Email:

Legal Name of Business:	
Business Address:	
Phone Number:	Email:

Date Originally Established:
Federal Employer Identification Number:

Business Organization:			
Corporation	Partnership	Sole Proprietorship	LLC (Limited Liability Company)

<i>If you have partners:</i>			
Name:	SSN:	%	Address:

II. LEGAL

Are you presently under indictment or on parole or probation?	Yes	No
Have you ever been charged with or convicted for any criminal offense other than a minor motor vehicle violation?	Yes	No
Are you currently in or subject to any lawsuits?	Yes	No
Do you have any an outstanding balance with the IRS or are on a payment plan?	Yes	No
Has any principal, officer, or partner involved with the Applicant been through or is currently involved in bankruptcy, receivership, or compromise settlement?	Yes	No
If the answer is yes to any of the above questions, please explain in an attachment.		

III. FINANCES

Name of Bank of Account:
Address:
Contact Person:

Name of Bank of Account:
Address:
Contact Person:

Name of Bank of Account:
Address:
Contact Person:

IV. FUNDING REQUEST

Total Project Cost	\$
Requested Funding Amount	\$

Proposed Collateral
Please attach a description of collateral proposed to secure the repayment of the requested loan.

V. PROPOSED CAPITAL IMPROVEMENT

A brief description of the proposed project:	
An executive summary of your business:	

FAIR LENDING PRACTICES:

In its evaluation of proposed collateral, the Putnam Redevelopment Agency shall apply the same review standards for all applicants and shall not discriminate against or treat loan applicants differently based upon the applicant's race or color, religion, national origin, sex, marital or familial status, age, handicap, public assistance status or the good faith exercise of any rights under the Consumer Credit Protection Act, nor the neighborhood characteristics or location of any proposed real property collateral.

OTHER PROVISIONS CERTIFICATION:

It is hereby represented that to the best of my belief no information or data contained herein or in the exhibits or attachments are in any way false or incorrect. The undersigned agrees that the banks, persons, firms, and corporations before mentioned are hereby authorized to give the Putnam Redevelopment Agency any and all information in connection with the matters herein referred to. In addition, the undersigned agrees that the funds provided as a result of this loan application will be utilized exclusively for the purposes approved as represented in this application, as may be amended, and that none of the funds will be used for refinancing other indebtedness of the Applicant or any of its principals.

NON-DISCRIMINATION CLAUSE

The Applicant agrees and warrants that it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, age, sex, marital status, physical handicap, national origin, political belief, mental retardation, and history of mental disorder, unless it is shown by such company or contractor that the physical or mental disability prevents performance of the work involved.

APPLICATION FOR CREDIT

I/We authorize you to obtain any information required concerning the verification of the Applicant(s) statement from any source whatsoever. I/We understand this application is your property and shall remain your property whether the credit is granted or not. The Putnam Redevelopment Agency and other credit sources are authorized to exchange credit information relative to this application. You are also authorized to update credit and any other information that you consider necessary as long as I/we owe you money.

I/We certify that there are no other loans or obligations, except as specifically listed on this application, for which we are liable. I/we have answered all the questions in the applicant statement. I/we understand if the questions are not completed, you may deny this credit request. The answers were made by me/us or by my/our dictation, and they are true and complete. I/we understand that any willful misrepresentation of information provided in my/our applicant statement could result in fine and/or imprisonment under the provisions of the U.S. Criminal Code.

I/We acknowledge receipt of the Equal Credit Opportunity Act Notice which says: "The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. In the event credit is denied, I/we understand the Agency will furnish a statement of why the request was not granted.

My/Our signature(s) below acknowledge that I/we have read, or have been read to, and understand this notice.

Signature

Title

Date

Signature

Title

Date

Policy on Collateral Loan Security for Small Business Loans Issued by the Putnam Redevelopment Agency

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Policy Requirements:

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2. **Value of Collateral:** The Putnam Redevelopment Agency shall require verifiable documentation of the value of all proposed collateral. Asset value shall be calculated based upon up to 80-85% of the documented acquisition cost of equipment, if new, or 70-75% if used and appraised at values corresponding with their remaining life expectancy; or good and sufficient value reasonably expected to be recovered upon auction or forced sale given the age, condition and market for such assets.
3. **Provision of Information:** Loan applicants shall be required to provide sufficient information at the time of application to allow the Agency to evaluate proposed collateral and confirm legal title, including the following:

For all loans: name and address of all collateral lien holders, current lien balance and monthly payment on all liens, rate of interest and maturity date on all liens, amount, and maturity date of any balloon payments due on any liens, year acquired, original cost, current market value (the Putnam Redevelopment Agency may require an independent appraisal verifying such value).
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For personal property, including equipment: manufacturer or make, model, year of manufacture, serial number or other identifying information, description of present condition, and copies of any UCC Statement filed or recorded in any jurisdiction with respect to proposed collateral.

Reporting: Borrowers shall be required to notify the Putnam Redevelopment Agency of any change in the condition of or availability of any pledged collateral within 30 days of change, including the filing or recording of any UCC Statement, or any change in the name or location of the Borrower.
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4. **Lien Positions:** Agency loans shall be secured by a lien position on project collateral acquired with loan proceeds; such liens shall be at the highest level of priority which can be established within the borrower's ability to raise debt and equity capital for the project. The Putnam Redevelopment Agency may subordinate its security interest up to a third lien position on project collateral to commercial lenders providing project funding, provided that security interests in secondary non-project collateral have been established to recover loan value.
5. **Recording of Security Interests:** The Putnam Redevelopment Agency shall require the recording of security interests in all collateral offered to secure the loan, including deeds and UCC Statements. In those instances where there is insufficient fixed asset project collateral to secure the loan, the Putnam Redevelopment Agency shall require title recording of security interests in secondary non-project collateral available to cover the value of the loan, including other business assets of the borrower, inventory, receivables, patents and copyrights, leasehold improvements, assignment of leases & life insurance, corporate guarantees, investment instruments, and real estate.

BYLAWS

Article I - The Agency

Section 1. Name of Agency shall be known as the "Putnam Redevelopment Agency".

Section 2. Office of Agency. The office of the Agency shall be at the Municipal Building Complex, Putnam, Connecticut.

Article II - Members and Officers

Section 1. Members. The regular members shall be five (5) in number, with the Mayor as a member ex-officio without the power to vote. The regular members shall consist of electors appointed by the Mayor with the advice and consent of the Board of Selectmen.

Section 2. Officers. The officers of the Agency shall be a Chairman, a Vice Chairman and a Secretary.

Section 3. Chairman. The Chairman shall preside at all meetings and hearings of the Agency and shall have the duties normally conferred by parliamentary usage on such officers. The Chairman shall sign all instruments as approved by the Agency.

Section 4. Vice-Chairman. The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and, in the case of resignation or death of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the Agency shall select a new Chairman.

Section 5. Secretary. The Secretary shall keep the records of the Agency, shall act as Secretary of the meetings of the Agency and record all votes, shall keep a record of the proceedings of the Agency in a journal of proceedings to be kept for such purposes and shall perform all duties incidental to this office. The Agency may delegate the duties of the Secretary to members of Agency staff.

Section 6. Additional Personnel. The personnel of the Redevelopment Agency will serve as staff for the Agency. Staff, subject to the direction of the Agency, shall have general supervision over the administration of the Agency's business and management of its affairs within the limits of funds available for its use. The Agency may employ such other officers, agents, technical consultants, legal counsel and employees as it requires.

Section 7. Committees. Special committees may be appointed by the Chairman for terms and purposes of which the Agency approves.

Section 8. Public Relations. Either the Chairman or a duly appointed Agency member or a staff member may act as public relations director for the Agency.

Article III - Election of Officers

Section 1. Unless postponed to a later meeting, the Chairman and Vice-Chairman shall be elected annually, at the regularly scheduled January meeting of the Agency from among the Agency, and shall hold office for one year or until their successors are elected and qualified.

Section 2. Unless postponed to a later meeting, the office of Secretary shall be appointed by the Agency at the regular scheduled January meeting.

Section 3. Should the office of Chairman or Vice-Chairman become vacant, the Agency shall elect a successor from its membership at a regular or special meeting and such election shall be for the unexpired terms of said office.

Article IV - Meetings

Section 1. Regular Meetings. The regular meetings will be on the 2nd Tuesday of each month at 8:00 am in the Municipal Building Complex. Staff shall notify the membership of regular meetings not less than forty-eight (48) hours in advance of such meeting. Rescheduled meetings may be called and noticed in accordance with requirements of the Freedom of Information Act.

Section 2. Three (3) members of the Agency shall constitute a quorum and the number of votes necessary to transact business shall be a majority of Agency members at a meeting.

Section 3. Special Meetings. The Chairman of the Agency may, when he deems it expedient, call a special meeting of the Agency. Not less than forty-eight (48) hours notification of such meeting shall be given to each member of the Agency. Unless otherwise specified in the notice of special meeting, such meeting shall be held at the place of regularly scheduled meetings.

Section 4. All Agency members shall be open to the public when in session unless the members vote to go into Executive Session.

Section 5. Order of Business. The regular meeting of the Agency, unless otherwise determined by the Chairman shall be:

- a) Call to Order
- b) Approval of the Minutes of the Previous Meeting
- c) Communications
- d) New Business
- e) Reports of Officers and Committees
- f) Old Business
- g) Public Comments
- h) Other
- i) Adjournment

No new business submitted for action by the Agency shall be acted upon unless it is submitted in writing to the Chairman or the Director not less than three (3) business days prior to a regular meeting date. Provisions of this Section may be waived by unanimous vote of the members present.

Article V - Public Hearings

Section 1. The Agency may hold public hearings when it decides that such hearings will be in the public interest; or, that such hearings are prescribed by law.

Section 2. A stenographer shall take the evidence or the evidence shall be recorded by sound recording device at each hearing for the Agency in which the right to appeal lies to the Superior Court. Proceedings of the hearings shall be incorporated into the Minutes Book of the Agency to be a permanent part of that record.

Section 3. The Chairman of the Agency shall preside at the public hearing. In the event of his absence, the Vice-Chairman or a duly appointed Agency member, shall act as presiding officer. A summary of the question or issue may be stated by the presiding officer at the opening of the public hearing. Comments shall be limited to the subject advertised for hearing.

Article VI - Amendments

Amendments to by-laws of the Agency shall be adopted only with the approval of at least three members of the Agency at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days written notice thereof has previously been given to all members of the Agency.

Approved at the February 11, 2020 Meeting



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: February 7, 2024

Reporting Period: **January 2, 2024 through February 7, 2024**

Efforts during Reporting Period:

- 99 total properties identified as being in violation; 89 initial notices sent to property owners; 66% of noticed properties/owners have complied with notices & corrected the identified violation(s); 23 properties with active efforts.
- 23 fine notices have been sent to unresponsive or uncooperative property owners. Of those, 1 fines have been paid & violation(s) either corrected or additional time given; 5 fines have either been put on hold or forgiven due to efforts. Town Attorney will be filing Assessment paperwork on three properties to prepare for tax sale.
- Three identified properties continue to accumulate daily fines.

Spotlight Properties:

- 89-93 Mantup Road has been cleaned up sufficiently to cease efforts. Collection efforts regarding the accumulated fines have begun.
- Continued efforts on three main properties accumulating daily fines (55 Providence Street, 48-50 Woodstock Avenue and 29 Sunset Avenue.
- 118 & 120 Pomfret Street will be listed for sale by CR Premier Properties.

Respectfully,

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

SUDDENLY HEART ATTACK

GEO. WASHINGTON MEMORIAL TREES

STYLES IN SHAWLS FROM THEN TO NOW

John Was Sitting on
Waiting For His Taxi
When Stricken

Will Be Set Out Along State
Highways in Beautification
Project

D.A.R. Pageant Proves Novel
Entertainment of Costumes
and Varying Modes

and Drops Dead in His
Home

How Individuals, Clubs and Associ-
ations Can Help

Shawls First Worn in 1503 in
Kashmir, India

and this occurred in
in about twenty-four
other, one Friday, the
y evening. Both were
nurses, Samuel Michon,
sitting on a bench in
street store waiting
bank Leonard or Miner,
his home, 50 school
ay night.

The State Highway Development
Service, under the direction of
Luther M. Keith of Putnam, cooper-
ating with the Connecticut State
Forest and Park Association, has
developed a project to plant shade
trees along stretches of Connecticut
highways in memory of George
Washington. The stretches where
such trees are needed will be desig-
nated as George Washington Memorial
Tree Sites.

The regular meeting of the Eliza-
beth Porter Putnam Chapter D. A.
R., was held Monday afternoon at
6 o'clock. After the business meet-
ing a "Pageant of Shawls" was given
under the direction of Miss Hannan
Pease, Miss Jane Haines and Miss
Eleanor Carpenter. Members brought
shawls of all descriptions to place
on exhibition.

his home, 19 Battey
box in hand, Friday
to work on the night
in Ballouville. As was
entered a Providence
wait for a taxi. He
bench with his lunch-
le. When the taxi ar-
panions called to him,
e forward and it was
id fallen asleep. When
aken one of the men
went up to him. They
dy cold. A physician
led. When he arrived

On these designated sites will be
planted trees donated by individuals,
clubs and associations. To each one
who presents a tree will be given
a number corresponding to that on
the tree assigned to him. A perma-
nent record of trees and donors
will be kept by the Connecticut For-
est and Park Association and by
the American Tree Association.

Miss Abbie Keith gave an inter-
esting talk on "Shawls" and intro-
duced members in costume. She said
the shawl as an article of wearing
apparel has been used in various
forms under various names nearly
all over the world. The name comes
from the Persian word "Shal."

n in Canada

How Planted

Wearing mantle and shawl, as we
know it, traces its ancestry to the
province of Northern India called
"Kashmir." The Kashmir shawl dates
as early as 1503-30. It is said that
the shawl was made popular in west-
ern Europe and America by Napo-
leon giving beautiful shawls to Jos-
ephine.

was born in St. Ma-
a, February 8, 1869,
nd Mrs. Francois Mi-
ears of his life had
Putnam. He leaves a
step-son, Frank Moore
following a funeral a
equiem mass was cele-
Mary's church Monday
wed by burial in St.
ery.

It is not feasible to allow the don-
ors to actually deliver and plant the
trees. This will be done under the
bureau of roadside development of
the State Highway Department,
which will pay the cost incident to
planting. Trees will be carefully se-
lected and experts will determine
the kind of tree best suited to the
location. If a tree fails to live the
first year it will be replaced by the
bureau.

Appear in Europe

had been out of the
ay. He returned dur-
ng. While sitting in a
lenly slumped forward
e floor dead. He was
e Falls, N. Y., August
of Mr. and Mrs. Azar-
e had lived in Putnam
nd was for some years
he beef house of Brad-
leaves a wife and eight
funeral at the home
ay a requiem mass at
ather Normand in St.
h. Tuesday morning
St. Mary's cemetery
were caused by heart

For each \$5 sent to the Connecti-
cut Forest and Park Association
one tree will be purchased and
planted for the donor along a state
highway. The location and identifica-
tion of the tree will be sent to the
donor after it is planted. To secure
the best results requests for trees
must reach the association by May
1, 1932.

Early in the 1800's imitations of
the Kashmir shawl began to appear
in Europe, especially at Paisley in
Scotland. Highland plaid is a kind
of shawl. Its designs were copied in
shawls and given the name "plaid."

Farm Families Can Combat Conditions

Suggestions by County Directors for
Conserving Anticipated Reduced
Cash Income During 1932.—All
Members Can Help

During the exhibition the Paisley
shawls were worn by Miss Ellen M
Wheelock, Mrs. Butler, Miss An-
drews, Miss Edith Kent and Mrs.
George Clark. Scotch airs were play-
ed by Miss Lucy Farrows.

Scotch plaid shawls were worn by
Mrs. William H. Mansfield Jr., while
Miss Corrine Wilson sang "The
Bluebells of Scotland." All black
shawls were shown next by Mrs.
Walter Rich, representing the Irish.
Miss Wilson singing "Mother Ma
Crae." Other representations were,
Spanish shawl and costume, Miss
Ruth Bradley, who gave a Spanish
dance, Miss Irene Bruce at the piano.

When the Spanish came to Amer-
ica 350 years ago they found the art
of shawl wearing well advanced
among the Pueblo and Navahoe In-
dians. The Indians used the cotton
fiber of Yucca and animal hair to

The Bugbe

ESTABLISHED 1888

DEPAI

Spring

Saturday



Spring
A Dazzling,
PRESENTING THE
FOR SPRING

Kellogg's Corn Flakes 3 pkgs. 19c
Potatoes—fancy Woodstock kind pk. 17c
Libby's Cooked Ox Tongue 1½-lb. size 75c
 This is a remarkably good value—reg. \$1.25 values.

SOAPS and CLEANSERS

P.&G. Soap bar 3c

Fairy Soap 5 bars 19c

Gold Dust lg. pkg. 19c

Babo 2 cans 25c

Brillo lg. pkg. 21c

LAUNDRY SUPPLIES

Ammonia qt. 19c

Argo Gloss Starch 3 pkgs. 25c

Bleach Water 2 lg. bottles 25c

Bluing 8-oz. bot. 10c

Tasty-Malt

Delicious healthful drink

A Rugby Ball Free with Every Purchase

FISH FOR FRIDAY

Fresh Swordfish—Fillet of Haddock

Putnam Patriot

Sept. 15, 1932

D.A.R. PILGRIMAGE

Preceding the annual chapter pilgrimage on September 29, Elizabeth Porter Putnam Chapter, D. A. R., will plant a Norway maple with appropriate ceremonies on upper School street. The tree planting is an observance of the Washington bi-centennial. The exercises will be at 11 in the morning, with brief talks by Miss Corinne Wilson and Mrs. Emile Benoit. Following this, the members will go to Mashomquet State Park for basket lunch, after which they will visit three Colonial mile stones.

FEAR HIGHWAY CHANGES WILL INJURE HILL TREES

(Continued from Page One)

ent road, and endangering its beauty, increasing discomfort and diminishing values,—continue the road in South Woodstock, which passes Safford's store (at the four corners) by means of a new road through the lowlying, level fields, just east of Woodstock Hill, and so on, causing such new road to join the East Woodstock and North Woodstock present State-road, at a point to the north of the village of Woodstock Hill?

Or, as an alternative, why not improve the existing road from South Woodstock, which passes Lakeside and Roseland Park, and confine heavy traffic, especially night-traffic, to such road? A union of this road at East Woodstock with the main State-road leading to Southbridge, could easily be effected. There are few houses on this existing road. It leads, with few curves, from South Woodstock to East Woodstock, and could be improved at no greater outlay, we believe, than would be involved in widening the road on the Hillcrest. At the same time, our beautiful historical Hill-village would remain uninjured, and continue to delight the many tourists who pass through it.

DEMONSTRATES NEW AUTOMATIC GAS RANGE

all of Chaplin and Louis Pivonka of the Ashford Junior Agricultural Louis Pivonka exhibited the best and second-best dozen Leghorn eggs of the show as well as the Champion dozen eggs of the show.

Clothing exhibits from Windham County consisted largely of exhibits from the girls' club at the County Home as well as articles exhibited by the Ekenk Busy Bees of Sterling.

Elizabeth Wibberley, a 4-H Club member from Canterbury, came through with flying colors to capture the State Championship in the much-heralded Baking Powder Biscuit Contest. This contest was the climax of numerous local and county elimination contests. Elizabeth will receive a free trip to a Short Course in some other New England State as a reward for her recent winning.

In the orchestra competition at the State Fair the Canterbury Community 4-H Club orchestra received 2nd place and the Hibbard Family Orchestra placed third. There were other minor winnings from Windham County at the State Fair.

GIRL SCOUTS TO MEET

All registered Girl Scouts of the Pine tree troop, are requested to report at the Putnam Savings Bank (community room), on September 17th, from two to four for the purpose of registering for the coming scout year. Girls are requested to come prepared to pay the registration fee of fifty cents each and if impossible to attend or to send the fee, to please communicate with the captain and do so at their earliest convenience. All new girls will be met with at this time and welcomed into the troop. Last year's leaders are requested to put in appearance also to receive their instructions for the coming meetings.

The Scout Committee and Captain.

FIRE DESTROYS WOODSTOCK FACTORY

Discovered shortly after 10.30 o'clock Monday morning, fire of unknown origin destroyed Stillriver box shop in Woodstock Valley. The loss is placed at about \$10,000. The flames began in the boiler room, and soon spread through the shop which was a wooden structure. The property was owned by the Kenyons, and according to information later this week it is not probable that they will rebuild.

R. I. MAN FINED

Alleging that he is implicated in the burglary last July at the Jeanette White farm, Buck Hill, Thompson, Woonsocket police have taken into custody Alexander Gagne of that city. A medical prescription on a bottle, bearing a Putnam drug-gist's name, played an important part in the identification. State police are taking the necessary steps for the return of Gagne to this state once the charges against him are settled.

Mrs. Seth street will lette Semir Marie Tr State Norm spent the her paren Trowbridge Mrs. G daughter N guests of M pott at t Rehoboth, Mr. and Upper Walh lyn last F Mrs. Dufro Mrs. William Mrs. Cla street, Mrs. Clayton Pea East Woods Woodstock Miss Dor and Mrs. J street, leave town, Pa., her studies Mr. and Woodstock pounce tod sheep bake who will h Imperial Pe ica.

William Mrs. William has returned he will ent was accomp narents afte Falls, Francis C staff at Put ter this pa Pechie, who the priestho a tour of t membered Putnam.

THE NEW AT B

The Patri news of the agers where formerly of age the Pu Beattie, of ville.

In speaki Rockville La the new ma Mr. Ciech ville and is Frank Ciec street. He t the Intersta for the past the Putnam charge of t Mass. He is most faithf and his ma to learn he i will be ple that his lea for him and the ladder c work.

Mr. Ciech his friends t

**DONT CHOOSE
Hastily!**

\$159.50
AND UP
FOR 5 YEAR
TERMS AS LOW
AS **\$7.50**
MONTHLY

Majestic
REFRIGERATOR

— in new Elasto or Porcelain Finish

Don't buy any until you know ALL. We say you can't get so much sheer value

**Redevelopment Agency FY23/24
Accounts Payable
January 2024**

PRA Town Budget /FY 23/24
July 1, 2023 to June 30, 2024

Prof. Services Date	Name	Description	Amount
Advertising Date	Name	Description	Amount



Town of Killingly

Memorandum Community Development Office

TO: Mary Ann Chinatti, Director, Department of Economic and Community Development
Town of Putnam

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

DATE: February 2, 2024

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 will require additional projects to be contracted. Program income monies must be expended before grant monies can be expended – drawing out the grant process. A second project extension will be necessary to complete the program. A request was submitted on January 4, 2024. No response has been received to date.

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 original asbestos siding was removed and properly disposed of, and new siding/lead hazard control work was complete. The unit passed clearance and the family has moved back to the property. The project is 99% complete.

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. New contracts were executed in December 2023 after a project scope revision and rebid. The chimneys were rebuilt in December and the roofs were replaced in January. The water treatment system is being investigated by the ‘owner preferred’ subcontractor.

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 has been delayed by weather.

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 has been delayed by weather. 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 has been requested. The State granted the request on January 23, 2024 – 1 week before the end of the program.

20-12 – Single family property. Additional information has been requested from the owner before the application review can be completed. No additional information has been provided.

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. No additional information has been provided.

20-14 – Two family property – both owner units. Additional information is required from both units. The property owners are most likely over income. No additional information has been provided.

20-15 – Single family property. Property has been initially inspected and the lead testing is complete. Bids are due on February 1, 2024.

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. The property has been inspected and bids will be due on February 1, 2024.

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