

**Town of Putnam
Redevelopment Agency
Agenda**

Conference Room #201
Tuesday, March 12, 2024 – 8:00 am

Join Zoom Meeting

<https://us06web.zoom.us/j/89039232555?pwd=aavzw29hH1sRK0z9brRughgHWiHrxt.1>

Meeting ID: 890 3923 2555

Passcode: 4cPEkk

- a.) Call to Order:
- b.) Approval of Meeting Minutes of the Previous Meeting*
 - i. February 26, 2024, Special Meeting*
- c.) Communications:
- d.) New Business:
- e.) Reports of Officers and Committees:
 - i. Blight Officer Report
- f.) Old Business:
 - i. George Washington Park Tree Plantings
- g.) Public Comments
- h.) Other:
 - i. Report of Expenditures
 - ii. CDBG Report
- i.) Adjournment:

*Vote Required

**TOWN OF PUTNAM
Redevelopment Agency
Minutes of a Special Meeting**

TOWN CLERK - PUTNAM CT


2024 FEB 28 P 3: 25

The Putnam Redevelopment Agency met for a Special meeting on Monday, February 26, 2024, in Conference Room - 201, 200 School Street, Putnam, CT 06260.

Via Zoom:

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

The Chair opened the meeting at 8:00 a.m.

a.) Call to Order: Chair Lee Konicki, Vice Chair Paul Grenier, Agency member Doug Taylor. Agency member Delia Fey and PRA Director Mary Ann Chinatti arrived late. Additional attendees: Blight Officer Thomas Bobrowski and Bruce Fitzback and Jackie Lefevre.

b.) Approval of Meeting Minutes of the Previous meeting*

i. January 09, 2024*: Vice-Chair Grenier motioned to approve January 9, 2024, minutes, seconded by Member Taylor, motion unanimously carried.

c.) Communications: none

d.) New Business:

i. **Appoint Secretary***: based on a recent review of the Redevelopment Agency By-laws, in addition to the Chair and Vice-Chair a secretary is also to be appointed. Member Taylor motioned to appoint Jackie Lefevre as Secretary, seconded by Vice-Chair Grenier, motion unanimously carried.

ii. **Revised Small Business Revolving Loan Application***: copies of the previous Small Business Revolving Loan Application; as well as the revised Small Business Revolving Loan Application were included in the agenda packet. Motion by Vice – Chair to accept the revised Loan Application, seconded by Member Taylor, motion passed. The chair reviewed the two necessary revisions. Vice-Chair Grenier motioned to approve the revisions to the Small Business Revolving Application, with the following corrections: on page 3-under Legal, the fourth question down currently reads “Do you have any an outstanding balance with the IRS or are on a payment plan?” Remove the word “an” after the word any; and add the word “you” after the word are, seconded by member Taylor, motion carried unanimously.

iii. **PRA By-laws**: a couple of minor editorial/type items were revised. The document was in the agenda packet with the changes. The Chair shared the editorial changes no vote is required.

iv. FOIA Workshop March 21 @ 6pm: Workshop to be held for any/all Commission/Agency boards. Details to be emailed.

e.) Reports of Officers and Committees:

i. Blight Officer: An estimated 100 properties have been contacted for blight issues. Most respondents have been positive and cooperative. Approximately \$ 8,000 has been recovered.

f.) Old Business:

i. George Washington Memorial Trees*: Chair Konicki shared information researched from the September 1932 edition of the "Putnam Patriot". The original tree planted, at the sight of the memorial was a Norwegian maple, which is now classified as an invasive species. Mr. Fitzback added partial land at memorial site is owned by State of CT. They will need to be contacted. Maryann Tomeo, of Daughter's of American Revolution was contacted as well. A replacement tree is being sought. Jackie to email the Chair the contact information for Pride's Corner.

g.) Public Comments: None

h.) Other:

i. Report of Expenditures: none

ii. C.D.B.G. Report: There were no questions/comments.

i. Adjournment: There being no further items to bring forward, Member Taylor motioned to adjourn, at 8:16 a.m., seconded by Vice-chair Grenier, motion carried.

Respectfully submitted by Recording Secretary Jackie Lefevre



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: March 12, 2024

Reporting Period: **February 7, 2024 through March 11, 2024**

Efforts during Reporting Period:

- 103 total properties identified as being in violation; 92 initial notices sent to property owners; 62% of noticed properties/owners have complied with notices & corrected the identified violation(s); 24 properties with active efforts.
- 23 fine notices have been sent to unresponsive or uncooperative property owners. Of those, 10 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 has filed Assessment paperwork on one of the three properties in continued violation.
- Three identified properties continue to accumulate daily fines.

Spotlight Properties:

- Owner of property at 89-93 Mantup Road paid outstanding balance of fines, totaling \$5,100.00.
- Continued efforts on three main properties (55 Providence Street, 48-50 Woodstock Avenue and 29 Sunset Avenue).
- 118 & 120 Pomfret Street have been listed for sale by CR Premier Properties. It is unknown if any offers have been made/accepted for either property.

Respectfully,

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



**PRA Town Budget and Special Accts/
Accounts Payable
February 2024**

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

Prof. Services	Name	Description	Amount
Date			
2/1/2024	Halloran & Sage	Legal Fees	\$ 129.50

Advertising	Name	Description	Amount
Date			

Belding Mill Grant	Name	Description	Amount
Date			
2/16/2024	Halloran & Sage	Legal Fees - Belding Mill Brownfield Grant	\$ 4,218.00



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: March 5, 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 is on hold with new project work until a formal program extension has been received from the Connecticut Department of Housing. An extension was requested on January 4, 2024.

Substantial program income has been received that will require additional units to be evaluated and contracted. The extent of these projects is currently under review and will be reported in the next report.

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 project has been successfully completed. The project replaced some windows, completed lead and asbestos abatement, provided new siding.

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 successfully completed. Work included 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 is ready to place under contract once a formal program extension letter has been received.

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 is ready to place under contract once a formal program extension letter has been received.

20-18 – Three family property. Additional information is required from the property owner.

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