

Economic Development Commission

Conference Room #201

Tuesday, November 12, 2024, 8:30 AM

AGENDA

Join Zoom Meeting

<https://us06web.zoom.us/j/86457479867?pwd=hFtpvayb10bEhKAablsj1MLMYOyPyD.1>

Meeting ID: 864 5747 9867

Passcode: dysjF4

• +1 646 558 8656 US (New York)

Meeting ID: 864 5747 9867

a. Call to order:

b. Approval of Meeting Minutes of the Previous Meeting* October 08, 2024; Special Meeting Minutes October 23, 2024*

Communications: None

d. New Business: I. Letter of Support-Union Square Courtyard Grant Application
II. John Guskowski, Tyche Planning & Policy Group, re Update of Town's POCD.
III. Authorize expenditure from Economic Development Trust Fund for Affordable Housing Plan Preparation Overage
IV. Approval of 2025 Economic Development Meeting Schedule*

e. Reports of Officers and Committees: None

f. Old Business:

g. Public Comments:

h. Other: i. Director's Report

ii. Available Commercial Properties

iii. Trade Name Certificates

I. Adjournment*:

*Vote Required

**TOWN OF PUTNAM
ECONOMIC DEVELOPMENT COMMISSION
Minutes of a Regular Meeting**

The Putnam Economic Development Commission met for a Regular meeting on Tuesday, October 08, 2024, in Conference Room - 201, 200 School Street, Putnam, CT 06260, or Via Zoom

<https://us06web.zoom.us/j/83285388310?pwd=hpJ6BrWb5J5adGw1qZtAmWY16aaFIV.1>

Meeting ID: 832 8538 8310

Passcode: 1uP8ZL

The Chair opened the meeting at 8:30 a.m.

a. Call to Order: EDC Chair Lee Konicki, Commission Members Doug Taylor, Mike Bogdanski, and Vice-Chair Paul Grenier; Land Use Agent and Zoning Enforcement Officer, Bruce Fitzback and Blight Officer Russell Downer.

Town representatives present: ECD Director Mary Ann Chinatti, Town Administrator Elaine Sistare, and Recording Secretary Jackie Lefevre.

b. Approval of Meeting Minutes - * August 13, & Special Meeting - September 18, 2024*:

Member Taylor motioned to approve the minutes of August 13, 2024, as presented, seconded by Member Bogdanski, motion carried. Member Grenier motioned to approve the Special meeting minutes of September 18th, 2024, as presented, seconded by Member Taylor, motion carried.

Communications: None

d. New Business:

I. Site Visit- 49 Front Street: Member Bogdanski motioned to hold a Special Meeting on Wednesday, October 23rd, at 8:00 am, on site and in person only, seconded by Member Grenier, motion carried.

II. 49 Front Street Courtyard Landscape: Director had emailed a conceptual design, from 2022; and two renderings prior to the meeting for members to review. She asked the members to review prior to the special meeting on October 23rd.

III. Small Business Saturday: In cooperation with PBA, Jenn Lehto and ECD Director met to discuss the inner workings of the project. On Saturday, November 30th, Gary O, W.I.N.Y Radio will be broadcasting live in front of Kazantzis Real Estate, from 9 to 10 am. The first 50 people will receive a \$ 10 off coupon to participating small businesses in Downtown. There will be chances to win three \$ 50 Small Business gift certificates to participating small businesses in Downtown. Participating businesses will have a QR code to scan for your chance to win.

IV. Business of the Year Selection: a total of 32 nominations were received. The Mayor and EDC Commission were to vote on the final selection. TA Sistare was attending on behalf of the mayor. Each Commission member shared their selection and reason/s they chose that business. With a show of hands, the winner was W.I.N.Y Radio station. The winning business will be announced on Saturday, November 30th at the Small Business Saturday Event. The winner will be presented with an award and a plaque with their business name which will be placed on the wall of the Municipal Complex.

e. Reports of Officers and Committees:

I. None

f. Old Business:

I. None

g. Public Comments: None

h. Other: i. Director's Report: ECD Director Chinatti summarized the EDC portion of the report. Additionally, she explained when the PowerPoint slideshow presentation of available commercial properties is updated on the website, it will only contain two properties.. Upcoming Ribbon Cuttings: Spicer Gas, 63 School St., will be Wednesday, Oct. 9th at 10 am; Flawless Cleaning, to be held on October 17th at 2pm at 190 Providence St., Unit 2. Both are Chamber events.
ii. Available Commercial Properties: and updated, as of October 1, 2024, listing was provided and reviewed.
iii. Trade Name Certificates: only one, Styles by Lex, new hairdresser inside The Shop on School Street.

i. ADJOURNMENT: There being no further business to come before the Commission, a Motion to adjourn was made by Member Taylor, seconded by Member Grenier, motion carried. Meeting adjourned at 8:50 a.m.

Respectfully submitted by Recording Secretary Jackie Lefevre

**Economic Development Commission
Special Meeting**

MINUTES

Wednesday, October 23, 2024, 8:00 AM

PRESENT: L. Konicki, Chair; P. Grenier, Vice-Chair, J.D. Taylor, M. Bogdanski

ALSO PRESENT: N. B. Seney, Mayor, E. Sistare, Town Administrator, M. A. Chinatti,
ECD/R Director

- a. Call to order: The meeting was called to order at 8AM
- b. New Business: I. Site Visit – 55 Front Street – Members walked the site
- c. Funding Allocation for Site Design/Engineering:

(M/S Bogdanski/Taylor) to approve an expenditure of \$16,000 from the Economic Development Trust Fund to hire a consultant to prepare 30% engineering/design plans and 30% Opinion of Probable Costs.

Bogdanski/Taylor agreed to amend their motion to authorize the expenditure after the property transfers to the Town and, should the transfer not occur, the action is null and void.

The Amended Motion carried unanimously.

- d. Adjournment:
(M/S/C Taylor/Bogdanski) to adjourn at 8:12AM. Motion carried unanimously.

Respectfully submitted,
Mary Ann Chinatti, Director
Economic & Community Development/Redevelopment



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

November 12, 2024

Ms. Lindsay Shur, Office Director
Land Acquisition and Management
CT Department of Energy & Environmental Protection
79 Elm St.
Hartford, CT 06106-5127

RE: Letter of Support – Urban Green & Community Gardens Grant Program
Application

Dear Ms. Shur:

The Town of Putnam Economic Development Commission, at its meeting earlier today, voted unanimously to support the Town's application for \$16,000 (50% to be matched by the Town of Putnam) funding through the subject Program for conceptual planning/design of its Union Square Courtyard Project (see minutes, attached).

Though conceptual plans were provided in 2022, those plans only addressed "high level" plantings and site amenities. They did not take into account the necessary site work to address future stormwater and drainage needs. If approved for funding, this Phase of the Project will address those critical infrastructure needs as part of the overall landscaping.

Once completed, this public greenspace will greatly enhance the Town's vibrant downtown area and be an added amenity to, and offer an inviting outdoor relaxation space for, our downtown's many visitors.

Thank you in advance for your favorable action on the Town's application.

Respectfully submitted,

Lee Konicki, Chairman
Economic Development Commission
Town of Putnam

:MAC

Putnam Plan of Conservation & Development 2026-2036

DRAFT VISION & GUIDING PRINCIPLES

Nov. 2024

Vision

The Putnam Planning & Zoning Commission, in developing this update to the 2026 Plan of Conservation & Development (PoCD), is guided by an interest in enhancing the economic, social, and cultural environment of Putnam, and by the wish to advance policies and practices that will help strengthen the vibrant, sustainable, welcoming, healthy, and safe community for all who live, work, shop, and play in Putnam.

Over the next decade, Putnam seeks to solidify its place as one of the best and most vibrant small towns in Connecticut. **We envision** a Putnam that recognizes and embraces its role as a “regional downtown” and hub of economic, housing, civic, and cultural activity for Northeast Connecticut and the Tri-State area. **We envision** a Putnam that celebrates its place as a destination for commerce, public gatherings, health care, civic and cultural activity, and recreation. **We envision** new public and private investments that focus on expanding business and housing opportunities and improving critical infrastructure and civic capacity to support them. **We envision** forging new connections to regional services, including public safety, environmental corridors and trail systems, and inter-town transportation and services. **We envision** managing growth in a way that recognizes and protects the critical natural, cultural, and historic resources that have been integral in making Putnam the vibrant community it is today.

Guiding Principles

- 1) Support Putnam’s Business Environment to Solidify the Town as the “Regional Downtown” and Economic Hub for Northeast Connecticut**
- 2) Celebrate and Support the Events, Organizations, and Infrastructure that Bring the Putnam Community Together**
- 3) Expand and Improve Putnam’s Housing Stock to Provide Satisfactory Opportunities to Residents of All Ages and Income Levels**
- 4) Continue to Enhance Municipal Facilities and Services to Adapt to the Changing Environment and Needs of the Town’s Residents and Businesses**
- 5) Protect and Enhance Putnam’s Natural, Cultural and Historic Resources with a Focus on Resilience and Sustainability**

Town of Putnam Plan of Conservation & Development
Economic & Community Development: Goals & Concerns Worksheet

November 2024

This PoCD section will cover the Town's Economic & Community Development, assess efforts, and establish goals on areas including:

- Economic Development
- Support of Existing and New Businesses
- Business Environment in Putnam
- Community Events and Organizations

Considering all of the above, please add notes in the following broad areas:

Significant events of the past ten years (victories, losses)

Concerns for the next decade

Goals and Hopes

TO: CHRISTINE BRIGHT, TOWN CLERK
FROM: Jackie Lefevre, Admin. Assistant
SUBJECT: 2025 MEETING SCHEDULE
DATE: November 12, 2024

Please find below a list of the meeting dates for **Putnam Economic Development Commission**. The meetings will be held at the Putnam Municipal Complex, in Conference Room # 201 on the second Tuesday of every month at 9:00 a.m. on the following dates:

JANUARY 14th

FEBRUARY 11th

MARCH 11th

APRIL 8th

MAY 13th

JUNE 10th

JULY 8th

AUGUST 12th

SEPTEMBER 9th

OCTOBER 14th

NOVEMBER 11th * date falls on Veteran's Day, hold meeting Wednesday, November 12th?

DECEMBER 9th

*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

MEMORANDUM

TO: Putnam Redevelopment Agency
Putnam Economic Development Commission

FROM: Mary Ann Chinatti, Director, Econ. & Comm. Dev./Redev.

DATE: November 7, 2024

SUBJ: Department Update

- Belding Brownfield Grant – No update at this time.
- Foundry Brownfield Grant – The Town's consultant has provided a *draft* Phase 1 Environmental Site Assessment Report, as well as a *draft* QAPP (Quality Assurance Project Plan), both of which Staff has reviewed/returned comments to the consultant. In addition, field work will be done Nov. 8 consisting of GPR (ground penetrating radar) survey, test pits will be dug on Nov. 18 and drilling will take place Nov. 25 and 26. The consultant has hired CHA Solutions to perform the A-2 survey/IW delineation for the 2 Furnace St. property.
- CT DEEP Recreational Trails Grant Air Line Trail Extension Project – The contract with the selected consultant has been finalized, a kick-off meeting was held on Oct. 17, and a progress meeting is scheduled for Nov. 19. The consultant is working on creation of a basemap of the project area to determine what areas require further research and/or field investigation and prepare a schedule for collecting this necessary additional information. Once the basemap is created depicting accurate property boundaries, easements, etc., a conceptual trail alignment will be developed for the group to review. Once the group reviews and approves this conceptual alignment, the consultant will collect field topography along this corridor and start preparing design development plans.
- CT DOT Transportation Alternatives Program funding application - Putnam River Trail Extension/East Coast Greenway project – The Town received notice yesterday that its application has been moved forward in the process. The DOT was of the opinion that the funding amount requested, \$9,778,000 too low and has moved the project forward with an increased cost estimate of slightly over \$11,000,000.
- Congressionally Directed Spending funding request for upgrades/repairs to the Town's EMS facility on Church St. – No update at this time.
- EPA Community Wide Assessment Grant – FY25 funding round was announced Sept. 4. The application to assess priority sites 2 Furnace St., 20 Mechanics St.,

55 Providence St., and 83 Canal St., as well as up to five (5) additional sites yet to be determined, has been completed and was submitted on November 3.

- CT DEEP Urban Green and Community Gardens Grant Program – Following the EDC's vote to allocate \$16,000 from the Economic Development Trust Fund to hire a consultant to prepare a conceptual plan/design for the area adjacent to the Chickering building which is in the process of being donated to the Town, Staff found the Program funding window is open and is preparing an application to fund that plan/design development. Required match is 50%, which would reduce the Town's outlay by \$8,000 should the application be approved.
- EMS Facility Study – CHA has completed the programming/needs assessment re the current EMS facility, located at 191 Church St. and met with the EMS Ad Hoc Committee to discuss that assessment on Nov. 6.
- CIF2030 Grant – Round 6 – The CT DECD Community Investment Fund (CIF) 2030 Round 6 grant round has been announced. The Town was not successful with its Round 5 application for a new EMS facility and is considering submitting an application to submit for the Round 6 funding based on results of CHA's Study findings and the path to be pursued is determined (rehab existing, build new, etc.).
- Small Town Economic Assistance Program (S.T.E.A.P.) – No update at this time.
- POCD Update –Tyche Planning & Policy Group, the Town's consultant on the project, will be meeting with the Economic Development Commission at its meeting next week.
- Small Business Saturday, Nov. 30 – Plans are coming along nicely. Again this year \$10 off coupons to participating businesses will be offered to the first 50 visitors to the event, picked up at the event table in front of the Montgomery Ward building, and we will again offer patrons the opportunity to scan a QR code and enter to win one of three (3) \$50 gift certificates to the Putnam small business of their choice. The Small Business Saturday banner will be hung this week, ads for the Shoppers Guide/Turnpike Buyer, to run the week before and week of the event, and Putnam Town Crier, to run the week of the event, have been placed. We will be accepting toy donations, to go to the Putnam Family Resource Center for distribution. Piped holiday music will be playing from 9AM – 11AM and again from 1PM – 5PM. A strolling caroler duet is scheduled for 11AM – 1PM. Children will be able to visit with Santa at Jenn Lehto's office, 112 Main St.. Jenn will also be hosting a face painter for the kids. Facebook Boost ads will run the week before the event. Jenn Lehto and Staff will be appearing on WINY at 7AM on Nov. 22 to promote the event. The Business of the Year award will be presented by the Mayor between 9AM – 10AM during the WINY live broadcast.

:MAC

	Commercial Properties Available						
	Putnam, CT						
Street #	Street	Zone District	Listing Office	Listing Agent	SF/Acres	Sale Price	Lease
364	School Street (Putnam House of Pizza)	HC	SR Commercial Realty	Paul Bongiorno 413-459-0570	2,064 SF	\$ 350,000	
26	Union Street (Chickering)	PD	Kazantzis Real Estate, LLC	Andrea Kazantzis 860-317-1162	5,194SF	\$ 700,000	
117	Providence Pike	HC	REMAX Bell Park Realty	Dick Loomis 860-428-6616	2 acres	\$ 1,350,000	
9	Kennedy Drive	M/OD	William Raveis Real Estate	Tina Lajoie 860-450-2620	4.57 acres	\$ 350,000	
203-267	Kennedy Dr.:	GC	JCorp Realty, Inc.	Dan Johnson 203-225-7600			
					6,720SF		\$12SF/Trip. Net
					4,820SF		\$15SF/Trip. Net
					1,100SF		Upon Req./Trip. Net
					2,000SF		\$12SF/Trip. Net
30	Harris St. inclusive plus loading dock access	I	REMAX/ Bell Park Realty	Dick Loomis 860-428-6616	4880SF Industrial		\$ 3,800
333	Pomfret Street	M/OD	Chabot Associates Real Estate	Anthony Chabot 508-847-0902	8,062 SF	\$ 695,000	
465	School Street	R-10	Lyman Real Estate	Carol Dowd	9.8 acres	\$ 250,000	
28	Technology Park Dr. - Town Owned	I	Contact Town	860-963-6800 x 200	22.64 ac.	Contact Town	
1	Kennedy Dr.	M/OD	The Wine Group	Brian Wine 323-609-4405	3,3655SF bldg/1.27 Ac. - Animal Hospital of Putnam	\$ 905,000	
62	Providence Pike. (Stop & Shop Plaza)	HC	National Commercial Brokers, Inc.	Andy White (MA Agent) 617-618-0438	1767sf		Call for rate
62	Providence Pike. (Stop & Shop Plaza)	HC	National Commercial Brokers, Inc.	Andy White (MA Agent) 617-618-0438	2300sf		Call for rate
83	Canal St.	I/IHOD	Chabot Associates Real Estate	Anthony Chabot 508-847-0902	45,106sf	\$1,600,000	

161	Park Rd.	I	NAI Glickman Kovago & Jacobs	Jeff Borus 508-981-6868	42,000sf industrial bldg. on 6.77 ac	\$2,200,00	
70	May St.	GC	REMAX/ Bell Park Realty	Dick Loomis 860-428-6616	7,500SF bldg/.85 ac - Prov. & Worcester RR bldg.	\$900,000	
162	School St.	NC	CREG Commercial Real Estate	Jim Neckermann 860-828-6264	1,410sf bldg./ .29ac	\$1,700,000	
124	Pomfret Street		Century 21 N. Prov., RI	401-588-2400	16,050 SF	\$925,000	

Last Updated:
11/05/24 JAL

Businesses by Trade Name Certificates
October 2024

#	Date	Business Name	Owner/s	Email	Physical Business	Phone	Notes
2501	10/2/2024	Quiet Corner Tax Services, LLC	Jean Boss Pitet	quietcornertaxservices@gmail.com	4 Ridge Rd., Putnam, CT	860- 928-1040	mail: PO Box 454, Woodstock, CT 06281
	10/29/2024	Joyful Eats Hot Dog Cart	James Northridge	jimnorthridge1@gmail.com	100 Woodstock Ave.		Cancelled Trade Name Certificate