

**Town of Putnam
Redevelopment Agency
Agenda**

Conference Room #201

Tuesday, November 12, 2024 – 8:00 am

Join

<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

Passcode: 158664

- a.) Call to Order:
- b.) Approval of Meeting Minutes of the Previous Meeting*
 - i. October 08, 2024*
- c.) Communications:
- d.) New Business:
 - i. PRA 2025 Meeting Schedule*
- e.) Reports of Officers and Committees:
 - i. Blight Officer Report
- f.) Old Business:
- g.) Public Comments:
- h.) Other:
 - i. CDBG Report
 - ii. Director's Report
- i.) Adjournment:

*Vote Required

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

The Putnam Redevelopment Agency met for a Regularly Scheduled meeting Tuesday, October 08, 2024, in Conference Room - 201, 200 School Street, Putnam, CT 06260.

Via Zoom:

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

Meeting ID: 832 8538 8310

Passcode: 1uP8ZL

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

a.) Call to Order: Chair Lee Konicki, Agency members Paul Grenier and Doug Taylor. Delia Fey was present via zoom. Land Use Officer and Zoning Enforcement Officer Bruce Fitzback and Blight Officer Russel Downer.

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

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

i. August 13, 2024*: Motion by Member Taylor to approve the minutes of the August 13th meeting, as presented, seconded by Member Grenier, motion carried.

c.) Communications: None

d.) New Business:

i. None

e.) Reports of Officers and Committees:

i. Blight Officer Report: Blight Officer Downer summarized his written report, for reporting period of September 5 to October 1, 2024.

f.) Old Business:

i. None

g.) Public Comments: None

h.) Other:

i. **C.D.B.G Report: CDBG consultant Bromm provided an updated report dated October 1, 2024. It was reviewed with no questions.**

a.) CDBG Foreclosure: Director Chinatti explained because the town had allowed subordination, they were recently served with foreclosure papers, due to the client's foreclosure. The State of CT, Dept. of Housing was consulted, and Mr. Jerome Mihm, DOH agent explained the program does not allow subordinations, rather a property owner is supposed to repay upon refinancing. Town's Attorney is tracking the foreclosure case and will make the necessary filings.

ii. **Director's Report:** Director Chinatti summarized the portions of her report relating to Redevelopment.

i. Adjournment: There being no further items to bring forward, Member Taylor motioned to adjourn at 8:11 a.m., seconded by Member Grenier, motion carried.

Respectfully submitted by Recording Secretary Jackie Lefevre



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Redevelopment Agency
2025 Meeting Schedule
All meetings held in Room 201 beginning at 8:30AM

Tuesday, January 14, 2025
Tuesday, April 8, 2025
Tuesday, July 8, 2025
Tuesday, October 14, 2025
Tuesday, January 13, 2026

Approved at _____, 2024 Meeting



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Blight Enforcement Activity Report

Report Prepared By: Russell Downer, Jr.

Department: ***Blight***

Date of Report: ***November 5, 2024***

Reporting Period: ***October 02 – November 04, 2024***

Efforts during Reporting Period:

September:

- Informal notices sent: 11 with 10 in full compliance and 1 pending.

October:

- Informal notices sent: 08 with 5 in full compliance and 3 pending.

The following is a breakdown of notices sent.

- Furniture 11 notice.
- Mattress 1 notice.
- Overgrowth 5 notice.
- Trash 1 notices.
- Abandon motor vehicle 1 notice

Spotlight Properties:

- 118 & 120 Pomfret Street are listed for sale by CR Premier Properties. ***This property has been shown with interest of purchase. This property is under deposit currently.***



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Received e-mail from concerned citizen about the condition of the donation box(s) located in the stop and shop plaza.



After making contact with the management company area was cleaned up immediately.



Violation of the Town of Putnam's Abandoned Motor Vehicle Ordinance:

Below is another example of a complaint received by this office from a concerned citizen. Blight office worked with owner of vehicle/property to have vehicle removed. This vehicle sat in the same place for over a year.



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Violation of the Town of Putnam's Abandoned Motor Vehicle Ordinance:





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Sight line issues:





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Respectfully,

Russell Downer

Blight Enforcement Officer, Town of Putnam

860.963.6800 Ext. 109



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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