

**Town of Putnam
Redevelopment Agency
Agenda
Conference Room – 201
Tuesday, December 10, 2024 –8:00 am**

Join

<https://us06web.zoom.us/j/81112788909?pwd=f2OK4Yjbu0UJZrayPb5Ct4oZL81YJ9.1>

Meeting ID: 811 1278 8909
Passcode: M1uTje

or phone

• +1 646 558 8656 US (New York)

Meeting ID: 811 1278 8909
Passcode: 271440

- a.) Call to Order:
- b.) Approval of Meeting Minutes of the Previous Meeting*
 - i. November 12, 2024*
- c.) Communications:
- d.) New Business:
- e.) Reports of Officers and Committees:
 - i. Blight Officer Report
- f.) Old Business:
 - i. PRA Bylaws Update *
 - ii. 2025 PRA meeting schedule*
- g.) Public Comments:
- h.) Other:
 - i. 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,
November 12, 2024.

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

a.) Call to Order: Chair Lee Konicki, Vice-Chair Paul Grenier and Agency member Doug Taylor. Absent: Delia Fey

Town representatives present: PRA Director Mary Ann Chinatti, Land Use Officer / Zoning Enforcement Officer Bruce Fitzback and Recording Secretary Jackie Lefevre. John Guskowski of Tyche Planning & Policy Group

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

- i. October 08, 2024*: Motion by VC Grenier to approve the minutes of October 8, 2024 meeting, as presented, seconded by Member Taylor, motion carried.

c.) Communications: None

d.) New Business:

- i. PRA 2025 Meeting Schedule*: a proposal is on the table for the Redevelopment Agency to meet on a quarterly basis in 2025 and meeting start time be switched with the Economic & Community Development Commission meeting from 8 am to 8:30 am. Item was tabled to the December 2024 Meeting.

e.) Reports of Officers and Committees:

- i. Blight Officer Report: the November 5th report was reviewed with no questions.

f.) Old Business:

- i. None

g.) Public Comments: None

h.) Other:

- i. **C.D.B.G Report: CDBG:** None

- ii. **Director's Report:** Reviewed with one question on the CT DOT Transportation Alternatives Program funding application. LUO/ZEO Fitzback responded, this would be to extend the East Coast Greenway, which also is the Putnam Rivertrail, from Hale YMCA and connect to Killingly.

i. Adjournment: There being no further items to bring forward or discuss, Member Taylor motioned to adjourn at 8:12 a.m., seconded by VC Grenier, motion carried.

Respectfully submitted by Recording Secretary Jackie Lefevre



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TOWN HALL
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Blight Enforcement Activity Report

Report Prepared By: *Russell Downer, Jr.*

Department: ***Blight***

Date of Report: ***December 4, 2024***

Reporting Period: ***November 05, 2024 – December 05, 2024***

Efforts during Reporting Period:

- Informal notices sent: 12 with 11 in full compliance and 1 pending.

Overall efforts since April:

Since April this office has sent out 98 notices. Notices that have been sent have included violations of improper storage of garbage, trash or rubbish, violation of the Town of Putnam's abandoned motor vehicle ordinance, sidewalk obstructions, grass, weeds or brush which has reached & maintained 18" or greater for 20 days or longer.

Some of the efforts Achieved during Reporting Period:





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Respectfully,

Russell Downer

Blight Enforcement Officer, Town of Putnam

860.963.6800 Ext. 109

Proposed Amendments to the Town of Putnam
Redevelopment Agency
BYLAWS

(deletions appear as ~~striketrough~~; additions appear as ***bold italics***)

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~~ ***quarterly on the 2nd Tuesdays of: January, April, July and October*** at ~~8:00~~ **8:30** 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
Revised at the _____, 2024 Meeting



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TOWN HALL
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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