

**Town of Putnam
Economic Development Commission
156 Main Street
Putnam, CT 06260
Phone: 860-963-6834**

Regular Meeting Notice

To: Members of the Putnam Economic Development Commission

The Putnam Economic Development Commission will hold its Regularly Scheduled monthly meeting on Tuesday, January 12, 2016 at 8:30am, in the conference room of the Economic & Community Development Office, 156 Main Street, Putnam, CT for the purposes of considering the below item/s; those items for which a vote of the Commission is expected have been indicated by an asterisk and those items for which an executive session may be required have been indicated by a double asterisk.

Agenda – January 12, 2016 - Regular Meeting

1. Roll Call
2. Public Participation
3. Approval of Regular Meeting Minutes: December 2015*
4. Reporting of Expenditures for December 2015
5. Annual Election of Officers*

Staff Report

1. Town Administrator's Report
2. Quinebaug Regional Tech Park
3. Sale of I-Park Lot 9
4. First Impressions
5. Updates
6. New/Old Business
7. Adjournment

www.putnamct.us

Next regularly scheduled meeting- Tuesday, February 09, 2016

(TBA)

**Town of Putnam
Economic & Community Development Commission**

Minutes of a Regular Meeting

Date: December 08, 2015

Time: 8:30 a.m.

The Putnam Economic & Community Development Commission met for its regularly scheduled monthly meeting on Tuesday, December 08, 2015, in the conference room located on 156 Main Street, Putnam, CT 06260

Chairman opened the meeting at 8:28 a.m.
Chairman appointed John Dignam as voting member

Roll Call: Chairman Paul Pikora, Town Planner Don Johnson, Executive Assistant Jackie Lefevre, Vice-Chairman Delia Fey, Alternate Agency members John Dignam and George Tsanjoures, Economic & Community Development Director Delpha Very.

Absent: Town Administrator Doug Cutler, Agency members: Paul Grenier, George Dimopoulos and Dave Brotzman and Selectmen Liaisons: Renee Lasko and Scott Pempek.

Public Participation: None

Approval of Regular Scheduled Meeting Minutes – November 10, 2015*: Motion made by John Dignam, seconded by Delia Fey, to approve November 10, 2015 meeting minutes, motion passed.

Reporting of Expenditures for November 2015: November expenditures were reviewed.

Staff Report:

Town Administrator's Report: Town Administrator was absent

Quinebaug Regional Tech Park Update: Director recently met with CT Economic Resource Center (CERC) Bob Santy to discuss marketing options. Members of CERC are scheduled to come to Putnam on Monday, December 22nd to visit park site. A total of 6 lots have been carved out to date. The Regional YMCA project utilizes 2 of those 6 lots. Remaining 4 lots will need to be re-subdivided.

Speaking Opportunity – CT Main Street Ctr.: Director recently spoke at a conference as testimony to the CT Main Street and in defense of the Community Investment Act Funding.

Sale of I-Park Lot 9: a description of lot is pending. Once legal description received item to be presented at the next Board of Selectmen's meeting. Director requesting funds from sale to be deposited in Economic Development Trust fund. Discussion ensued, Delia Fey motioned funds from sale of Lot 9 be deposited to the Economic Development Trust Fund, seconded by John Dignam, motion passed.

First Impressions: a team of six volunteered to participate in the First Impressions program which is a pilot-program through UCONN. The purpose is to gain "First Impression" of town being visited. Towns involved Putnam and Canton, CT. Both teams visited each other's towns. After the visit, participants were asked to fill out a survey presenting their responses. A luncheon meeting is scheduled for Friday, December 11th in Manchester, CT to share findings.

Updates: The Director provided updates on the following: (1) Kozodoy Building- 76-80 Main Street.

New/Old Business: Similar discussion took place regarding next month's officer vote: Delia Fey expressed no interest at this time to be Chairman or Vice-Chairman due to family reasons. George Tsanjoures and John Dignam both wish to remain ECD Alternate members. Town Planner Don Johnson is working on first draft of the Plan of Conservation and Development. Topics of discussion: parking, 88 Main Street and Lapointe's building.

Adjournment: There being no further items to lawfully become before such meeting, made motion to adjourn the December 10, 2015 meeting of the Economic & Community Development Commission, John Dignam motioned to adjourn seconded by Delia Fey, passed unanimously.
Meeting adjourned at 9:06 a.m.

Respectfully Submitted,

Delpha Very, Director

ECD Town Budget FY 2015 to 2016
Accounts Payable
December 2015

Date	Name	Memo	Amount
12/03/2015	St.Onge & Brouillard	Inv.# 44621- Corresp w/Jacke and 44622 - Sale of Lot 9	66.00
12/18/2015	Delpha Very	Reimbursement for Travel from July 1, to Dec. 16, 2015	479.36
12/31/2015	Andrews & Galvin, Appraisal Svcs. LLC	Inv.# 2200 - Appraisal Report Svcs - Quinebaug Regional Tech Park	2,280.00
12/08/2015	John P. Rose	Inv.# 1051 - Pick up and Delievery of Putnam Business Guides	200.00
12/18/2015	Delpha Very	Reimbursement for First Impressions Team Lunch on Nov. 12, 2015- Canton, CT visit	114.65
12/18/2015	Delpha Very	Reimbursement for First Impressions Lunch on Dec. 11, 2015	59.88
			<u>374.53</u>
12/18/2015	W.B. Mason Co., Inc	3 - 5 gallon jugs of water	15.75
12/18/2015	W.B. Mason Co., Inc	deposit on 3 - 5 gallon jugs of water	18.00
12/18/2015	W.B. Mason Co., Inc	3 returned empty jugs of water - deposit @ \$ 6.00 each jug	-18.00
			<u>15.75</u>
12/09/2015	Delpha Very	2015 Annual Meeting and Awards Dinner- Reimbursement for Dinner	40.00
12/18/2015	Delpha Very	Reimbursement of Parking fees - Nov. 13, 2015 CIA speech AT CT Main St. event in Bridgeport, CT	6.00
			<u>46.00</u>
			<u><u>3,261.64</u></u>