

(TBA)

**TOWN OF PUTNAM
ECONOMIC DEVELOPMENT COMMISSION
Minutes of a Regularly Scheduled Meeting**

Date: December 10, 2019

Time: 8:30 a.m.

The Putnam Economic Development Commission met for a Regularly Scheduled meeting on Tuesday, December 10, 2019 in the Economic & Community Development (ECD) Office conference room, 156 Main Street, Putnam, CT 06260.

Meeting opened at 8:38 a.m.

1. Roll Call: Chairman Paul Grenier, Assistant Jackie Lefevre, Agency Members: Jim Northridge, and Delia Fey, Mayor Barney Seney, Director Delpha Very and Alternate member Jayne Battye.

Absent: Agency members Lee Konicki and Paul Pikora and Alternate member Alan Perreault

2. Public Participation: Anthony Chabot, realtor and Putnam resident

3. Approval of Meeting Minutes, November 12, 2019*: Jayne Battye, motioned to approve the Regularly Scheduled Meeting Minutes of November 12, 2019, as submitted, seconded by Jim Northridge, motion passed.

4. Reporting of expenditures for November 2019: Expenditures were reviewed.

5. Wayfinding Signage: Only 1 bid was received by deadline. Graphics Unlimited submitted a bid of \$ 18,000 (Phase 1) The bid will need to be presented to Board of Finance for approval because it is over \$ 5,000 and funds have been designated to be expended from the ECD Trust Fund account. Discussion ensued. Jim Northridge requested a copy of bid be sent electronically. Jayne Battye made motion to proceed with bid as submitted and send along to BOF for their approval, Delia Fey seconded the motion. Additional discussion ensued Jayne Battye amended the motion to add "not to exceed \$ 18,000" to the original motion, seconded by Delia Fey, motion passed. Jim Northridge Abstained.

6. Strategic Plan: Elevator Speech: Director passed around a summary of points that can be used in an effective elevator speech. She requested the members take home to review and provide input.

7. Industrial Park: Industrial Park signs will be revised to add new business, Foster Polymers at 38 Ridge Rd. and a revision to Renchel Tool- 51 Ridge Rd to reflect the new business name of Carolina Precision Technologies, LLC. Funding to make signage revisions will come from the repairs and maintenance line item in the ECD Town budget.

8. Technology Park: Tech Park Advisory Committee recently met in Scotland. Brooklyn, Scotland, Putnam reps were all in attendance except Pomfret. The Director reported to the Committee an appraisal of Lot 4 and a cleared and grubbed Lot 3 are currently in the works.

DIRECTOR'S REPORT: Permission from the Mayor was given to provide Director's report to Commission prior to Board of Selectmen's meeting. The office has been approached by two parties inquiring on locations to build a hotel.

Jim Northridge expressed his concerns about the bidding process and asked if businesses can be solicited via email or just word of mouth in addition to advertisements to obtain bids from companies. Director mentioned that calls and emails are sent to any prospective bidder in most cases.

ADJOURNMENT: There being no further items to come before such meeting, Jim Northridge motioned to adjourn, seconded by Delia Fey, motion passed. Meeting adjourned at 9:11 am.

Respectively Submitted by Jacqueline A. Lefevre, Recording Secretary

TOWN CLERK - PUTNAM CT
Jacqueline A. Lefevre
2019 DEC 11 P 2:30