

(TBA)

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

Date: November 12, 2019

Time: 8:30 a.m.

The Putnam Economic Development Commission met for a Regularly Scheduled meeting on Tuesday, November 12, 2019 in the Economic & Community Development (ECD) Office conference room, 156 Main Street, Putnam, CT 06260.

Meeting opened at 8:25 a.m.

1.Roll Call: Chairman Paul Grenier, Mayor Seney, Assistant Jackie Lefevre, Agency Members: Delia Fey, Jim Northridge, Lee Konicki, Town Administrator Joe Higgins, Director Delpha Very and Alternate members Alan Perreault and Jayne Battye.
Absent: Agency member Paul Pikora.

2. Public Participation: None

3.Approval of Meeting Minutes, October 08, 2019*: Lee Konicki, motioned to approve the Regularly Scheduled Meeting Minutes of October 08, 2019, as submitted, seconded by Delia Fey, motion passed.

4. Reporting of expenditures for October 2019: Expenditures were reviewed. Director reported the toner cartridges for new office printer are costly; therefore, creating an overage on the Office Supply line item. Director added, large print or color jobs will be brought to Mayor's office on a USB drive.

5. OLD BUSINESS:

A)Wayfinding Update: The Director passed around copies of revised signage and estimated costs. Materials were reviewed. One 4-sided sign will be erected on the grassy area behind 112 Main Street (formerly known as Montgomery Ward Bldg.). Director shared she has spoken with the owner of 112 Main and he is willing to sign an agreement to place sign on the grassy area, with caveat it can be removed if necessary. Question arose as to whether the police chief had been consulted for a potential traffic site line issue on the placement of this sign? Director responded yes. Jim Northridge motioned to approve the project go out to bid, seconded by Lee Konicki, motion unanimously passed. Mayor added the project will need to be presented to Board of Finance for additional approval.

B) Economic Development Strategic Planning: One of the identified priority items from the ECD Strategic Planning Matrix was B3 - Refine and disseminate an "elevator speech" about the town. The Director requested input from the members and asked them to email her any ideas/speeches to be discussed at next meeting. Commission member Northridge suggested he'd rather see the elevator speech come from this office. Director will create, send to members via email, and welcome suggestions via email prior to the next meeting.

6. NEW BUSINESS: A) Annual Schedule of Regular Meetings – 2020*: Upon review of the list of dates, Delia Fey motioned to approve the annual schedule of regular meetings-2020, seconded by Jim Northridge, motion passed unanimously.

DIRECTOR'S REPORT: Will be emailed to members

ADJOURNMENT: There being no further items to come before such meeting, Lee Konicki motioned to adjourn, seconded by, Jim Northridge, motion passed. Meeting adjourned at 9:01 am.

Respectively Submitted by Jacqueline A. Lefevre, Recording Secretary