

(To be Approved)

**TOWN OF PUTNAM
REDEVELOPMENT AGENCY
Minutes of a Regular Meeting**

Date: September 11, 2018

PRA Office

Time: 8:00 a.m.

The Putnam Redevelopment Agency met for a Regularly Scheduled Meeting on Tuesday, September 11, 2018, 2018 in the Redevelopment Agency conference room, 156 Main Street, Putnam, CT 06260.

The Chairman opened the meeting at 8:01 am

ROLL CALL: Director Delpha Very, Town Administrator Mary Calorio, Chairman Paul Pikora, Vice-Chairman Paul Grenier Agency Members: Jim Northridge, Lee Konicki, and Assistant Jackie Lefevre. Delia Fey arrived at 8:02, Alternate member Jayne Battye arrived 8:03. Absent: Alternate member Alan Perreault.

PUBLIC PARTICIPATION: None

APPROVAL OF REGULARLY SCHEDULED MEETING MINUTES – August 14, 2018* and Special Meeting of August 28, 2018: Lee Konicki motioned to approve the minutes of the regularly scheduled meeting of August 14, 2018, seconded by, Paul Grenier motion unanimously passed. Paul Grenier motioned to approve the Special meeting minutes of August 28, 2018, seconded by Jim Northridge, unanimously passed.

REPORTING OF EXPENDITURES – August 2018: Expenditures were reviewed. Jim Northridge inquired about Kathy Naumann's contractual services. The Director shared that Kathy's works on a part-time basis. Typically, she works a Tuesday and Wednesday or a Tuesday Thursday, whenever her other position allots time. Chairman suggested having Kathy provide a summary of item/s she is currently working on.

UNFINISHED BUSINESS: None

NEW BUSINESS: SC13 CDBG Audit- Director explained the town was contacted via email from the State of CT - Dept of Housing representative Mr. Dominic Carew. Mr. Carew emailed findings that were found during an OIG audit completed by Federal Government completed on the Town's SC13 Community Development Block Grant Program (CDBG). The Town Administrator explained that an OIG audit is a desk audit, which means certain documents are chosen and reviewed. It is not an audit whereby auditors physically come to a location and complete a full audit. The findings were sent onto Lisa Low and Associates, the consultant for the Town of Putnam's SC13 CDBG program. Answers were provided via email by Lisa Low to the findings listed in the email

Re-appointment of Alternate member Alan Perreault: The Director will contact Mr. Perreault to find out his intentions.

CCM Training on F.O.I.A – Oct. 11th: A Freedom of Information Act (F.O.I.A) training is scheduled for Thursday, October 11th from 3 to 6 pm at the Putnam High conference room. All members were asked to provide their attendance, to Director or Assistant, which will be forwarded to the Mayor's Assistant.

Director's Report: Copy of Director's PRA Report was attached and reviewed.

Executive Session Discuss confidential information not subject to disclosure under CGS 1-21- (b)(5)(B):** Paul Grenier motioned to move into executive session and invite Town Administrator Calorio, to discuss a loan application, seconded by Lee Konicki, passed unanimously. Jim Northridge motioned to come out of executive session, seconded by Lee Konicki.

ADJOURNMENT- There being no further items to lawfully come before such meeting, Paul Grenier motioned to adjourn the September 11, 2018 Redevelopment Meeting, seconded by, Jim Northridge unanimously passed. Meeting ended at 8:21 a.m.

Respectively Submitted by: Jackie Lefevre, Recording Secretary