

Covid-19 Status

Recent

Continued monitoring of Eastern CT / Windham County metrics. Per data.ct.gov website, as of May 6, 2021, there have been 838 cases in Putnam; compared with 784 cases on April 6th. The latest monthly increase was significantly less than previous months. Putnam still "Red", meaning ≥ 15 cases per 100,000.

Upcoming

Same as last month: Continued monitoring and management as-needed. Continued tracking of vaccination eligibility and opportunities.

Town Administration

Contract Updates

Executed Real Estate Exclusive Broker with CR Premier for Town Hall and Library properties.
 Selected Weston & Sampson for Professional Engineering Consulting Services for Air Line Trail Gap Analysis between Putnam to Thompson.
 Final draft of Amendment to extend Willimantic Waste (for collection and recycling FY22 and FY23), and Wheelabrator Lisbon (for burn/disposal FY 22, 23 and 24)
 State Contract for Bridge Maintenance Five Mile River Road and East Putnam (over Cady). Received LOCIP funding approval.
 Preparing request for bids for town offices and library move; expect due mid-June.

Recent

Continued FY 2022 Budget review and modification process including Public Hearing and BOF finalization of budgets to send to Town Meeting.
 Town Meeting positive vote on various ordinances and items: Veteran's, Complex Naming, 44 Highland sale, Q-Tech Amendment.

Human Resources - finalized Department Head job description with General Government committee.
 Hired new caretaker in Recreation Department. Transfer from Highway to WPCA.

Waiting on Union feedback regarding Town's proposals towards new contract starting July 1, 2021.
 Coordinate with health insurer Cigna (Human Resources lead) for annual open enrollment and review of participation.
 Coordinate with property and auto insurer CIRMA for asset management (Human Resources lead for property insurance, Finance lead for asset management).
 Coordinate with new website vendor FinalSite for creation and hosting (Finance Office accounts receivable Jared Latour leading).
 Completed grant applications to Rep Courtney office for Community (New Roof on Bandstand), and Transportation (Kennedy Drive pavement, Simonzi Park Streambank and Kennedy Drive Parking Lot). Courtney's office reached out as follow-up discussion, and a recent email about many requests for the grants. Their office due to follow up in upcoming weeks.

Upcoming

Final steps for FY2022 Budget - including Town Meeting May 12th and Referendum May 22nd, then BOF set mil rate.
 Create job description and advertise for Maintenance and Custodial positions.

Draft RFPs for Municipal Complex Maintenance firms for new Municipal Complex Moving Company.

Continue monitoring status of Quinebaug Tech Park amendment. Pomfret BOS approved/next Town Meeting. Scotland votes at Town Meeting May 20th. Waiting for a response from Brooklyn regarding status.

(Delpha Very lead) Expansion of Rehab Area to entire SSD - draft of ordinance modification/Town Meeting.

Coordinate with Union representative and bargaining committee regarding Town proposals and feedback.
 Initial activities and preparation for new website host and platform.
 Work with Novus to create email addresses for all Town employees, including field crews, as means of Human Resource and Management direct communication.

Municipal Complex

Recent

Ongoing architect, construction manager and Building Committee coordination.
Ongoing monitoring scope, budget and schedule. Currently all without issue.

Exterior structure and sitework nearing final efforts. Interior buildout continues with paint, tile, flooring, lights being installed. Expect furniture delivery mid to late July, with mid-August employee move-in.

Upcoming

Continued buildout of interior components, onsite generator, flooring, paint, and other finishes.

Road and Sidewalk Improvements

Recent

None to report.

Upcoming

Same as previous: Expect Regional DOT approval to bid for Woodstock and Church.

Same as previous: NECCOG coordinating with state for Grove Street and School Street sidewalks.

Bridges

Recent

Pre-construction meeting for East Putnam Road over Cady Brook and Five Mile River Road over Five Mile River.
Using existing State Contract for Arborio to complete the work.

Upcoming

Same as last month: Continued project management for Town bridge repair/replacement.

Same as last month: Design/build efforts for maintenance of Five Mile River Road Bridge over Five Mile River; and East Putnam Road over Cady Brook. Expect Summer 2021 construction.

Same as last month: Review design proposal for Danco Road bridge. (2022 or beyond construction)

Same as last month: Initiate planning and permitting with engineering consultant for East Putnam Road Bridge over Mary Brown Brook. (2022 or beyond construction)

Same as last month: Coordinate with State DOT to explore options for federal or state financing assistance with future replacement of Danco Road Bridge.

Athletic and Recreation

Recent

Continued efforts as part of selection panel for Pomfret regarding Airline Trail Improvements project Trail Bed Improvements - expect interviews in May 2021, with selection and design start in Summer 2021.

Selected Weston & Sampson for alternative analysis and planning for DEEP-funded planning project for River Trail connection to Air Line Trail in Thompson.

Upcoming

Contract and initial kickoff meeting with Weston & Sampson, including data gathering (maps). For River Trail connection to Air Line Trail in Thompson.

Other Town Responsibilities

Recent

Ongoing tracking of MS4 stormwater requirements (Land Use Agent lead).
Same as last month: Coordinated with Wheelabrator Lisbon and Willimantic Waste for expected contract extensions for municipal solid waste disposal and collection, respectively.

Upcoming

Same as last month: Continue coordination and efforts associated with Stormwater MS4 permit requirements, including Town-proposals for text amendments to local regulations (Land Use Agent Bruce Fitzback lead).

Same as last month: Execute contract extensions for municipal solid waste handling with Wheelabrator and Willimantic Waste. In upcoming months+, continue discussions for increase to sticker pricing.

Conferences and Training

Recent

Recurring Virtual meetings with NECCOG municipal leaders, DEMHS Region 4.
CCM training for State Library Retention Requirements.
CCM training for union negotiations.

Upcoming

Ongoing: CCM certified Connecticut municipal official - multi-year effort of various trainings