

## Covid-19 Status

### Recent

Continued monitoring of Eastern CT / Windham County metrics. Per data.ct.gov website, as of July 9, 2021, there have been 896 cases in Putnam; compared with 878 cases on June 15th. Putnam continues to be labeled "gray", meaning less than 5 cases per 100,000; watching whether recent +19 cases will again modify.

### Upcoming

Continued monitoring and mask compliance for non-vaccinated.

## Town Administration

### Contract Updates

Contract for Specialty Moving Services for Town Hall files and Library contents to new Municipal Complex - expect move efforts various weeks in August.

Contract for DEEP-funded Air Line Trail gap analysis between Putnam and Thompson.

### Recent

Fiscal year end accounting and department head coordination.

Q-Tech Park Amendment approved by all four member Towns. Reimbursement checks have been issued to Pomfret, Brooklyn and Scotland.

Received proposals for town offices and library move, reviewed and selected National Library Relocations based on RFP criteria.

Continued coordination with Real Estate Agent for Town Hall and Library properties for showings and information requests (Delpha Very lead). Under contract with buyer for Library, planning for Town-required approvals.

Hired new Revenue Clerk - start date late July.

Hired new full-time Custodial/Maintenance Department Head position - start early August.

Same as last month: Waiting on Union feedback regarding Town's proposals towards new contract starting July 1, 2021. Various components, including salary and benefits, if modified, will need retroactive efforts.

Same as last month: Continued coordination with new website vendor FinalSite for creation and hosting (Finance Office accounts receivable Jared Latour leading).

### Upcoming

Continued - new Fiscal Year accounting setup with approved budgets. Roll-over of capital project budgets, following close-out of previous year.

Create job description for Custodial/Maintenance Department Head (full-time) and part-time Custodian position. Based on advertisement for position.

Continued (Delpha Very lead) Expansion of Rehab Area to entire SSD - approved at Town Meeting, now edit application and instructions.

Same as last month: Coordinate with Union representative and bargaining committee regarding Town proposals and feedback.

Same as last month: continue activities and preparation for new website host and platform. Expect live September 2021.

Same as last month: 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. Construction contract completion schedule likely modified to August 26th.  
Exterior structure complete, sitework nearing final efforts. Interior buildout continues with many areas of electrical and telecommunications, final wood work and details.

Upcoming

Continued buildout of interior components, communication/IT setup, various commissioning efforts. Training including vault, HVAC system, generator, lighting, cameras, door access contact system, alarm system, etc. Expect various Town departments to participate, including Department Heads, Town Clerk, new Custodial/Maintenance positions, Highway Department.  
Expect furniture delivery in August, move existing contents in August, with staff onsite at new Complex mid-to-late August.  
A lot of coordination and getting onsite!!! Exciting but many details to complete and coordinate.

**Road and Sidewalk Improvements**

Recent

None to report.  
[Note that Highway has various more standard paving projects ongoing and upcoming. Including portion of Kennedy Drive over bridge deck/I395; which schedule will be coordinated with state work to share traffic control and other coordination.]

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

Same as last month: Continued planning and design for Danco Road Bridge replacement. Expect 2022 construction start.  
Five Mile River Road and East Putnam Road Bridges - Contractor onsite activities June 24th through mid-August.

Upcoming

Minor repairs to Munyan Road Bridge and a few other bridges to comply with DOT inspection comments. Planning for minor DOT-recommended bridge maintenance, some done with Town staff, some via state contractor.  
Ongoing: Continued project management for Town bridge repair/replacement.  
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 - selected Consultant Weston & Sampson and will negotiate scope in July.  
Executed contract with Weston & Sampson for alternative analysis and planning for DEEP-funded planning project for River Trail connection to Air Line Trail in Thompson. Hiked length of trail between Putnam and Thompson trail head on Route 12.

### Upcoming

Continued trail alternative analysis and planning activities.

## Other Town Responsibilities

### Recent

Ongoing tracking of MS4 stormwater requirements (Land Use Agent Bruce Fitzback lead). Dry-weather sampling of outfalls completed.  
Waiting on response for Wheelabrator Lisbon for municipal solid waste disposal.  
WPCA: Awarded to G. Donovan for wastewater treatment plant storage building and generator project (USDA funding). Expect construction through Summer 2022.

### 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).

Review proposed scope for consultant assistance with MS4 efforts, including continued wet- and dry-weather sampling, GIS mapping on stormwater structures and other NPDES Permit Requirements.  
Execute contract extensions for municipal solid waste handling with Wheelabrator Lisbon. In upcoming months+, continue discussions for increase to sticker pricing.

## Conferences and Training

### Recent

Recurring Virtual meetings with NECCOG municipal leaders, DEMHS Region 4.  
Open enrollment period for CCM certified municipal official.

### Upcoming

Ongoing: CCM certified Connecticut municipal official - multi-year effort of various trainings  
CCM Ethics and Responsibility Training.