

\* Revised MAYOR AND SELECTMEN'S MEETING AGENDA

May 17, 2021 @ 7:00 PM

\* Putnam High School

Board of Education Conference Room  
152 Woodstock Avenue, Putnam, CT

Meeting is also available via zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/83067899196>

Meeting ID: 830 6789 9196

+1 646 558 8656 US (New York)

- 
1. Call to Order by the Presiding Officer
  2. Pledge of Allegiance
  3. Public Comment – 3 – minute maximum per person
  4. Approval of the Minutes
    - A. Minutes from May 3, 2021 Board of Selectmen Meeting
  5. Petitions & Communications
  6. Reports of Standing Committees
    - A. General Government Committee
  7. Reports of Special Committees
  8. Town Administrator Report
  9. Unfinished Business
  10. Grant Considerations and Updates
    - A. Update on LOCIP Funding
    - B. Update on ARPA - Coronavirus State and Local Fiscal Recovery Funds
  11. New Business
    - A. Blight
    - B. Rehabilitation Area Program Ordinance Amendment and set the date for a Public Hearing (June 21, 2021 @ 7:30 PM)
    - C. Naming of new athletic field behind St. Marie – Greenhalgh Sports Complex and set the date for Special Town Meeting (June 7, 2021 @ 7:30 PM)
  12. Public Comment – 3- minute maximum per person
  13. Adjournment

**\*In person attendance is limited to 18 people. Masks must be worn at all times. Contact tracing form must be completed upon entrance to the meeting.**

To Be Approved  
 May 3, 2021  
 Town of Putnam  
 Mayor and Selectmen's Meeting  
 Via Zoom Meeting ID# 897 5163 3233

TOPIC	DISCUSSION		
PRESENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Steinbrick, Selectman Hayes, Selectman Rawson, Selectman Pempek		
ABSENT:	Selectman Tarr		
1.	Call to Order	Mayor Seney called the meeting to order at 7:00 PM	
2.	Pledge of Allegiance	Led by Mayor Seney	
3.	Public Comment		Ed Bauch, 28 Wilkenson, concerned about people putting trash out prior to pickup day. The bags get torn into and make a mess.
4.	Approval of the Minutes	A.	Minutes from April 19, 2021 Board of Selectmen Meeting Selectman Pempek made a motion to approve the minutes of the April 19, 2021 Board of Selectmen Meeting as presented. The motion was seconded by Deputy Mayor Simmons and passed with Selectman Hayes abstaining.
5.	Petitions & Communications		None
6.	Reports of Standing Committees	A.	General Government Committee Deputy Mayor Simmons stated he will be meeting with HR/PR Director Clifford to discuss and revise the employee assessments. They will be presented to the General Government Committee on May 17 <sup>th</sup> .
7.	Reports of Special Committees	A.	Business Use of Town Owned Property Request The Town received a request from The Crossings Restaurant for outside dining. Mayor Seney, Chief Ferace and Highway Superintendent Serrine reviewed the request and recommend an alternate location. Deputy Mayor Simmons made a motion to approve the recommended alternate location for The Crossings Restaurant outside dining request.

			<p>The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>B. Business Use of Town Owned Property Update Town Administrator Sistare advised the Selectmen that the barriers would be installed this week and are expected to come down October 18<sup>th</sup>, 2021. Barriers will not be installed next year.</p> <p>Deputy Mayor Simmons made a motion to add item 10 B. Veterans Advisory Committee Appointments to the agenda. The motion was seconded by Selectman Hayes and passed unanimously.</p>
8.	Unfinished Business		None
9.	Grant Considerations and Updates		Town Administrator Sistare informed the Selectmen that the Town is waiting to hear the status of the grant applications submitted for the Bandstand Roof, Woodstock Avenue Paving and parking lot and Simonzi Park Stabilization.
10.	New Business	A.	<p>Webster Lake – New England Triathlon Deputy Mayor Simmons made a motion to approve the use of Town roads for the Triathlon, but requested Webster Lake Triathlon contact Special Services District for police presence. The motion was seconded by Selectman Rawson and passed unanimously.</p>
		B.	<p>Veterans Advisory Committee Appointments Deputy Mayor Simmons made a motion to appoint Robert Challinor, Allan Joslin, Norman Barney Seney, Jr., Brian Maynard, Donald Steinbrick and Roy Simmons to the Veterans Advisory Committee. The motion was seconded by Selectmen Pempek and passed unanimously.</p>
11.	Executive Session	A.	<p>Contracts and Real Estate Deputy Mayor Simmons made a motion to go into Executive Session at 7:25 PM inviting in Town Administrator Sistare and Town Attorney Richard Roberts. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>The Selectmen came out of executive session at 8:01 PM.</p>
12.	Public Comment		None
13	Adjournment		Selectman Pempek made a motion to adjourn at 8:04 PM. The motion was seconded by Selectman Rawson and passed unanimously.

**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  $\geq 15$  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

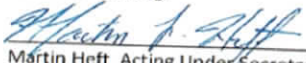


**STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT  
INTERGOVERNMENTAL POLICY AND PLANNING DIVISION**

**Local Capital Improvement Program (LoCIP)  
PROJECT AUTHORIZATION CERTIFICATION**

I, Martin Heft, Acting Undersecretary of the Intergovernmental Policy and Planning Division of the Office of Policy and Management, hereby approve the following projects for Local Capital Improvement Program grants. These projects have been certified to be consistent with each town's five year Capital Improvement Plan.

Issuance of reimbursements will be based on the availability of funding. Reimbursement for approved projects will be sent to the municipality's Treasurer upon receipt of completed reimbursement requests, which must note the appropriate project number and include documentation of expenditures. Municipalities are required to maintain a detailed accounting record of projects approved for LoCIP funding.

  
Martin Heft, Acting Under Secretary

May 4, 2021

**MAY 2021 LoCIP PROJECT AUTHORIZATIONS**

Town	Project #	Project Description	Approved Amount
Avon	004-21-010	Road Improvements	\$ 110,702.00
Beacon Falls	006-21-010	Athletic Courts Rehabilitation/Resurfacing	\$ 142,039.46
Bethany	008-21-040	Veterans' Mem. Park Tennis and Basketball Courts	\$ 40,000.00
Bridgeport	015-21-010	Park Ave. South Greenway/Bikeway Project	\$ 1,300,000.00
Bridgeport	015-21-020	Road Renovations/Repair/Improvements	\$ 1,299,676.56
Cheshire	025-21-010	2020 Road Repavement Program	\$ 180,878.00
East Hartford	043-21-010	Silver Lane Streetscape Amenities	\$ 20,863.00
East Hartford	043-21-020	Wooden Streelight Repair	\$ 10,000.00
East Hartford	043-21-030	Hockanum River Linear Walkway Phase II	\$ 25,000.00
East Hartford	043-21-040	Alumni Park Improvements - Basket ball courts	\$ 25,000.00
East Hartford	043-21-050	Northend Senior Center Bldg. Renovations	\$ 200,000.00
East Hartford	043-21-060	Facilities Sign Replacement Phase II	\$ 175,000.00
East Hartford	043-21-070	Veterans' Memorial Clubhouse Renovations	\$ 115,000.00
East Lyme	045-21-010	Town Hall Ceiling Replacement	\$ 60,000.00

continued on next page

Ellington	048-21-010	Rubber Chipseal Roads	\$	108,297.00
Enfield	049-21-010	Roads 2015 - St James Ave. South West	\$	318,240.00
Essex	050-21-010	FY 2021 Infrastructure Improvements - Roads	\$	40,921.00
Franklin	053-21-010	Woodward House and Barn Painting	\$	16,963.00
Greenwich	057-21-010	Sewer System Rehab	\$	322,926.00
Madison	076-21-010	Pavement Management - Acorn Rd.	\$	110,990.00
Middlebury	081-21-010	Bioski Road Top	\$	56,803.00
Middlefield	082-21-010	Chip Sealing Town Roads	\$	31,793.00
Morris	087-21-020	Community Hall Generator	\$	40,000.00
Norwalk	103-21-010	Pavement Management	\$	652,435.00
Naugatuck	088-21-010	Road Paving	\$	249,532.53
Old Lyme	105-21-010	Old Lyme Estates Roads	\$	48,833.00
Orange	107-21-010	Tennis Court Replacement High Plains Cmty. Ctr.	\$	148,000.00
Orange	107-21-020	Fred Wolfe Park Grading and Seeding for Athletic Fields	\$	45,000.00
Putnam	116-21-010	Cady Brook Bridge & Five Mile River Bridge	\$	594,482.00
Simsbury	128-21-010	Road Resurfacing	\$	164,623.00
Southbury	130-21-020	Plaster House Road Repair	\$	128,732.00
Stamford	135-21-010	City-wide Paving	\$	847,217.02
West Haven	156-21-010	Sidewalks (overrun of 156-08-010)	\$	1,393.15
West Haven	156-21-020	Walkways (overrun of 156-08-020)	\$	7,574.39
West Haven	156-21-030	Deck Upgrade (overrun of 156-08-040)	\$	174.30
West Haven	156-21-040	Walkways (overrun of 156-08-050)	\$	8,413.14
West Haven	156-21-050	Sidewalks (overrun of 156-08-060)	\$	26,427.35
West Haven	156-21-060	Storm Sewers (overrun of 156-08-070)	\$	3,300.11
West Haven	156-21-070	Military Museum HVAC (overrun of 156-09-030)	\$	28,662.22
West Haven	156-21-080	Park Improvements (overrun of 156-09-040)	\$	6,323.00
West Haven	156-21-090	Morse Park Lights (overrun of 156-09-050)	\$	170.69
West Haven	156-21-100	Morse Park Lights (overrun of 156-10-010)	\$	19,633.00
West Haven	156-21-110	Storm Sewers (overrun of 156-10-030)	\$	1,987.58
West Haven	156-21-120	Little League Complex (overrun of 156-11-010)	\$	475.00
West Haven	156-21-130	Storm Sewers (overrun of 156-11-030)	\$	1,320.58
West Haven	156-21-140	Johnson Community Ctr. (overrun of 156-12-020)	\$	431.50
West Haven	156-21-150	Storm Sewers (overrun of 156-12-030)	\$	19,533.02
West Haven	156-21-160	Veterans' Museum (overrun of 156-11-040)	\$	25,342.88



**AGENDA ITEM COVERSHEET**

**Item 11 B**

**Submitted by:** Delpha Very, Director

**Date for Consideration:** May 17, 2021

**Town Attorney Review Required:** Yes

**Financial Summary:** N/A

**Staff Recommendation:** The Redevelopment Agency is making the recommendation to extend the Rehabilitation Area Zone Tax Deferral Program to include the entire Special Services District (SSD) area instead of only certain addresses as defined in the original Ordinance. Knowing that the SSD has the oldest housing stock in Putnam, it is essential that any opportunity afforded to developers and property owners be utilized in its greatest capacity.

**Board Action Required:** Yes

**Supporting Materials (if yes, list attachments):**

Memo to Elaine, Barney and Delpha re. Rehabilitation Area Zone from Atty. Roberts

Amendment to Rehabilitation Area Zone Ordinance

## AMENDMENT TO REHABILITATION AREA PROGRAM ORDINANCE

The Rehabilitation Area Program Ordinance (the "Ordinance") originally adopted on February 4, 2002 is hereby amended as follows:

1. The list of properties set forth on Exhibit A attached to the Ordinance is hereby deleted and the following is inserted in lieu thereof: "All of those pieces or parcels of real property located within the territorial limits of the City of Putnam, as heretofore constituted, also known as the Putnam Special Services District."

This Amendment shall become effective twenty-one (21) days after the date of publication.



## MEMORANDUM

To: Elaine Sistare, Town Administrator  
Barney Seney, Mayor  
Delpha Very, Director, Redevelopment Agency

From: Richard P. Roberts, Esq.

Date: March 23, 2021

Re: Amendment of Rehabilitation Area Program Ordinance

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You have indicated that the Town is considering amending the Rehabilitation Area Program Ordinance to include the entire Special Services District within its scope. This memorandum will outline the steps that would be required to make such an amendment to the ordinance. The governing statutes are found at CGS §12-65c through 12-65f.

The following are the actions that must be taken to enact that amendment:

- The Board of Selectmen propose the amendment and schedule a public hearing
- Notice of the time, place and purpose of that public hearing must be published in the newspaper at least twice, at intervals of not less than two days, the first not more than 15 days nor less than 10 days and the last not less than 2 days prior to the public hearing (the same publication schedule as most land use public hearings)
- Following the public hearing, the proposed revision must be referred to the Planning Commission for its review and comment under CGS §8-24. If the Planning Commission disapproves the proposal, it triggers the voting requirements set forth in CGS §8-24, as applicable
- Once the Planning Commission has acted on the proposal, the Board of Selectmen vote to send the proposed amendment to a town meeting for adoption
- The town meeting votes on whether or not to approve the amendment to the ordinance
- If approved, the ordinance is published and takes effect on the specified date.

If you or the Selectmen have any questions or concerns or would like additional information regarding this matter, please let me know.

**AGENDA ITEM COVERSHEET**

**11 C**

**Submitted by: Wilfred Bousquet**

**Date for Consideration: May 17, 2021**

**Town Attorney Review Required:**

**Financial Summary:**

The Recreation Commission voted to recommend naming the new field behind the St. Marie – Greenhalgh Sports Complex “Owen Tarr Field”. We would like to bring the issue to a Town Vote.

**Staff Recommendation:**

Recommend naming the new field Owen Tarr Field

**Board Action Required:**

Recommend the naming of the Field behind the St. Marie – Greenhalgh Sports Complex “Owen Tarr Field” and schedule a Special Town Meeting for Monday, June 7<sup>th</sup> at 7:30 PM

**Supporting Materials (if yes, list attachments): Yes, minutes from Putnam Recreation Commission Meeting.**

PUTNAM RECREATION COMMISSION  
ZOOM MEETING #878 7749 1309 MINUTES  
TUESDAY JUNE 30, 2020

Meeting called to order at 5:30 pm

Members Present: Steve Faucher, Peter Pezanko, Nathen Brodeur, Dave Vitale and Director Bousquet.

Members Absent: Owen Tarr

Motion to approve Minutes: 1<sup>st</sup> Steve Faucher, 2<sup>nd</sup> Peter Pezanko, So Moved.

Public Participation: None

Correspondence: Siler Circle Studio's Putnam, request to use Rotary Park for Yoga Classes 6 to 7 pm, July 1st – Aug 26<sup>th</sup>. 1<sup>st</sup> Dave Vitale, 2<sup>nd</sup> Peter Pezanko, So Moved.

Reports: New Field update, Field naming discussed "Owen Tarr" name can move forward, 1<sup>st</sup> Dave Vitale, 2<sup>nd</sup> Steve Faucher, So Moved.

Rotary Park: "Sculpture Affair" report performance by Bradley Theater, August 22-23 in Rotary Park.

Murphy Park: (27) day campers at half day "Breath of Fresh Air".

Re-planking Henry Breault Footbridge will happen early August.

Motion to adjourn at 6:01 pm, 1<sup>st</sup> Steve Faucher, 2<sup>nd</sup> Peter Pezanko, So Moved.

Respectfully submitted,

Wilfred Bousquet  
Secretary

Owen Tarr  
Chairman