

MAYOR AND SELECTMEN'S MEETING AGENDA

June 21, 2021 @ 7:00 PM

\* Putnam High School

Board of Education Conference Room

152 Woodstock Avenue, Putnam, CT

Join Zoom Meeting

<https://us02web.zoom.us/j/84109429395>

Meeting ID: 841 0942 9395

One tap mobile

+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 June 7, 2021 Board of Selectmen Meeting
  5. Petitions & Communications
  6. Reports of Standing Committees
    - A. General Government Committee
      1. Annual Performance Assessment (APA)
  7. Reports of Special Committees
  8. Town Administrator Report
  9. Unfinished Business
    - A. Sticker Fund
  10. Grant Considerations and Updates
    - A. Affordable Housing Plan
  11. New Business
    - A. Town Boards and Commission Meetings
  12. Public Comment – 3- minute maximum per person
  13. Adjournment

To Be Approved  
 June 7, 2021  
 Town of Putnam  
 Mayor and Selectmen's Meeting  
 In person and  
 Via Zoom Meeting ID# 830 4091 2781

TOPIC	DISCUSSION		
PRESENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Pempek, Selectman Steinbrick, Selectman Rawson		
ABSENT:	Selectman Hayes, Selectman Tarr		
1.	Call to Order	Mayor Seney called the meeting to order at 7:01 PM	
2.	Pledge of Allegiance	Led by Mayor Seney	
3.	Public Comment		Gloria Marion asked when the Revenue Office job posting would be posted to the public. Gloria Marion also asked how voting at the Special Town Meeting later this evening would take place.
4.	Approval of the Minutes	A.	<b>Minutes from May 17, 2021, Board of Selectmen Meeting</b>  Deputy Mayor Simmons made a motion to approve the minutes of the May 17, 2021, Board of Selectmen meeting as presented. The motion was seconded by Selectman Pempek and passed unanimously.
5.	Petitions & Communications	A.	<b>Atlantic Broadband</b>
6.	Reports of Standing Committees	A.	<b>General Government Committee</b>  Deputy Mayor Simmons informed the Selectman that the General Government Committee had met earlier in the evening and voted to forward the Employee APA to the Board of Selectmen for approval.  Deputy Mayor Simmons made a motion to table the Employee APA until the next BOS meeting. The motion was seconded by Selectman Pempek and passed unanimously.
7.	Reports of Special Committees		None

8.	Unfinished Business		None
9.	Grant Considerations and Updates		None
10.	New Business	<p>A.</p> <p>B.</p> <p>C.</p> <p>D.</p> <p>E.</p> <p>F.</p> <p>G.</p>	<p><b>Sticker Fund</b> A report of financials was given to the Selectmen for review. Selectman Pempek requested the topic of raising the sticker prices be added to the next agenda.</p> <p><b>Cannabis</b> Atty Roberts discussed the proposed ST. of Ct approval of cannabis with the Mayor and Selectmen.</p> <p><b>Special Recognition</b> Deputy Mayor Simmons made a motion to approve the proclamation for Tom Pandolfi and Tom Pandolfi Day. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p><b>Consider the appointment of James D. Taylor to the Economic Development Commission</b> Deputy Mayor Simmons made a motion to appoint James D. Taylor to the Economic Development Commission. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p><b>Resignation of Kathy Guertin from the Putnam Arts Council</b> Selectman Pempek made a motion to accept the resignation of Kathy Guertin from the Putnam Arts Council with regret. The motion was seconded by Selectman Rawson and passed unanimously.</p> <p><b>Resignation of Akansksha Sule-Tretheway from the Putnam Arts Council.</b> Selectman Pempek made a motion to accept the resignation of Akansksha Sule-Tretheway from the Putnam Arts Council with regret. The motion was seconded by Deputy Mayor Simmons and passed unanimously.</p> <p><b>Removal of David Copeland from the Municipal Complex Building Committee</b> Deputy Mayor Simmons made a motion to remove David Copeland from the Municipal Complex Building Committee. The motion was seconded by Selectman Rawson and passed unanimously.</p>
11.	Public Comment		None
12.	Adjournment		Deputy Mayor Simmons made a motion to adjourn at 7:29PM. The motion was seconded by Selectman Rawson and passed unanimously.



# TOWN OF PUTNAM

TOWN HALL  
126 CHURCH STREET  
PUTNAM, CONNECTICUT 06260



## Department Head Annual Performance Assessment (APA)

The purpose of the APA process is to provide input and receive feedback on job performance and expectations; foster communication to facilitate better working relationships; contribute to professional development; and provide a historical record of performance.

### Directions:

Please complete the self-assessment portion (pages 1 through 4) and submit it to the Town Administrator as/when directed. If you are constrained by space, you may include additional pages. You may also attach any supporting documentation you deem necessary. The Town Administrator will schedule a one-on-one meeting with you to review, discuss, and finalize.

Name:	
Title:	
Supervisor:	Town Administrator
Review Period:	

### Section 1 – Responsibilities and Actions during the above Review Period

- a. Provide the number of employees supervised and identify the individual who acts in your capacity during your absence.
  
- b. List the types of permits or applications for which your department is responsible. If not applicable, so indicate.

- c. Include measurable components your department tracks (i.e., number of permits/applications administered, revenue collected, grants managed, etc.). If not applicable, so indicate.
- Identify any existing REQUIRED employee training (i.e., professional certifications, licensing, qualifications, etc.) shortfalls and your plan(s) to fulfill and/or rectify them. What can management do to assist you in this endeavor?
  
  - Explain/discuss employee disciplinary measures taken, notable changes in personnel, and new hires that occurred during this review period.
  
  - Identify training and professional development activities you participated in during this review period. Such activities include seminars, classes, participation in regional, state, or national organizations, etc. Include any new or renewed certifications or professional licenses attained.
- d. Budget/funding: For the previous fiscal year, briefly describe your department's expenditures and revenues at the end of the budget year. Include an explanation for any components that were over budgeted expenditures or under budgeted revenues.
- Discuss any modifications that you may request for the next fiscal year and how those requests will improve the efficiency and/or productivity of your department.

## Section 2: Future goals for the next review period

- a. Identify and describe your departmental goal(s) and/or objective(s) that you have for the next review period. Include what management can do to assist you with this/these goal(s) and/or objective(s).
  
  
  
  
  
  
  
- b. Identify and describe areas that you would like to improve within your department. Include what management can do to assist you with this/these goal(s).
  
  
  
  
  
  
  
- c. Are there any tools, including software, hardware, or other office or field tools that would help you and your department improve production, proficiency, and efficiency?

## Section 3 – Open Comments

- a. Please provide any additional comments, on any germane topic, that you would like to convey to management.

**Section 4: Assessment of managerial competencies**

Rating scale: A 1 through 5 scaling system with 1:Below-Minus; 2:Below Expectations; 3:Met Expectations; 4: Exceeded Expectations; 5: Exceeded-Plus

Please indicate how you rate yourself on the following managerial competencies:

<b>Employee Competencies/Performance Standards</b>	<b>Employee Self Rating</b>	<b>Manager Rating</b>
Professional Knowledge		
Leadership Skills		
Productivity		
Efficiency		
Communications		
Customer Service		
Accountability		
Collaboration		
Teamwork		
Time Management		

**Section 5: Rights, acknowledgments, and signature of employee**

I, \_\_\_\_\_ understand and agree that the information provided in this evaluation is true and accurate. I agree and acknowledge that a copy of my evaluation will be held in my personnel file in the Human Resource Department and understand that I will be held accountable for the information provided and agreed upon in this evaluation by myself and my manager.

Note: As a municipality, our work products and work activities are public information with few exceptions. As such, if requested, this employee assessment is likely subject to production under the Freedom of Information Act (FOIA).

**If you disagree with any part of this assessment, you may submit a written response setting forth your position which shall be appended to this assessment and included in your personnel file.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Covid-19 Status**

## Recent

Continued monitoring of Eastern CT / Windham County metrics. Per data.ct.gov website, as of June 15, 2021, there have been 878 cases in Putnam; compared with 853 cases on May 14th. While briefly Putnam being the only remaining municipality "Red" in May, we have once again reduced cases and are not labeled "gray", meaning less than 5 cases per 100,000.

## Upcoming

New CDC guidelines about vaccination and mask requirements. Tracking employee vaccination status and reminding of continued masking requirements if not fully vaccinated.

**Town Administration**

## Contract Updates

Task Order for Danco Road bridge consulting for emergency vehicle access, and replacement planning and design services. Expect to apply for State DOT 50/50 bridge program.

## Recent

Budgets approved at Annual Town Meeting.

Q-Tech Park Amendment approved at Annual Town Meeting (Pomfret and Scotland also approved, Brooklyn voting June 21st).

Advertised request for proposals for town offices and library move; due July 2nd.

Coordinated with Real Estate Agent for Town Hall and Library properties for showings and information requests (Delpha Very lead).

Human Resources - finalized Annual Performance Assessment with General Government committee.

Hired new Highway Maintainer (rehired previous employee).

Same as last month: Waiting on Union feedback regarding Town's proposals towards new contract starting July 1, 2021.

Human Resources: period of annual open enrollment and review of participation.

Continued coordination with property and auto insurer CIRMA for asset management (Human Resources lead for property insurance, Finance lead for asset management). Quality control review of property and vehicles with various departments, including SSD.

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

Created job description and advertise for Maintenance and Custodial positions.

Depending on Town Hall and Library property sale status, expect BOS, BOF and Town Meeting to approve sale of property.

## Upcoming

New Fiscal Year accounting setup with approved budgets.

Review maintenance position applications and interview.

Pre-bid and review of received proposals for moving firms for new Municipal Complex Moving Company.

Finalize execution of Quinebaug Tech Park amendment, including reimbursements to three member Towns.

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

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

Initial 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 scheduled for August 19th.

Exterior structure complete, sitework nearing final efforts. Interior buildout continues with many areas of paint, tile, flooring, and lights. Expect furniture delivery mid to late July, with mid-August employee move-in. Generator onsite and startup activities.

#### Upcoming

Continued buildout of interior components, communication/IT setup, various commissioning efforts.

### **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

Started planning and design for Danco Road Bridge replacement. Expect 2022 construction start.

Danco Road coordination with emergency vehicle access on existing bridge structure.

#### Upcoming

Five Mile River Road and East Putnam Road Bridges - Contractor onsite activities June 24th through mid-August.

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 - conducted interviews in June 2021, with selection and design start in Summer 2021.

Negotiating contract with Weston & Sampson for alternative analysis and planning for DEEP-funded planning project for River Trail connection to Air Line Trail in Thompson. Expect start in June 2021

## Upcoming

Field walk with Weston & Sampson along options from River Trail connection to Air Line Trail in Thompson.

## Other Town Responsibilities

### Recent

Ongoing tracking of MS4 stormwater requirements (Land Use Agent lead). Wet-weather and dry-weather sampling of outfalls ongoing.

Executed Willimantic Waste contract for municipal solid waste collection and transport. Ongoing review and negotiation with Wheelabrator Lisbon for municipal solid waste disposal.

WPCA: received bids for wastewater treatment plant storage building and generator project (USDA funding). Contract award preparations to low bidder G. Donovan of Lebanon.

### 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).

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

If increase to \$1 and \$1.5 (from \$0.5 and \$1)

**Sticker Fund Balance, Revenue and Expenditures**

Fund 2850	Budget	Revenue to date (thr 5-31-21)	Estimate thr 6-30-21	Estimate FY2021	Option 1 Increase	Vendor
2850.00.0000.10501 (Sticker Savings)	NA - Balance Carried	\$ 109,279.59	\$ -	\$ 109,279.59	\$ 109,279.59	NA - Balance
2850.00.0000.10305 (Sticker Checking)	NA - Balance Carried	\$ 80,865.61	\$ -	\$ 80,865.61	\$ 80,865.61	NA - Balance
<b>subtotal historical fund</b>		<b>\$ 190,145.20</b>	<b>\$ -</b>	<b>\$ 190,145.20</b>	<b>\$ 190,145.20</b>	
2850.00.0000.44404 (\$0.50 Stickers)	NA - not budgeted	\$ 101,242.00	\$ 2,000.00	\$ 103,242.00	\$ 206,484.00	Revenue (sold 202,484 stickers)
2850.00.0000.44405 (\$1 stickers)	NA - not budgeted	\$ 75,431.00	\$ 2,000.00	\$ 77,431.00	\$ 116,146.50	Revenue (sold 74,431 stickers)
<b>subtotal FY2021 Revenue</b>		<b>\$ 176,673.00</b>	<b>\$ 4,000.00</b>	<b>\$ 180,673.00</b>	<b>\$ 322,630.50</b>	

  

Fund 2850	Budget	Expenditures to date (thr 5-31-21)	Estimate thr 6-30-21	Estimate FY2021	Vendor
2850.00.0000.54101 (bulky waste)		13,223.36	\$ 15,000.00	\$ 28,223.36	\$ 42,335.04 Willimantic Waste
2850.00.0000.54421 (Burn Plant)		138,354.16	\$ 15,000.00	\$ 153,354.16	\$ 230,031.24 Wheelabrator Lisbon
2850.00.0000.55500 (Sticker Printing)		6,426.84	5,000.00	\$ 11,426.84	\$ 17,140.26 Print Company
<b>subtotal FY2021 Expenditures</b>		<b>\$ 158,004.36</b>	<b>\$ 35,000.00</b>	<b>\$ 193,004.36</b>	<b>\$ 289,506.54</b>

**MSW Disposal Expenditures**

G.F. 1005	Budget	Expenditure to date (thr 5-31-21)	Estimate thr 6-30-21	Estimate FY2021	Vendor
1005.43.4317.54101.00000 (Waste Disposal)	\$ 404,650.00	\$ 364,755.20	\$ 40,000.00	\$ 404,755.20	\$ 404,755.20 Willimantic Waste
1005.43.4317.53010.00000 (Professional Services)	\$ 45,000.00	\$ 12,002.50	\$ 5,000.00	\$ 17,002.50	\$ 17,002.50 Winston Averill
<b>subtotal FY2021 Expenditures</b>		<b>\$ 449,650.00</b>	<b>\$ 45,000.00</b>	<b>\$ 421,757.70</b>	<b>\$ 421,757.70</b>

Option 1 Increase Notes:

1. All other costs remain unchanged, so these are FY2021 estimates.
2. Typically, waste pickup and transport; along with waste incineration, increase about 3-5% annually.

## AGENDA ITEM COVERSHEET

**Submitted by:** Delpha Very

**Date for Consideration:** June 21, 2021

**Town Attorney Review Required:** N/A

### **Financial Summary:**

Requesting Authorization to apply for a \$15,000 grant from the CT Dept. of Housing for the purpose of preparing an Affordable Housing Plan. The State of CT has mandated this study to address Connecticut's housing affordability crisis. This grant affords an opportunity to enable municipalities to undertake a proactive planning process and strategy for meeting the housing needs of Putnam residents.

This grant will be awarded on a First Come, First Served basis.

### **Staff Recommendation:**

### **Board Action Required:**

The Board is requested to:

- Authorize the submittal of such application.
- Approve a certified resolution authorizing the submittal of the grant application and identify the individual who can sign the grant application and administer the grant.

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

See attached.

**AGENDA ITEM COVERSHEET**

**Item 11A. Town Boards and Commission Meetings**

**Submitted by:** Elaine Sistare, Town Administrator      **Date for Consideration:** June 21, 2021

**Town Attorney Review Required:** No

**Financial Summary:**

None

**Staff Recommendation:**

As sent to us on behalf of Rich Roberts:

The issue of hybrid or remote meetings will likely be part of the implementer bill.

Assuming it passes, hybrid or remote meetings are optional through 4/30/2022; alternatively, you may conduct meetings entirely in person. It includes a provision that a physical location and electronic equipment must be made available to the public UPON REQUEST 24 hrs in advance. And members of the public must be able to attend in person if a quorum of members is meeting in person.

**Board Action Required:**

Similar to other changes regarding COVID-19, we would like to discuss the options regarding remote and hybrid meetings for all Boards and Commissions and remain consistent in the Town.

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