

MAYOR AND SELECTMEN'S MEETING AGENDA

July 19, 2021

* Putnam High School

Board of Education Conference Room

152 Woodstock Avenue, Putnam, CT

And via Zoom

Join Zoom Meeting

<https://zoom.us/j/96874437080>

Meeting ID: 968 7443 7080

+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 21, 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. Quarterly Staff Reports
 10. Unfinished Business
 11. Grant Considerations and Updates
 12. New Business
 - A. Consider the appointment of Beth Johnston (I) to the Putnam Arts Council with a term to expire July 19, 2027.
 - B. Consider the appointment of Bruce Fitzback (I) to the Trails Committee with a term to expire November 29, 2022.
 - C. Set the date for Special Town Meeting, July 29, 2021 (Sale of 225 Kennedy Drive)
 13. Public Comment – 3- minute maximum per person
 14. Adjournment

To Be Approved
 June 21, 2021
 Town of Putnam
 Mayor and Selectmen's Meeting
 In person and
 Via Zoom Meeting ID# 841 0942 9395

TOPIC	DISCUSSION		
PRESENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Rawson, Selectman Hayes, Selectman Steinbrick and 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		None
4.	Approval of the Minutes	A.	Minutes from June 7, 2021 Board of Selectmen Meeting Deputy Mayor Simmons made a motion to approve the minutes of the June 7, 2021 Board of Selectmen's Meeting. The motion was seconded by Selectman Pempek and passed with Selectman Hayes abstaining.
5.	Petitions & Communications	A.	None
6.	Reports of Standing Committees	A.	General Government Committee 1. Annual Performance Assessment (APA) Selectman Rawson made a motion to approve the APA. The motion was seconded by Selectman Pempek and passed unanimously.
7.	Reports of Special Committees		None

8.	Town Administrator Report		The Town Administrator report was included in the BOS agenda packet.
9.	Unfinished Business	A.	<p>Sticker Fund</p> <p>Discussion ensued regarding the need to raise sticker prices.</p> <p>More information and research will be completed for the next Board of Selectmen's meeting.</p>
10.	Grant Considerations & Updates	A.	<p>Affordable Housing Plan</p> <p>Deputy Mayor Simmons made a motion to authorize the submission of the application, adopt the certified resolution and allow Mayor Seney to sign the grant. The motion was seconded by Selectman Hayes and passed unanimously.</p>
11.	New Business	A.	<p>Town Boards & Commission Meetings</p> <p>Deputy Mayor Simmons made a motion for all Board and Commission meetings to be hybrid. The motion was seconded by Selectman Hayes and passed unanimously.</p> <p>Deputy Mayor Simmons made a motion to add item 11 B. Cannabis to the agenda. The motion was seconded by Selectman Hayes and passed unanimously.</p> <p>Deputy Mayor Simmons made a motion to recess the Board of Selectmen meeting due to a public hearing at 7:30. The motion was seconded by Selectman Hayes and passed unanimously.</p> <p>Deputy Mayor Simmons made a motion to reconvene the BOS meeting at 7:43 PM. The motion was seconded by Selectman Hayes and passed unanimously.</p>
		B.	<p>Cannabis</p> <p>The Planning Commission will meet on June 28, 2021 at 6:00 PM along with the Zoning and ECD Commission. The Selectmen are invited to attend the meeting to discuss Cannabis for retail sales in Putnam and what zoning regulations may need to be changed.</p>

12	Adjournment		Selectmen Hayes made a motion to adjourn at 8:06 PM. The motion was seconded by Deputy Mayor Simmons and passed unanimously.
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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.

Assessor's Office *Quarterly Report*

Grand List

- Tax bills have just been received by taxpayers for the 2020 Grand List, and we are currently processing any necessary adjustments and fielding phone calls and visits to the office; volume is high due to the time of year.
- With our working list being 2021 and the bills out, we are in the process of collecting information from taxpayers to update our 2021 list (i.e. businesses that have closed/moved/sold, vehicles that have been sold/destroyed/moved out of town and advising taxpayers to make sure they cancel/update their registrations ONLINE with the DMV)

Assessor's maps and GIS

- Mainstreet GIS has been acquired by CAI Technologies and we will be working with the new company this fall in the eventual move to their platform. If you would like to see a visual of the new layout, the town of Killingly's assessor's office currently uses it. Nothing has changed from our standpoint; we are still dealing with the same team of people to do our updates and our layout will not be changing for some time.
- Mainstreet GIS currently shows our data through May of 2021, and we are reviewing our land record changes that have happened since and updating accordingly
- We continue to update the records in our office, as the maps and/or deeds are filed.

Property transfers

- As of today, July 12, 2021, property cards online reflect current owners as of June 30, 2021. We are in the process of analyzing property transfers that are taking place now, in July.

Building Permits

- The building office continues to give us a list of all permits issued by their office. We are coordinating CO inspections and will be conducting in field inspections in the coming months to update the 2021 grand list

Reports

- M-35, the Homeowners Program, (real estate tax reductions for over 65 or totally disabled who meet specific income criteria), due July 1, was filed June 29th
- M-42, the Disabled Program, (exemption given to all who provided proof of disability, 1000 in assessment each year), due July 1, was filed June 29th
- Filed the listing of all land classified as Farm/Forest or Open Space filed with the State Forester June 29th
- Next due are the Distressed report, the Additional Veterans report and the report to the VA

Board of Assessment Appeals

- They are next scheduled to meet in September to hear appeals of Motor Vehicle assessments for the 2020 Grand List, Legal Notice will be published in local paper once date is set

Pending Court Cases

- 52 & 60 Providence Pike: we just received notice of a virtual meeting with the court, set for September 13th.
- 44 Providence Pike: we had a pretrial conference in May, virtually, and had both the 2018 appeal and the 2020 appeal joined together and our next meeting is set for August 12th, also virtually; this is the Runnings property.

Education

- The Assessors school workshops for 2021 were attended and I was moderator for one of the sessions; many items were covered throughout the week and 28 credit hours were obtained.
- IAAO offered a class on Tax Policy in March, the class that had been postponed the previous year; it was a virtual class and there were attendees all over the country. It was a nice change to have different representations IN CLASS from multiples states. 30 credit hours obtained

Memberships

- CAAO: Assessor, Angela Sanchez, continues to serve on the Legislative Committee as well as the ByLaws Committee, which I now co-chair; I have also been appointed as co-chair of the nominating committee
- WAAA: we meet via zoom for our regularly scheduled meetings and recently I was re-appointed as the county representative to our state association by our county president. I will attend the state meetings, and report back to our county. We, as a county association, offered a workshop as an educational opportunity, Storage Workshop valuation
- CTIAAO: Attending meetings as regularly scheduled, via zoom; elected Vice-President.
- IAAO: Being part of the international association allows me to keep in contact and aware of how things are being held in the assessment and collection fields throughout the world. Assessors and appraisers have an open, daily, communication via our association. Being part of this association allows many educational opportunities and a vast library of information, as well.

Renters Rebate

- We are in the middle of the application period for this program: elderly or totally disabled renters who meet specific income and residency requirements, and 5% of their income does not exceed 35% of their expenses, can apply through us to receive a check from the state of CT.
- Typically, all applicants are to appear in person but with COVID 19, the state has allowed us to do applications through the mail again this year, which we are allowing for anyone that has been on the program in the past. For all new applicants we are requiring them to meet with us. They can have someone appear as an agent on their behalf.
- Last year there were 212 renters receiving the benefit and so far, we have processed 152 applications.
- The filing period is between April 1 and October 1

OTHER

- With the pandemic being mostly behind us, the public is beginning to come back in. We are finding with the reliance on online resources, and our maintaining our records online to the best of our ability, the traffic that used to prevail in our office: appraisers and title searchers, is a lot smaller, which in turn has increased our phone and email communications.

Respectfully Submitted,
Angela Sanchez, CCMA II
Assessor
Town of Putnam



Quarterly Report 1st Quarter 2021 Putnam Emergency Management Agency (PEMA)

WEATHER INCIDENTS

Preparation and coordination of the weather incident is one of the primary functions of PEMA. The most common role during the incident is communications between first responders and public utilities. PEMA prioritizes utility outages with Eversource to ensure that critical facilities and infrastructure are minimally impacted. When warranted operational periods are established and situations status reports are created to keep all associated Town departments informed.

April 21 – Severe Weather
May 26 – Severe Weather
June 27-30 – Heat Wave
June 30 – Severe Weather

PLANNING

Putnam Schools All Hazard Plan

- The plan has been updated as required annually by the Department of Emergency Management and Homeland Security. The BOE has an All-Hazards Planning Committee in which PEMA plays an active role with planning and reviewing the plan prior to submittal.
- The Emergency Response Drill Log (due annually July 1) was approved and submitted to DEMHS.
- Forwarded numerous school safety and security FEMA grant opportunities to the Board of Education.

Local Emergency Operations Plan (LEOP)

- The Town of Putnam LEOP is under an extensive revision. PEMA is working with the DEMHS Region 4 Planner to complete the comprehensive document which incorporates all emergency support functions (ESF). This is an ongoing and always evolving plan

MEETINGS

Region 4 Emergency Support Plan (Weekly)
Region 4 Regional Emergency Planning Team Steering Committee (Monthly)
Region 4 Long Term Recovery Plan (Monthly)
NECT Emergency Management Committee
Region 4 Incident Management Team

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COVID-19

Personal Protective Equipment (PPE)

- Received a donation of PPE from Day Kimball Hospital. A THANK YOU goes to Kristin Willis for continuing to keep us in mind.
- PPE was distributed to the Putnam Business Association for Pop-Up Putnam.
- 6 months PPE reserve is in storage for both the Town and first responders.
 - Masks (all types), Gowns, Eye Protection, Gloves, hand sanitizer.

TRAINING

- PEMA personnel attended the annual Eversource Emergency Response Planning Meeting.
- State Emergency Response Commission (SERC)
 - 9/24 and 9/25 SERC will be holding a multi-state/multi-agency emergency preparedness drill in Putnam named "CRICES III". The scenario will be Hazardous Materials Based and will be held at Wheelabrator on Tech Park Dr. The drill has an extensive budget and offers free training prior to the event for local first responders.
 - Wheelabrator is being an extremely gracious host and has offered to shut down operations for the day, offered their personnel for victims, offered use of certain equipment, and offered to erect a tent and cater the event to feed all players involved.
 - Rawsons has also graciously agreed to shut down operations on 9/25.
 - Agencies Involved
 - Local First Responders
 - Region 4 Incident Management Team
 - Region Dept. of Emergency Management & Homeland Security
 - CT DEEP
 - RI Dept. Environmental Management
 - CERRIT Regional Haz-Mat Team
 - UCONN Fire Dept.
 - Willimantic Fire Dept.
 - Norwich Fire Dept.
 - Groton Sub Base Fire Dept.
 - New London Fire Dept.
 - Mystic Fire Dept.
- HAM Radio Field Day
 - DEMD Turner attended the annual HAM radio Field Day.

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OTHER

- Completion of survey conducted by Naugatuck Emergency Management
- Forward of survey to local fire chiefs concerning fireground accountability
- Radiological meters given to municipalities years ago have been recalled for disposal. Due to the radioactive calibration source in the meter they cannot be simply thrown away. DEMHS will be collecting the units for proper disposal. The Putnam Fire Department has the only unit of this kind in town.
- Met with the Everbridge representative to discuss the Town's option with the system. Everbridge is a mass notification, reverse 911 type system. The state pays for each Town to have a basic membership.
- Attended a meeting for the WPCA Risk Assessment and Resilience Study.
- Attended the local Boy Scout Troop meeting to discuss and assist them with writing a local emergency plan for a merit badge.

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PEMA ASSET LIST

2011 Ford F-450 Utility Body Tow Vehicle

- 8KW Hydraulic Generator
- East Putnam Fire has full use (Service 279)
 - House at East Putnam Fire
- Scene Lighting
 - Balloon Light
 - Portable Scene Lighting
 - Mounted 100' reel extension cord
 - 2 – 100' Portable reel extension cords

28' Incident Command and Communications Trailer

- Dispatch capabilities
- Dedicated Network Internet – Verizon and AT&T
- Surveillance Cameras
- Apple TV
- Drone Compatible
- Radio Communication Fx for ALL Windham and New London County
- 8KW Diesel Generator
- Heat and AC
- Housed at East Putnam Fire

15' Support Trailer

- 15x20 inflatable tent
- 8KW Generac portable generator
- Electric heat
- 2 – fully enclosed EZ-Ups with Heat and AC

2019 Polaris Ranger UTV

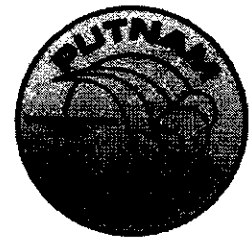
- With enclosed trailer
- 4x4 with medical transport
- Carries 6 passengers
- Putnam Fire has full use (UTV 178)

Light Tower Trailer

- 15KW generator
- 50' heavy duty cord
- 50amp distribution box

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2019 Message Board Trailer

- LED sign

PEMA ASSET LIST (Cont.)

Generators

- 3 – 1000w Honda
- 3000w Honda

Portable Incident Command Center (NEW)

- Internet (Verizon)
- VOIP desk phone and cordless phone

20x20 Zumro Inflatable Shelter

- Recently Delivered*
- 400 SqFt.
- Heat
- Air Conditioned* (Currently on backorder. Expected delivery in August)
- Insulated
- Integrated LED lighting

STOCS Box (2 Units)

- Statewide interoperable communications
- 3 channels available
- Interchangeable Frequencies

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Finance Department

Quarterly Report (April – June 2021)

July 2021

1. Summary

Process BOE request of transfers for their Bi-Weekly payroll and weekly Payables.
Process weekly transfers of monies for Payroll for both Town and WPCA.
Reconcile monthly, ALL the bank statements to the General Ledger
Reviewing the status of outstanding checks that have not been cashed by the different vendors.
My accounts payable clerk processes the sticker requests for trash orders from the area stores.

2. Audit

Started gathering necessary documents for preparation of the yearly audit.

3. Budget

Continuing monitoring of the FY21 budget to remain within limits.
Finalized the Inputting of the Fiscal year 2022 Approved Budget into Infinite Visions.
Working on setting up the Capital Project Budgets in Infinite Visions for FY 2022.

4. Revenue

The request for \$500k for the Municipal Complex – Library Grant of \$1mil was received April 27th.

Received the ARPA funding for FY21 \$1,389,340.00. Reviewing the guidelines on how these monies can be spent.

Bridge reimbursement (80/20 State funding) revenues received \$541,888.21.

General government budget collected \$4,860,311.61 this quarter, broken down by the following, School – ECS (State Funding)& Tuition (area schools) \$4,179,672.00 and \$680,739.61 in revenue from Building dept permits, town clerk fees, Revenue office taxes and Recreation dept PASS (Putnam After School Service)

Stickers for trash pickup took in \$107,471 this quarter.

Revenue from Off-Track Betting has decreased. This in part due to COVID, and due to local businesses selecting not to continue offering.

The daily deposit tickets are scanned into Infinite Visions after they are verified and posted.

5. Expenditures

My staff has processed \$2,600 worth of scholarship payment requests from the students to their colleges.

Processed payments for the Municipal complex \$6,129,222.84 this quarter.

Updating the W-9's as needed.

Processed invoices totaling \$1,652,179.67 out of the General Government budget.

When invoices are processed, they are scanned into Infinite Visions .

6. Capital Improvement Project (CIP) & Fixed Assets

Reviewed the list for FY21 Fixed Assets for accuracy and necessary list for insurance Components.

Reviewing prior year audit and current FY21 budget for the Capital Projects and input them into Infinite Visions.

7. Training & Conferences

We continue cross training of duties within the department. Also, we will start reviewing the steps for the year end procedures on how to handle Accounts Payables, Purchase orders, Accounts Receivables and the beginning of the new fiscal year.

My Staff completed training course on the Accounts Receivable Module. Also completed training on the use of the Fixed Asset Module.

8. Next Quarter/Upcoming Activities

Fiscal year 2021 year end preparation. Preparation for the annual Audit.

Scholarship requests will be coming in August, September as students return to college.

Maureen Benway

Finance Director



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STAFF REPORT
2ST QUARTER 2021

INSPECTIONS

- 26 Buck St.
 - Renovation
 - Code requirements/Demo
- 241 Church St.
 - Addition of residential apartment
 - Upgrade of fire alarm system
 - Knox access keys updated
- 295 Liberty Hwy.
 - Wood stove install
- 75 Main St.
 - Lower-Level Kitchen
- 51 Pomfret St.
 - Change of occupancy
- 62 Providence Pike
 - Fire pump out of service
- 36 Ridge Rd.
 - New clean room
- 45 Ridge Rd.
 - Laboratory alterations
- 285 School St.
 - Hazardous Structure
- 644 School St.
 - Plan Review – New Construction
 - New Underground Tanks/Fuel Pumps
- 647 School St.
 - Upgrade of fuel dispensing

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- 65-67 Smith St.
 - Pending 3rd Floor Completion
- 60 Walnut St.
 - Addition of 5th residential unit
- Putnam Municipal Complex
 - Multiple visits per week
 - Code compliance checks
 - Radio Bidirectional Amplifier/BDA
 - Historical Society Storage
- Day Kimball Hospital
 - Fire Alarm
 - Horns Out of Service for @ 1 Week
 - Monitoring Changes
 - Re-addressing system devices
- 58 Pomfret St./Cargill Mill
 - Dry Hydrant Repair
- 110 Pomfret St. – Inquiry
- 55 Van Den Noort – Unsafe Structure
- 315 Church St. – Inquiry
- 9 Technology Dr. – Camp Cutler Inspection
- 303 Kennedy Dr. – Environmental Study
- 4 Kennedy Dr. – Inquiry (Tank Closure)
- 529 Liberty Hwy. – Burn Complaint
- 263 Kennedy Dr. – Fire Alarm Monitor
- 126 Church St. – Inquiry (Real Estate/Buyer)
- 77 Chapman St. – Inquiry (Real Estate)
- 21-23 Franklin St. – Inquiry (Real Estate)
- 7 George St. – Inquiry (Real Estate)
- 328 Kennedy Dr. – Sprinkler System Flush
- 6 Highland Dr. – Update Knox Keys & Contact Info
- Country Kids Daycare
- VFW
- Elks
- 85 Main
- CHR / Milestone

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- Jade Garden
- 554 Liberty Hwy
- Liberty Hwy / Change Occupancy
- Ward Building / FA System
- Black Dog
- DKH Office / x5
- YMCA
- Putnam Elementary/Middle School
 - Appliance Inquiry
 - New Fire Alarm Panel
 - Fire Alarm Monitor
 - Attendance at Fire Drills

LIQUOR PERMITS

- 391 Kennedy Dr.
- 207 Providence St.
- 64 Edmond St.
- 185 Kennedy Dr.
- 146 Park Rd.
- Jade Garden

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BURN PERMITS

*Spring is the most popular season for burn permits with residents doing general yard cleanup. Most days were not favorable for burning in April and May with the low humidity, high winds, and dry ground cover. June has seen the season change with higher humidity and has been wetter than normal. Permits are typically written for 30 days and prior approval from a Fire Marshal is always required before burning can commence. Daily forest fire danger high levels are posted on social media every morning.

- 280 Heritage Rd. x3
- 433 E. Putnam Rd. x2
- 107 Aldrich Rd.
- 268 River Rd.
- 73 Mantup Rd.
- 199 River Rd.
- 212 Liberty Hwy
- 604 Five Mile River Rd.
- 617 Liberty Hwy
- 128 Sayles Ave.
- 422 Five Mile River Rd.
- 40 Five Mile River Rd.
- CT Golf
- E. Putnam Rd
- River Rd
- Immaculate Conception
- Mantup Rd
- Liberty Hwy
- Sayles Ave

ILLEGAL BURN

- Smith St
- Dufault St @ Cleveland St
- Sth Main St
- Chapman St

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Code

- PES FA System
- Sadie's
- Jessica Tuesday
- Crossing
- Smith St – CT Heat Pro
- Black Dog / FA System
- Sabin St Landing Condo
- Saw Mill Pottery
- CHR / Milestone
- PSA – St. Mary School
- Providence St @ School St
- Housing Authority
- Burger King Construction
- Heritage Pines
- Cableworks @ PES
- Helping Hands
- Block 134 / Roof Top Yoga
- Industrial Park
- ISO
- Fireworks
- Grove St
- Powhattan St
- Century 21
- 5 Mile River Rd
- Ward Building
- FD Radio Equipment
- Sth Main St / Outside Burn
- Cannibus Regulations

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BLASTING

- Tec Park Dr./Rawson Materials
 - 1 – 2 blasts monthly
 - Permits are 30 days
 - Most blasts are witnessed with blast reports submitted

FIRE INVESTIGATIONS

- Providence St
- Dufault St
- Generations
- Park Rd
- Smith St
- Grove St
- Letter St
- Cleveland St
- Wilkinson St
- Peake Brook Rd
- Chapman St
- Dana Court
- Powhattan St
- Battey St

COMPLAINT

- Bulger Apts
- Groveland Ave
- Cargil Mill Complex
- Renshaw / Pomfret St
- Charlie Bravo

Normand L. Perron, Fire Marshal
Cell 860-377-6928
Normand.Perron@putnamct.us

Scott E. Belleville CFEI, Deputy Fire Marshal
Cell 860-336-7054
Scott.Belleville@putnamct.us

PLAN REVIEW

- 241 Church St.
- 51 Providence Pike
- 62 Providence Pike
- 31 Highland Dr.
- 208 School St. – PMC
- 58 Pomfret St.
- 97 Providence Pike

TRAINING

- FM Perron
 - BSFM
 - WCFM
- DFM Belleville
 - Legal Liability for Code Officials

OTHER

A policy has been created and is under review of the Fire Chiefs for the purpose of "Fire Watch". Fire Code states that anytime a fire suppression system is impaired or inoperable for more than 4 hours in a 24-hour period a fire watch shall be posted.

MONTHLY HOURS

- FM Perron (Compensated for: 100 hrs / Monthly)
 - April – 136.5
 - May – 145.0
 - June – 121.5
- DFM Belleville (Compensated for: 95 hrs / Monthly)
 - April – 113
 - May – 129
 - June – 116

FM FEES FY 2020/2021

DATE	LOCATION	TYPE	INSPECTIONS	PERMITS	PLAN REVIEW
14-Jul	176 Providence Pike	Day Care	25		
14-Jul	35 Main St.	Liquor Permit		50	
16-Jul	64 Edmond St.	Liquor Permit		0	
27-Aug	Tech Park Dr.	Blasting Permit		60	
31-Aug	233A Kennedy Dr.	Final Inspection	50		
12-Sep	64 Providence Pike	Liquor Permit		50	
12-Sep	132 Main St	Liquor Permit		50	
19-Sep	146 Park Rd	Liquor Permit		50	
20-Sep	241A Kennedy Dr	Liquor Permit		50	
8-Oct	93 North St.	Pellet Stove	25		
15-Oct	235A Kennedy Dr	Liquor Permit		50	
15-Oct	415 School St.	Final Inspection	60		
26-Oct	Tech Park Dr.	Blasting Permit		60	
14-Nov	121 Main St.	Liquor Permit		50	
8-Dec	Tech Park Dr.	Blasting Permit		60	
11-Dec	136 Chase Rd.	Liquor Permit		50	
18-Dec	248 Providence St.	Liquor Permit		50	
16-Jan	68 Providence St.	Commercial Hood	0		
21-Jan	33 Sunset Ave.	Wood Stove	25		
27-Jan	Tech Park Dr.	Blasting Permit		60	
30-Jan	295 Liberty Hwy	Wood Stove	25		
10-Feb	20 James St. W	Smoke Alarms	25		
3-Mar	Tech Park Dr.	Blasting Permit		60	
11-Mar	62 Providence Pike	Educational	50		
23-Mar	85 Main St.	Liquor Permit		50	
1-Apr	37 Kennedy Dr.	Day Care	50		
5-Apr	391 Kennedy Dr	Liquor Permit		50	
21-Apr	Tech Park Dr.	Blasting Permit		60	
3-May	5 Canal St.	Commercial Hood	50		
3-May	75 Main St.	Kitchen Final	25		
17-May	207 Providence St.	Liquor Permit		0	
18-May	64 Edmond St.	Liquor Permit		0	
25-May	185 Kennedy Dr.	Liquor Permit		50	
25-May	146 Park Rd.	Liquor Permit		50	
25-May	391 Pomfret St.	Annual Inspection	50	50	
29-May	391 Pomfret St.	Annual Inspection	50		
11-Jun	6-12 South Main St.	Annual Inspection	50	50	
11-Jun	32 South Main St.	Annual Inspection	50	50	
11-Jun	255 Pomfret St.	Annual Inspection	50	50	
11-Jun	309 Pomfret St.	Annual Inspection	50	50	
11-Jun	346 Pomfret St.	Annual Inspection	50	50	
12-Jun	9 Tech Park Dr.	Annual Inspection	50		
15-Jun	176 Providence Pike	Day Care	25		
TOTALS			835	1310	

TO: Mayor Seney and Board of Selectmen

FROM: Travis Serrine, Highway Superintendent

Re Quarterly Report

The following work projects were performed by the Highway Department. The Mechanic worked on scheduled and emergency maintenance.

May

- Pothole patching and basin top cleaning
- Town building repairs
- Tree removal
- Equipment repairs
- Replace drainage structures for paving
- Assist contractors with milling and paving
- Constructing river burners
- Paving a section of Farrows St.
- Process bulky waste and other dropped off materials

June

- Pothole patching and basin top cleaning
- Repairs and maintenance of Town buildings
- Assist Parks and Rec.
- Process dropped of waste.
- Catch basin replacement.
- Strip and Pave Police/Fire lot and section of Green St.
- Working on river burners
- Brush chipping
- Tree trimming
- Bulky waste event.
- Roadside mowing.

July

- Pothole patching and basin top cleaning
- Working on river burners
- Town building repairs and maintenance
- Catch basin repair/replacement.
- Roadside mowing
- Repairs and maintenance of equipment
- Brush chipping
- Milling and paving
- Process dropped off waste.
- Prepare areas for sub-contractor paving.
- Assist Parks and Rec.



TOWN OF PUTNAM

TOWN HALL
126 CHURCH STREET
PUTNAM, CONNECTICUT 06260



Human Resource and Payroll Department

April 2021 – June 2021 Quarterly Report

From: Mariah Clifford, Department Head

Payroll:

- Completed FY rollover process with Infinite Visions Consultant
- Completed FY accrued wages rollover with consultant
- Ticket still open to have TCP and IV correct incorrect leave totals.
- Corrected billing issues with AFLAC that had been ongoing since October 2020
- Quarterly State and Federal taxes filed for Town/WPCA
- Upgraded new employee portal. Need to complete set up and set “live” date

Pension:

- Credited years of service corrected for Library employee.

FMLA:

- As of 3/22/2021 one employee is on Military leave until January 2022.

Employment Changes:

- One employee moved from part time Grasscutter in P&R to Caretaker in Recreation.
- Rehired a Maintainer from DPW who retired December 2020.
- DPW Maintainer transferred to Operator Trainee at WPCA
- Promoted WPCA employee from Operator I to Operator II
- WPCA employee retired 5/30/2021
- Revenue Clerk resigned as of 6/18/2021. Offer made to fill position with start date of 7/26/2021.
- Hired 8 new summer camp counselors

Insurance:

- Created insurance tracking spreadsheet. Updated weekly with changes.
- Open enrollment took place 6/1 – 6/15/2021.

Human Resources and Payroll Department
Mariah Clifford

- Audited and updated Town's vehicle list and sent to CIRMA

Q2 2021 Expected Efforts:

- Go live with new employee portal
- Organize vault – Go through terminated employees.
- Union Negotiations
- Prepare for move

Land Use Agent Report

2st Quarter 2021

Update for 2st Quarter 2021, April, May, June
Bruce Fitzback Land Use Agent

Inland Wetlands and Watercourses Commission

April: Acceptance of new applications.
May: 2021-07 Town of Putnam, East Putnam Rd Bridge over Cady Brook repair. Approved
2021-08 Town of Putnam, Five Mile River Rd Bridge over Five Mile River repair. Approved
June: 2021-09 51 River Junction, Acceptance of new application.

Planning Commission

April: 2021-01 Continue public hearing on Application #2021-01 Sean Sullivan requesting a 3-lot subdivision of the property at 340 Sabin St. Hearing was closed and the Application was approved
May: Meeting canceled.
June: An informational session on the possible uses for the Town Hall property at 126 Church St. and the Public Library property at 225 Kennedy Dr.
An informational session on State of CT Bill 1201 an act concerning responsible and equitable regulation of adult-use Cannabis.
The memorandum of the Town of Putnam Plan of Conservation and Development 2016, 5-year review.
Approved as submitted

Plan of Conservation and Development

The Mid-term 5-year review received Planning Board approval.

Aquifer Protection Agency

No activity

Athletic and Recreation

Sabin St Recreation Field gravel removal, on going project. Erosion and sedimentation barrier intact.

Stormwater

DCM Smith will be conducting dry Weather Outfalls Sampling, weather dependent, 33% complete.

Quinebaug Technology Park

Lots 3 and 4, No new activity

Private Project improvements include water, sewer, stormwater, and site review components.

Industrial Park:

31 Highland Drive, Magnetictech – Site review, Sitework on going.
School St., Mobile Station construction is ongoing.
Providence Pike, Burger King construction in ongoing.

Pedestrian and Bike Trails

Airline State Park Trail

The trail gap between Providence St. and the current trail head in the Town of Thompson is ongoing.
Weston and Sampson are working on base mapping for the trail route options.

Town Projects

New Wayfinding Sign have been approved by the State DOT and a permit is expected soon.
Archiving and creation of a data base for Planning Commission and Wetlands Commission records and plans in ongoing.
Updating MS4 Catchment Maps

Conferences and Other Agency Training**Attended webinars:**

April 1, Climate Solutions: Conservation and Load Management.
April 15, Progress of SB 1024: A discussion with Experts and Local Leaders.
April 20, CT Main Street Center Series: Developing Your Main Street Action Plan.
April 28, Records Retention & Management.
May 14, CCAPA – Robinson and Cole 2021 Legislation.
May 21, Equitable Energy Efficiency (E#) Proceeding Technical Meeting.
June 1, A Journey in Continuity of Operation.
June 3, American Rescue Plan – Understanding the impact on Non-Entitlement Towns.
June 28, Organizing and Operationalizing Racial Equity in Local Government.

Town Hall Training

Respectfully Submitted,

Bruce Fitzback

Land Use Agent
Town of Putnam
126 Church Street
Putnam, CT 06260
Office: 860-963-6800, x 114
Email: Bruce.Fitzback@putnamct.us



Board of Selectmen Quarterly Report
July 12, 2021

The Putnam Public Library is a vital part of the Putnam community, encompassing all ages. The fiscal year before COVID 56,383 people came through our doors, an average of 1,084 per week. During the 2020-2021 fiscal year we welcomed 18,940 patrons into the library (closed for COVID from 11/30/20-2/1/21) but we continued serving the public during our closure by offering curbside pickup (1,196 pickups). Right now we're seeing about 60% of our usual walk-in counts. We are hopeful that the effects of the pandemic will be lessened by the autumn and we can return to in-person programming. The possibilities of being in the same facility as the historical society, municipal offices and senior activities are abundant and we are looking forward to working closely with our community partners.

We are hopeful that the existing purchase agreement on the library building will be successful so that our budget will not have to support the present Library building after the move. We have been preparing in many ways for our anticipated move: cleaning basement rooms, using the GovDeals municipal auction website to sell various items (old books, old audio-visual equipment, furniture), designating items to go to the historical center (oak furniture from the pre-1955 library in the town hall), moving genealogy books to the Killingly Historical Society, etc. For several years we have been doing inventories and weeding of all of the library collections in preparation for the move, and we will be working closely with the moving company/shelving company to make sure that the collection move goes smoothly.

The Library circulated 48,368 items last year despite the pandemic. A library card is free to Putnam residents and with that valuable card you can check out books, DVDs, magazines and downloadable items that would cost thousands of dollars to purchase. Many in our community cannot afford a computer or Internet services, but our library provides both free of charge. We reach out to individuals and organizations to deliver programs and services to benefit our community.

We have continued to offer book discussions and other adult programs (painting, meditation, crafts) remotely this year as well as children and teen weekly programs. We have been able to offer outdoor programs for the children this summer, and small adult programs have been allowed inside the library. The library is a site again this year for **Free Summer Lunch**, a collaboration with the U.S. Department of Agriculture and the State of Connecticut Department of Education Child Nutrition Unit. This is a mutually beneficial program, bringing children and families to the library and making sure that our youngest residents are adequately fed through the summer. Library staff is always happy to help the public with tasks such as resumes, applications, directions, and printing. More than 1,000 Facebook followers as well as Instagram receive postings about library programs and local information, and our website at putnamlibrary.org connects people to electronic downloads and more information.

The Library collaborates with the Putnam schools in many ways: children's librarian visits to the Headstart program and elementary classrooms, grades K and 2 field trips to the Library, establishing a collection for the Family Resource Center's programs and being involved in the Governance Councils for both the elementary and middle schools.

Putnam Public Library offers:

- **Books, magazines, newspapers, and DVDs** for people to borrow
- **Public Internet computers** with Microsoft Office Suite and printing capabilities
- **Free ebook, eaudiobook and magazine downloads** through Overdrive (Libba and Sora apps)
- **Free programs and cultural events** for children, adults and families
- **Free or reduced museum passes**
- **Bibliomation consortium offers more materials** than PPL can own and store
- **Free computer help and wireless connection**
- **Library website offers opportunities to renew and request books online** (gas savings)
- **The Friends of the PPL Book Nook** (gently used books for \$1 or .50)
- **Outreach services** to home-bound patrons

Literacy and life-long learning opportunities that we offer:

- **Preschool and toddler story times and programs** to develop pre-literacy skills
- **Collaboration** with Headstart, the Family Resource Center and Putnam schools
- **Summer Reading Program** for children, and teens which extends and reinforces school year learning
- **Universal Class** free online classes in more than 500 subjects
- **Adult Summer Reading Program** which promotes life-long learning and literacy
- **Great collection** of books, books on CD, magazines, DVDs for children and adults
- **Statewide databases** offer free research sources for newspapers, reference books, and journals, conveniently linked off of the library website
- **Host for after-school tutors** to continue education after school hours
- **Downloadable audio and ebook service**
- **Proctoring exams** for distance-learning students
- **Historical newspapers** on microfilm
- **Reference help** available in the library and through email
- **Collaboration with Literacy Volunteers of Eastern Connecticut**
- **AARP Safe Driving Workshops** to assist older drivers with education and insurance reduction.

Services:

- **Notary services** 42 hours per week
- **Fax/copier/scanning services**
- **Trash stickers** available for sale
- **Meeting place** for community groups
- **Open 52 hours per week**, 4 evenings until 8 pm and Saturdays
- **Clearinghouse** for brochures and flyers from the non-profit community

Recreation Department Report : April/ May/ June 2021 Report

Field Committee:

"Owen Tarr Field" sign has been ordered

Ongoing Projects:

Veteran's Park project will be presented to Selectmen in September

Event Schedule available on-line

Rotary Park upgrade :

Still to be done: Earth Pavers will be installed in the driveway area to the BandStand by the DPW

Miller Park report :

Working on ideas to enhance the look of the Park near the Electrical Service

St. Marie- Greenhalgh report :

Roof estimate given to Town Adm and Mayor , Has been placed in budget

Programs that took place:

Memorial Day program at Farmer's Market

Covid Testing M/W/F at Farmer's Market

After school program back to normal numbers with school going back to fulltime

Pop Up Putnam Events May 8 and June 26

Food Shares – weekly Tuesdays Farmer's Mkt / twice a month Saturday 1,300 boxes at PMS

Other projects

Storage Trailer at Murphy Park was removed at no cost to Town

Tree's trimmed near Falls on Kennedy Drive

Veterans Park upgrade plan being created, we are still in conversation with the Synagogue

COA report:

Meetings at Town Hall / Senior parades to Housing complexes May 5 /

Best Wishes Program going well / July 14 New Town Hall Tour/ Aug 3 meeting at Ella Grasso

Upcoming quarter 2021:

Fireworks Aug 21 / Car Invite Night July 30 / River Fire "New" Pots Sept 11

Pop up Putnam July 24 and Aug 21

Opera Aug 14

Tax Collector's Office
Quarterly Reports
July 12, 2021

Period from April 1, 2021 through June 30, 2021

Accomplishments

- Liens were placed upon all real estate accounts holding a delinquent balance on May 14, 2021.
- Revenue Office enrolled in a CCM class "Record Retentions". Zoom class was held on April 28, 2021.
- All delinquent personal property and motor vehicle tax bills have been sent to our collection bureau Rossi Law Offices for further collection enforcement.
- Connecticut Tax Collectors conference was held virtually this year, and our office was able to view many classes online for education credits.
- The Revenue Office held its tax sale on June 17, selling two properties and collecting all delinquent taxes due.
- Tax bills were prepped and mailed out on June 30, 2021.

Upcoming Goals

- July 2021 Revenue Collections.
- Training our new Revenue Clerk.
- Closing up revenues of the 2020/2021 Fiscal Year and prepping for the Auditors.

TOWN CLERK'S QUARTERLY REPORT

APRIL – JUNE 2021

The Putnam Town Clerk's office has collected approximately \$110,338.55 This total also includes various fees to be distributed to the State of CT in monthly reports.

To date the Clerk's office has recorded: 510 land recordings	\$ 20,131.00
Conveyance from Land Transactions	\$ 30,704.55
Issued: 696 Vital records	\$ 14,739.00
Copies: 2700	\$ 2,700.00
Miscellaneous, Dogs, Notary, Liquor permits	
Vendor permits, trade names, H & F licenses, etc	\$ 4,335.00

This office has registered Births/Marriages/Deaths -	173
This does not include Adoptions, Change of names and Modifications to Vitals.	

During the first quarter of 2021 the Town Clerk's office has experienced a slight increase in Real Estate, from last quarter of 2021 whether purchasing/selling homes, refinance, discharges, or liens, etc. Recordings can be done through the mail or e-filing.

As for vitals there were 123 births, 16 marriages and 34 Deaths.

Selectmen's Quarterly Report Water Pollution Control Authority

- We finally put Suez behind us. We reached a settlement with them a few weeks ago. In an email we received, Suez's upper management reviewed the Town's letter and settlement offer, and agreed to our offer of \$106,917.02. They said that the Town's concerns and analysis of the invoices were fair, and they wanted to close this matter and put it behind them. To those that might not remember, they originally were asking for \$260,000—until Mike and I went through their invoices and found several questionable charges and discrepancies.
- The maintenance department conducted its annual spring hydrant flushing last week. We were a hit on WINY radio all week. Gary "O" made sure to read every street name on the day of the flushing in that neighborhood. Overall, the staff said the water looked great, very little decolorization was noticed. Flushing twice a year has really paid off.
- The Mayor and I signed the new contract with Connecticut Water. It is another ten-year agreement. Nothing changes in the body of the agreement. We will continue to take 1.5 million gallons a year.
- We also signed the agreement for the solar projects that will be located at the sewer plant and at the well field on Kennedy Drive. We will use the electricity that we produce for each facility. We currently are paying 10 cents per kilowatt and that includes supply and delivery. We will be locked in at 8 cents with supply and delivery.
- We rehabbed two wells last month at the well field. Also, we had one of the older wells abandoned. This was supposed to be done a few years ago. We want to make sure it is done before our next State inspection, which could be sometime this year.
- We held the bid opening for the generator/building project on May 27th. We had three companies submit proposals. The low bidder was G Donovan. Their bid was \$1,705,000. Our engineers looked over all the paperwork that was submitted and then will send it off to USDA for their approval. We heard from USDA that all the paperwork was in order. We will award the bid and hopefully they can start construction soon.

- We had a waterline break on Perry Street in April. When we excavated the area and found a leak, we discovered that a cap on the end of a PVC pipe had come off. Our concern was that household PVC pipe should never have been used when they laid the piping; we are also concerned about how much PVC pipe might have been used. I have reached out to the President of the condo association to get access to any mapping information of the water system. We currently do not have any information on their water system in our files. I have been told that when the condos were constructed that the street was private property, but Putnam would own the water system. Another concern is that the laterals from the main come off the pipe 10-15 feet before they get to a curb stop. So, the problem we faced is the homeowner is responsible from the curb stop to the house, which means we are currently responsible for the main water pipe and the 10-15 feet of lateral, which apparently has some PVC piping. After discussing the problem with the WPCA Commission, a letter was sent to Mary Baranow (president of the Perry Street Condominium Association), informing her that we would only be responsible for the main waterline pipe in the road, and the laterals off the main pipe would be the Condominiums Associations responsibility.

**APPLICATION OF INTEREST
PUTNAM BOARDS AND COMMISSIONS VACANCIES**

Name Beth Johnston

Address 15 Davis Street, Putnam CT

Phone# 401.633.2463 Party Affiliation: Independent

Email Beth@BethJohnstonArt.com

Board/Commission interested in: Putnam Arts Council

Why are you interested in serving? As an artist, I appreciate how Putnam

has a consistent focus on the arts. I have also been fortunate to take

advantage of many opportunities to exhibit my work around town. I'd like

to be part of a group that helps ensure Putnam continues to value

the arts and I'm able to give back to my community.

What experiences do you have that would benefit the Board/Commission you are interested in joining?

I have served as a board member of a number of art associations in

various roles; President, Vice President, and Treasurer. I have also served

on Wickford Art Festival planning committee.

Are you willing to take training in field of Board/Commission? Yes

Are you available for evening meetings? Yes

Signature *Beth Johnston* Date 7/3/21

**APPLICATION OF INTEREST
PUTNAM BOARDS AND COMMISSIONS VACANCIES**

Name Bruce Fitzback

Address 9 John Bennett Rd.

Phone# 860-202-4127 Party Affiliation: Independent

Email bruce.fitzback@putnamct.us fitzbackpls@gmail.com

Board/Commission interested in: Trail Committee

Why are you interested in serving? My interest in hiking and nature. It is my belief that I would

be an asset to the committee

What experiences do you have that would benefit the Board/Commission you are interested in joining?

In the early 90's while on the Town of Brooklyn Conservation

Commission, I design, received approval for and managed the

construction of the Blackwell Brook hiking/fishing trail

Are you willing to take training in field of Yes

Board/Commission? Are you available for evening Yes

meetings? Signature *Bruce Fitzback*

Date 7-8-21