

MAYOR AND SELECTMEN'S MEETING AGENDA

August 16, 2021 7:00 PM

Putnam High School

Board of Education Conference Room

152 Woodstock Avenue, Putnam, CT

And via Zoom

Join Zoom Meeting

<https://zoom.us/j/98601961201>

Meeting ID: 986 0196 1201

+1 646 558 8656 US (New York)

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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 July 19, 2021 Board of Selectmen Meeting
  5. Petitions & Communications
    - A. Sympathy Card from Town of Sterling
  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
  11. New Business
    1. ARPA
    2. Set the date for Special Town Meeting - Amendment of Rehab Area Program Ordinance. (September 7, 2021)
    3. Putnam EMS
    4. Equipment Replacement
  12. Public Comment – 3- minute maximum per person
  13. Executive Session – Sale of Town Owned Property
  14. Adjournment

To Be Approved  
 July 19, 2021,  
 7:00 PM  
 Town of Putnam  
 Mayor and Selectmen's Meeting  
 In person and Via Zoom  
 Meeting ID# 968 7443 7080

TOPIC	DISCUSSION		
PRESENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Rawson, Selectman Pempek and Selectman Hayes		
ABSENT:	Selectman Steinbrick and 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 21, 2021 Board of Selectmen Meeting  Deputy Mayor Simmons made a motion to approve the minutes from the June 21, 2021 Board of Selectmen Meeting. The motion was seconded by Selectmen Pempek and passed unanimously.
5.	Petitions & Communications		None
6.	Reports of Standing Committees	A.	General Government Committee  None
7.	Reports of Special Committees		None

8.	Town Administrator Report		The Town Administrator report was included in the agenda packet.
9.	Quarterly Staff Reports		Quarterly Staff Reports were included in the agenda packet.
10.	Unfinished Business		None
11.	Grant Considerations and Updates		None  Deputy Mayor Simmons made a motion to add item 14, Executive Session for the purpose of the sale of town property. The motion was seconded by Selectman Hayes. Deputy Mayor Simmons amended his motion to include inviting into executive session Attorney Rich Roberts, Town Administrator Sistare and ECD Director Very. The amended motion was seconded by Selectman Hayes and passed unanimously.
12.	New Business	A.	Consider the appointment of Beth Johnston to the Putnam Arts Council with a term to expire July 19, 2027.  Deputy Mayor Simmons made a motion to appoint Beth Johnston to the Putnam Arts Council. The motion was seconded by Selectman Pempek and passed unanimously.
		B.	Consider the appointment of Bruce Fitzback to the Trails Committee with a term to expire November 29, 2022.  Deputy Mayor Simmons made a motion to appoint Bruce Fitzback to the Trails Committee. The motion was seconded by Selectman Pempek and passed unanimously.
		C.	Set the date for Special Town Meeting, August 19, 2021 at 6:00 PM for the sale of 225 Kennedy Drive.  Selectman Hayes made a motion to set the date for a Special Town Meeting in person, on August 19, 2021 at 6:00 PM for the sale of 225 Kennedy Drive. The motion was seconded by Selectman Rawson and passed unanimously.
13.	Public Comment		Normand Perron asked about consideration of a downtown parking study advisory board. Delpha Very stated there had been a committee in previous years. Selectman Hayes stated consistency with the monitoring of parking violations needed to happen. Mr. Perron will speak with ECD Director Very.
14.	Executive Session		Deputy Mayor Simmons made a motion to recess the Board of Selectmen's Meeting at 7:33 PM and enter into executive session. The

			<p>motion was seconded by Selectmen Pempek and passed unanimously.</p> <p>The Selectmen came out of executive session at 8:25 PM.</p> <p>Deputy Mayor Simmons made a motion to recommend to the Board of Finance that the proceeds from the sale of the present Town Hall and Library be applied to debt from the Municipal Complex Project. The motion was seconded by Selectman Hayes and passed unanimously.</p>
15.	Public Comment		<p>Deputy Mayor Simmons made a motion to adjourn at 8:30 PM. The motion was seconded by Selectman Pempek and passed unanimously.</p>

*Town of  
Sterling*

Mayor Denay: Staff,

The Town of Sterling,  
Board of Selectmen and staff,  
would like to extend our  
deepest condolences on the  
passing of Selectman Don  
Steinbrick.

Our thoughts and  
prayers go out to you.

Sincerely  
dineefy Cooper

**Covid-19 Status**

## Recent

Continued monitoring of Eastern CT / Windham County metrics. Per data.ct.gov website, as of August 5, 2021, there have been 906 cases in Putnam; compared with 896 cases on July 9th. Putnam recently changed from "gray" to "yellow", meaning 5-9 cases per 100,000.

Continued requirements for unvaccinated being masked. Watching recent recommendations for masking regardless of vaccination status, and will modify if federal or state requirements change.

## Upcoming

Continued monitoring and mask compliance for non-vaccinated.

**Town Administration**

## Contract Updates

Received state DOT approval of plans and approval to advertise for Woodstock and Church St Pavement and Sidewalk Improvements (NECCOG design). Expect bidding period Fall 2021, construction 2022.

Modified Arborio Bridge Maintenance Contract to include Munyan Road guide rail and concrete repair - with BOF approval for funding.

## Recent

Final efforts for closing fiscal year 2021, including Finance Department and department head coordination. Moving company onsite at Town Hall and Library to initiate packing instructions and planning.

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, Town-required approvals ongoing. Town Hall continued marketing and interest.

Hired new part-time Custodial/Maintenance position - started early August.

Union communications ongoing, including various subgroups of WPCA, Highway and Parks/Grounds, and Town Hall staff. 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

Draft Plan for use of American Rescue Plan Act (ARPA) funds. Categories generally include loss of revenue, water and sewer, stormwater and broadband.

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

Part-time UConn intern to start August 23rd, working with Uconn Masters of Public Administration program.

Continued (Delpha Very lead) Expansion of Rehab Area to entire SSD - ECD office modifying application.

Special Town Meeting to be scheduled.

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. Construction contract completion schedule remains August 26th - but watching various lagging components, including new library shelving (metal manufacturers delayed) interior doors (manufacturer delay), and woodwork including specialty furniture (shop lead times extended). Depending on Library readiness, may have staggered move from Town Hall and Library. Exterior structure complete, sitework nearing final efforts. Interior buildout continues with many areas of electrical and telecommunications, final wood work and details.

Coordinating with various entities for final construction activities, including audio/visual, signage, door access, fire and security alarms, generator and specialty woodwork furniture.

Communications service providers including Sertex for fiber, Frontier for emergency land lines, Novus for server and Wifi setup, and Bibliomation for Library.

Coordinating with municipal entities including SSD, Police and Historical Society for reuse of Town Hall furniture and components.

Initial training including fire, security and plumbing.

## 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 mid-August, move existing contents late August, with staff onsite at new Complex August 27th (Town Hall and Library staff may stagger depending on delivery schedule).

Same as last month - A lot of coordination and getting onsite!!! Exciting but many details to complete and coordinate.

**Road and Sidewalk Improvements**

## Recent

NECCOG received DOT approval to advertise for the Church Street and Woodstock Ave Pavement and Sidewalks Project.

Coordinated with NECCOG for LOTCIP applications for School Street Sidewalks and Grove Street Sidewalks - received comments on design submittal.

[Note that Highway has various more standard paving projects ongoing and upcoming. Including portion of Kennedy Drive over bridge deck/1395; which schedule will be coordinated with state work to share traffic control and other coordination.]

## Upcoming

Bidding efforts for Church Street and Woodstock Ave Pavement and Sidewalks Improvements.

Address DOT comments to Grove Street and School Street sidewalks design submittals. NECCOG completing Grove Street design, expect J&D to propose design finalization efforts for School Street design (update ~5 year ago School Street sidewalk design documents).



**Bridges**

Recent

Ongoing: 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 August. Rain and water levels caused some schedule extensions.  
Munyan Road Bridge - modified scope of Arborio to include new guiderails, concrete repair and other minor improvements to the Munyan Road Bridge.

Upcoming

Ongoing: Minor repairs to Munyan Road Bridge and a few other bridges to comply with DOT inspection comments.  
Same as last month: 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

Coordination with Pomfret and selected consultant Weston & Sampson for Airline Trail Improvements project Trail Bed Improvements including connection to Putnam River Trail at Quinebaug River.  
Ongoing: Project with Weston & Sampson for alternative analysis and planning for DEEP-funded planning project for River Trail connection to Air Line Trail in Thompson. Met with Putnam Trails Committee including consultant presentation.

Upcoming

Continued trail alternative analysis and planning activities.

**Other Town Responsibilities**

Recent

Planning Commission gave positive recommendation for Zoning text amendment for temporary moratorium on cannabis establishments. Continued efforts with Zoning Commission including public hearing and vote.  
Ongoing tracking of MS4 stormwater requirements (Land Use Agent Bruce Fitzback lead). Scope for FY2022 being developed.  
Same as last month: Waiting on response for Wheelabrator Lisbon for municipal solid waste disposal.  
WPCA: Pre-construction meeting with USDA and 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.

CCM Ethics and Responsibility Training.

National webinar on Broadband opportunities and funding availability - mostly for educational and individuals.

Upcoming

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

**American Rescue Plan Act (ARPA)**

8/6/2021

Background: Total Funding to Town of Putnam: \$ 2,697,885.54 (1/2 received June 2021, remaining 1/2 expected June 2022)

**Table 1: Plan to Use Funding**

Entity	Description	Low Range	High Range	Eligibility Category	Eligibility Detail and Possible Projects/Costs
WPCA	WPCA Generator	\$ 411,600.00	\$ 602,760.00	water and sewer	wastewater treatment improvements, this range includes costs above USDA funding program, with 10% contingency on the high range
Town	Stormwater improvements, including rain gardens and other pre-treatment at Kennedy Drive Parking Lot and expanded parking area	\$ 750,000.00	\$ 1,000,000.00	water and sewer	control non-point sources of pollution, manage and treat stormwater prior to discharge into receiving body Quinebaug River
Town	Stormwater improvements, including Simonzi Park streamflow erosion issues	\$ 500,000.00	\$ 1,000,000.00	water and sewer	manage and treat stormwater, and associated high river flows in Quinebaug River
WPCA	Water and sewer pipe replacement on Danco Road	\$ 100,000.00	\$ 200,000.00	water and sewer	replacement of water and sewer in the area of Danco Road bridge - will be coordinated with the bridge replacement project
Town	Town Operating Revenue Loss, Off-Track Betting, FY2021	\$ 40,000.00	\$ 65,000.00	lost revenue	lost revenue, based on pre-Covid revenue. Needs eligibility check including ARPA calculation.
Town	Town Operating Revenue Loss, Off-Track Betting, FY2022	\$ 40,000.00	\$ 65,000.00	lost revenue	lost revenue, based on pre-Covid revenue. Needs eligibility check including ARPA calculation.
SSD	Putnam Police Department Overtime	\$ 50,000.00	\$ 100,000.00	roll Covid-related response	overtime due to staff on quarantine. Placeholder for possible PPD input
WPCA	Water service pipes and lead-based identification	\$	\$	NA	Not included - is part of the CT DWSRF eligibility, and expects a 50/50 funding from the State
WPCA	Water and sewer pipe replacements, including water mains previously designed, not constructed			water and sewer	to be determined if funding allows. Previous decade of water main replacements stopped construction due to lack of available funds
WPCA	Other water tank, water distribution, water treatment			water and sewer	tank rehab including painting, mixing system and other maintenance; treatment improvements at Peake Brook WTP and/or Park Road Wellfield
WPCA	Other wastewater distribution and treatment improvements			water and sewer	Collection system, pumping stations, wastewater treatment plant
Town	Tourism				needs more research on eligibility for use of Town-related projects
Ambulance	To be determined				To be determined if entity applies to the Town and/or eligible
Emergency Management	To be determined				To be determined if entity applies to the Town and/or eligible
Other entities	To be determined				To be determined if entity applies to the Town and/or eligible
	<b>Subtotal:</b>	<b>\$ 1,891,600.00</b>	<b>\$ 3,032,760.00</b>		

Notes:

1. This will be a working document, with first submittal to the federal program due October 31, 2021.
2. The Town is responsible to manage and account for the funds. Any outside entity requests will need to include eligibility definitions for Town review and approval.