

**Revised MAYOR AND SELECTMEN'S MEETING AGENDA
September 20, 2021 @ 7:00 PM
Putnam Municipal Complex
Conference Room # 109
200 School Street
Putnam, CT 06260
Join Zoom Meeting
<https://zoom.us/j/93324800307>

Meeting ID: 933 2480 0307
+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 September 7, 2021 Board of Selectmen Meeting
5. Petitions & Communications
 - A. Letter from Superintendent Sullivan
 - B. Memo from Town Clerk Sara Seney
6. Reports of Standing Committees
 - A. General Government Committee
7. Town Administrator Report
8. Reports of Special Committees
9. Unfinished Business
10. Grant Considerations and Updates
11. New Business
 - A. Resignation of Michael Paquin from the Board of Finance
 - B. Appointment of Lisa-Jean Clifford to the Board of Finance
 - C. Amy St. Onge and Members of Putnam EMS - Combining Ambulance Services
12. Public Comment – 3- minute maximum per person
13. Executive Session - Sale of Property
14. Adjournment

To Be Approved
 Sept. 7, 2021
 Town of Putnam
 Mayor and Selectmen's Meeting
 In person and
 Via Zoom Meeting ID# 940 8812 8452

TOPIC	DISCUSSION
PRESENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Pempek, Selectman Rawson, Selectman Hayes
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 August 16, 2021 Board of Selectmen Meeting Deputy Mayor Simmons made a motion to approve the minutes from the August 16, 2021 Board of Selectmen Meeting. The motion was seconded by Selectman Pempek and passed unanimously.
5.	Petitions & Communications Town Administrator Sistare informed the Board that she received a request from Windham County 4H Camp requesting consideration to be given some of the Towns ARPA Funds. Deputy Mayor Simmons asked that more data be given to support their request.
6.	Reports of Standing Committees None
7.	Reports of Special Committees None

8.	Unfinished Business		None
9.	Grant Considerations and Updates		None
10.	New Business	A.	<p>Resolution for the Assistance Grant for the mandated Affordable Housing Study.</p> <p>Deputy Mayor Simmons made a motion to approve the resolution for the Assistance Grant for the mandated Affordable Housing Study. The motion was seconded by Member Rawson and passed unanimously.</p>
		B.	<p>Support for the Wheelabrator expansion project.</p> <p>Selectman Hayes made a motion to send a letter of support to DEEP for the WIN Waste Innovations Expansion project. The motion was seconded by Selectman Rawson and passed unanimously.</p>
		C.	<p>Municipal Complex Update</p> <p>Town Administrator Sistare updated the Selectmen that the Municipal Complex opened to the public today. There are still punch list items that are currently being worked on. The Library is expected to open on September 20th. The Building Committee has set a tentative date of the Grand Opening on Saturday, October 23rd.</p>
11.	Public Comment		<p>None</p> <p>Deputy Mayor Simmons made a motion to enter into Executive Session for the Sale of Property, at 7:17 PM, inviting in Town Administrator Sistare, ECD Director Very, and our Real Estate Agents Diane White and Carol Ryniewicz. The motion was seconded by Selectman Pempek and passed unanimously.</p>
12.	Executive Session		<p>Sale of Property</p> <p>The Board came out of Executive Session at 7:54 PM. No motions were made in Executive Session.</p>
13.	Adjournment		<p>Deputy Mayor Simmons made a motion to adjourn at 7:55 PM. The motion was seconded by Selectman Hayes and passed unanimously.</p>

PUTNAM PUBLIC SCHOOLS



**Passionate
Empowered
Proud**

Superintendent of Schools
Daniel P. Sullivan, III

Business Administrator
Nancy T. Cole

**Director of Student
Services**
Rebecca J. Lopes

**Director of Curriculum and
Instruction**
Jacqueline A. Vetrovec

152 Woodstock Avenue
Putnam, CT 06260
Phone: (860) 963-6900
Fax: (860) 963-6911
www.putnam.k12.ct.us

September 13, 2021

Norman Seney, Mayor
Putnam Municipal Complex
200 School St.
Putnam, CT 06260

Dear Mr. Seney,

I am writing to thank you for considering my request for a special allocation from the town's American Rescue Plan money to support additional paraprofessionals at Putnam Elementary School. I am disappointed to hear that you were unable to gain the support of the selectman on this issue. I believe that both our kindergarten and third grade students would have benefited.

As we discussed, when the district assembled our staff for the 2021-22 academic year, we only had 77 students scheduled for kindergarten and assigned 4 teachers to that grade.

In early July, kindergarten classes began to approach the low 20's so the district used stimulus money to hire an additional paraprofessional to support kindergarten teachers and students. By the start of school, we had 111 students enrolled in kindergarten for the fall which would result in an average class size of 27.5 students if we didn't add a fifth teacher. Unfortunately, the only way for us to add a teacher in kindergarten was to reduce staffing in another area. With that in mind, we shifted one of our third-grade teachers to kindergarten meaning both grades have an average class size of approximately 22. Our goal like most districts is to maintain an average class sizes of approximately 20 students in all primary grades.

It is my hope that the Board of Selectman and Board of Finance understand the impact of the pandemic on our students, particularly in a community where many of our students were already below grade level. The financial constraints posed by minimal budget increases in recent years has made it more challenging to maintain optimal class sizes and to maintain the specialized supports many students need. I am extremely concerned about where things are headed in the coming budget cycles and welcome the opportunity to discuss this with you further.

Sincerely,

Daniel P. Sullivan, III
Superintendent of Schools

MEMORANDUM

TO: Mayor Barney Seney
FROM: Sara J. Seney, Town Clerk
DATE: Sept. 14, 2021
RE: Vacancy on the Board of Selectmen

According to the Town of Putnam's Charter this position must be filled by the elected officials of the same political party.

Michael "Tow Truck" Paquin's was nominated by the Republican's elect to fill the vacancy on the Board of Selectmen vacated by Donald Steinbrick.

If you should have any questions, please do not hesitate to contact me.

Thank you

Covid-19 Status

Recent

Continued monitoring of Eastern CT / Windham County metrics. Per data.ct.gov website, as of September 15, 2021, there have been 989 cases in Putnam; compared with 915 cases on August 13th. Putnam recently changed from "yellow" to "red", meaning 15 or more cases per 100,000.

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

Upcoming

Continued monitoring and mask compliance for non-vaccinated.

Town Administration

Contract Updates

Reviewing draft MOU from TVCCA for use of the Municipal Complex community rooms for Meals on Wheels program. (Monday-Friday lunch for persons over 60-years age.)

Final review of consulting engineer professional services for MS4 Stormwater assistance and Under-20-Foot Span Bridge Inspection Services. Expect contract execution September 2021 for services through June 2022.

Reviewing draft Use and Occupancy Agreement between the Town of Putnam and the Aspinock Historical Society. Expect annual agreement for \$1/year lease, automatically renewed unless written notification.

Recent

American Rescue Plan Act (ARPA): Continued planning and receipt of information for requests and projects. Same as last month: Final efforts for closing fiscal year 2021, including Finance Department and department head coordination.

Town Hall staff and contents, along with Library staff and contents, move from previous locations to the Municipal Complex. Unpacking and setup ongoing.

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, all Town-required approvals complete, closing expected late September. Town Hall recently under contract, all Town-required approvals complete except Buyer may apply for Zoning Special Permit. Estimated closing late October/early November. Maintenance department for Municipal Complex now includes full-time 1st shift Department Head, and full-time 2nd shift Custodian.

Same as last month: Union communications ongoing, including various subgroups of WPCA, Highway and Parks/Grounds, and Town Hall staff. 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.

Continued buildout for new website, including all Town departments and Boards and Commissions (Finance Office accounts receivable Jared Latour leading). Expect October or November go-live date.

Upcoming

Revise Draft Plan for use of ARPA funds. Categories generally include loss of revenue, water and sewer, stormwater and broadband. Expect to request BOS input and approval to finalize at their October 4th meeting; in order to meet October 31st submittal requirement to Federal Government.

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

Part-time UConn Masters Public Administration intern since August, will work part-time through April 2022, including with various departments and assistance with capital projects.

Finalize Rehab Area Application to entire SSD (Delpha Very lead), based on successful approval at Special Town Meeting.

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

Similar to last month: continue activities and preparation for new website host and platform. Expect live October 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

Final construction activities including punch list, coordinating with architect, construction manager and Building Committee.

Ongoing monitoring scope, budget and schedule. Substantial completion of construction since August 2021.

Continued relatively small amount of work including library shelving, interior doors, woodwork, and other minor punch list items.

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

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

Upcoming

Various commissioning efforts and final construction activities.

Coordination with Building Committee for expected startup and commissioning efforts over next several months; with expected project file closeout activities in 2022.

Formal Open House with speaker program Saturday October 23rd at 10AM.

Road and Sidewalk Improvements

Recent

Bidding period for Church Street and Woodstock Ave Pavement and Sidewalks Project. Bid Opening September 30th

Continued Coordinated with NECCOG for LOTCIP applications for School Street Sidewalks and Grove Street Sidewalks. SHPO application for Grove Street

[Same as last month: Note that Highway has various more standard paving projects ongoing and upcoming. Recent completion of portion of Kennedy Drive over bridge deck/I395; which schedule will be coordinated with state work to share traffic control and other coordination.]

Upcoming

Bid Opening and Recommendation for Award efforts for Church Street and Woodstock Ave Pavement and Sidewalks Improvements.

Same as last month: 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 - completion of contractor activities.

Munyan Road Bridge - completion of contractor activities.

Upcoming

Ongoing: In-house minor repairs to bridges to comply with DOT inspection comments.

Finalize task order for engineering consultant to perform DOT-inspection forms for Woodstock Ave over Wheaton Brook and Thompson Ave over Little Dam Tavern Brook; as continuation of Town-responsible under-20-ft span inspections.

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

Reviewed scope of work proposed by consultant Weston & Sampson for Airline Trail Improvements project Trail Bed Improvements including connection to Putnam River Trail at Quinebaug River (Town of Pomfret leading).

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.

Upcoming

Continued trail alternative analysis and planning activities.

Other Town Responsibilities

Recent

Zoning Commission held public hearing and voted to approve a text amendment for temporary moratorium on cannabis establishments. Zoning Commission in upcoming months to draft and prioritize gathering BOS input.

Ongoing tracking of MS4 stormwater requirements (Land Use Agent Bruce Fitzback lead). Scope for FY2022 consulting engineer efforts finalized.

Same as last month: Waiting on response for Wheelabrator Lisbon for municipal solid waste disposal.

WPCA: Monthly construction progress meeting with USDA and G. Donovan for wastewater treatment plant storage building and generator project (USDA funding). Expect construction through Summer 2022.

Upcoming

Attend and participate in DEEP Public Hearing on Wheelabrator Expansion, related to Wheelabrator's application for stormwater permit and other environmental permitting.

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).

Finalize task order for consultant assistance with MS4 efforts, including continued wet- and dry-weather sampling, GIS mapping on stormwater structures and other NPDES Permit Requirements.

Same as last month: 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.

Upcoming

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

CCM Supervisor Training

CCM Union Management Training

September 15, 2021

Board of Selectmen &
Town Clerk
Town of Putnam
Municipal Complex
Town Hall
200 School Street
Putnam, CT 06260

Honorable Board of Selectmen,

Per the Town Charter, having been appointed by the Republican elected officials, and having been duly appointed by the Board of Selectmen to fill the Republican vacancy on said Board, I hereby resign from the Board of Finance effective immediately.

I would like to thank the members of the Board of Finance. I am proud that we have worked together through very challenging times to ensure that our town not only achieved a promising financial standing, but also possesses the vision and determination to sustain it in the future.

In closing, I'd like to thank my fellow Republicans for placing their trust in me with respects to filling the shoes of the late Donald Steinbrick. I stand ready to meet the highest of standards he set for all us involved in public servants.

Sincerely,



Michael "Tow Truck" Paquin

2021 SEP 15 A 9: 11
TOWN CLERK - PUTNAM CT
[Handwritten signature]

APPLICATION OF INTEREST
PUTNAM BOARDS AND COMMISSIONS VACANCIES

Name Lisa-Jean Clifford

Address 630 Liberty Hwy Putnam CT 06260

Phone# 508 868 6827 Party Affiliation: Republican

Email LJBOULET@msn.com

Board/Commission interested in: Finance Committee

Why are you interested in serving? to provide input, value
and expertise to our town + committee

TOWN CLERK - PUTNAM CT

[Signature]

2021 SEP 16 P 3:40

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

Corporate executive - have run (successfully)
large corporations for the past 15 years.

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

Are you available for evening meetings? yes

Signature *[Signature]*

Date 9.16.21