

\* Revised MAYOR AND SELECTMEN'S MEETING  
AGENDA October 18, 2021 @ 7:00 PM  
Putnam Municipal Complex  
Conference Room # 109  
200 School Street  
Putnam, CT 06260

Also available via zoom:  
Join Zoom Meeting  
<https://zoom.us/j/96784841289>

Meeting ID: 967 8484 1289  
+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 October 4, 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. Staff Quarterly Reports
  10. Unfinished Business
    - A. BOE Recovery Funds
  11. Grant Considerations and Updates
  12. New Business
    - A. FFY 2021 State Homeland Security Grant
  13. Public Comment – 3- minute maximum per person
  14. Adjournment

To Be Approved  
 Mayor and Board of Selectman Meeting  
 October 4, 2021 at 7:00 PM  
 Also on zoom, Meeting ID # 93390074411

TOPIC	DISCUSSION		
PRESENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Pempek, Selectman Hayes, Selectman Rawson, Selectman Paquin		
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		Jill Zangerl, Chairman of the Board of Education requested financial support from ARPA for the school.
4.	Approval of the Minutes	A.	Minutes from September 20, 2021 Board of Selectmen Meeting  Member Paquin made a motion to approve the minutes from the September 20, 2021 Board of Selectmen meeting as presented. The motion was seconded by Deputy Mayor Simmons and passed unanimously.
5.	Petitions & Communications	A.	None
6.	Reports of Standing Committees	A.	General Government Committee  None
7.	Reports of Special Committees		None
8.	Unfinished Business	A.	ARPA Update Town Administrator Elaine Sistare updated the Selectmen with the new deadline for reporting from the State. Selectman Pempek made a motion to approve \$120,000 to the School and \$34,000 to the SSD district from the ARPA Funds. Deputy Mayor

		<p>Simmons seconded the motion for discussion purposes. Mayor Seney stated more information from the school was necessary to make an informed decision. Deputy Mayor Simmons stated he would have thought the Superintendent would have attended this meeting to discuss the request. Selectman Rawson requested the motion be tabled until Superintendent Sullivan could attend the meeting and offer additional information regarding the request. Selectman Pempek withdrew his motion. Superintendent Sullivan, along with Chairman Zangerl will be invited to the next BOS meeting.</p> <p>Selectman Pempek made a motion to enter into the design phase for the Stormwater Improvement and parking lot expansion of the Kennedy Drive parking lot, as well as the design phase for the Stormwater Improvements and Streamflow erosion issues at Simonzi Park. The motion was seconded by Deputy Mayor Simmons and passed unanimously.</p>
9.	Grant Considerations and Updates	None
10.	New Business	<p>A. Kennedy Drive Parking Lot – DMV</p> <p>Mayor Seney will send a letter to the DMV asking their intention to occupy the building on Kennedy Drive. If they are not intending to stay at this location all belongings must be removed.</p> <p>Deputy Mayor Simmons made a motion to add item 10B. Putnam EMS to the agenda. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>B. Putnam EMS</p> <p>Ed Higgins continued the discussion of combining Putnam and Thompson EMS services. Mr. Higgins suggested a study be conducted to discuss operational issues.</p> <p>Deputy Mayor Simmons made a motion to approve \$9,945 from contingency for the purpose of the study. The motion was seconded by Selectman Hayes and passed unanimously.</p>
11.	Public Comment	<p>BOE Chairman Jill Zangerl thanked the Selectman for their willingness to meet and discuss the Board of Education request for ARPA funding.</p> <p>Deputy Mayor Simmons made a motion to recess the Board of Selectman meeting and enter into Executive session for the purpose of Sale of Property, inviting in Town Administrator Sistare at 8:18 PM. The motion was seconded by Selectman Paquin and passed unanimously.</p>

12.	Executive Session		The Mayor and Selectmen came out of executive session at 8:33 PM.
13.	Adjournment		Selectman Pempek made a motion to adjourn at 8:35 PM. The motion was seconded by Deputy Mayor Simmons and passed unanimously.

11.	Public Comment		3 minute maximum per person
12.	Executive Session		
13.	Adjournment		

**Covid-19 Status**

## Recent

Continued monitoring of Eastern CT / Windham County metrics. Per data.ct.gov website, as of October 12, 2021, there have been 1,105 cases in Putnam; compared with 989 cases on September 15th. Putnam remains "red", meaning average daily rate of 15 or more cases per 100,000.

Same as last month: 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

Finalized 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.)

Finalized consulting engineer professional services for MS4 Stormwater assistance and Under-20-Foot Span Bridge Inspection Services. Services through June 2022.

Finalized Use and Occupancy Agreement between the Town of Putnam and the Aspinock Historical Society. Includes annual agreement for \$1/year lease and portion of utility cost, automatically renewed unless written notification.

Received publicly opened bids for the Church Street and Woodstock Ave Pavement and Sidewalk Improvements project on September 30th. Apparent low bidder is B&W of Oakdale at \$1.78M. NECCOG engineer is reviewing and expected to prepare a Recommendation to Award Contract. Will request BOS approval prior to requesting State LOTCIP Approval for Contract Award.

## Recent

American Rescue Plan Act (ARPA): Continued planning and receipt of information for requests and projects. Per Board of Selectmen approval earlier October, will move towards hiring consultant engineer for Simonzi Park Streambank and Kennedy Drive Parking Lot Improvements.

Punch list for Municipal Complex, coordinating with staff for office specifics.

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 extended to late October. Town Hall under contract with buyer, all Town-required approvals complete except Buyer is working with Zoning Department for a Special Permit. Estimated closing November.

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.

Finalizing buildout for new website, including all Town departments and Boards and Commissions. Expect October or November go-live date.

## Upcoming

Ongoing input and decisions regarding use of ARPA funds. Categories generally include loss of revenue, water and sewer, stormwater and broadband. Federal Government extended the deadline for fund plan from October 31st submittal to now due April 2022.

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

Same as 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. 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.

## Upcoming

Various commissioning efforts and final construction activities.

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

Same as last month: Formal Open House with speaker program Saturday October 23rd at 10AM.

**Road and Sidewalk Improvements**

## Recent

Received bids for Church Street and Woodstock Ave Pavement and Sidewalks Project. Under review with expected award to B&W.

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.]

## Upcoming

Contract Award 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.

**Upcoming**

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

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**

Ongoing: coordination with 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**

Ongoing tracking of MS4 stormwater requirements (Land Use Agent Bruce Fitzback lead). Coordinate with consultant on wet- and dry-weather sampling and GIS mapping on stormwater structures.

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).

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

## Assessor's Office Quarterly Report

### October 2021

Grand List 2021, needs to be filed by January 31, 2022

- Real Estate is being updated via permits, field checks and property transfers, to show the status of the property as of this year's grand list date, October 1, 2021. Also processing any new applications for land classification changes (farm, forest, and open space). This is also the year for certain exempt organizations to file their quadrennial form to remain exempt. The applications will be processed and we are likely to see a few more properties exempted, specifically those owned by PSA Education Inc. (Putnam Science Academy)
- Personal property declarations have been mailed to all those required to list their taxable property with the town.
- Motor Vehicle list is due to be sent to us listing all vehicles registered in our town as of 10/1/2021, typically arrives end of the month. We will then be pricing those vehicles, processing the necessary changes including applying any exemptions. The supplement to the 2020 list just arrived and we are recognizing an increase of about 500 cars over last's supplemental list. A lot of this is possible due to the allowance of late registrations from the DMV. We are processing the list and the tax collector will send out bills due Jan 1.

Board of Assessment Appeals

- They met on September 28th to hear appeals of Motor Vehicle assessments for the 2020 Grand List, via in person and a zoom meeting and no taxpayers appeared to be heard.

Assessor's maps and GIS

- Mainstreet GIS has been keeping up to date as we send in mapping changes, currently through May of 2021.
- We will be eventually moving toward a new format over the next couple years as the company was acquired by CAI Technologies out of New Hampshire.
- We continue to update the records in our office, as the maps and/or deeds are filed.

Property transfers

- As of today, October 11, 2021, property cards online reflect current owners as of August 31<sup>st</sup>, 2021. We are in the process of updating transfers that took place in September and on October 1<sup>st</sup>.

Building Permits

- We have been updating our records with permits that have been issued and conducting in field inspections as necessary.
- The new software within the building office has been helpful to our office as well. Thanks to their department we have been able to access the system to view reports of types and list of permits and have live data.

Reports

- M-35P, proration of tax relief given to elderly/disabled homeowners who have sold the property, filed September 7<sup>th</sup>.
- M-46, Distressed exemption claim, filed July 22<sup>nd</sup>.
- M-59, Additional Veterans' exemption reimbursement claim, filed July 21<sup>st</sup>.
- Next due reports: not until spring after the Grand List is finalized.



#### Pending Court Cases

- 52 & 60 Providence Pike: Appraisals have been ordered and our next pretrial date is December 13<sup>th</sup>.
- 44 Providence Pike: Met for the first time early August, and the given direction by the court was to get appraisals figured. They have been ordered (one for the 2018 appeal and one for the 2020 appeal; there were 2 needed because the appeals are during different revaluation cycles; no set date for meeting at this time.

#### Education

- Taking any opportunities for education as they come, which are typically webinars or half day sessions. Recently attended the Fall Symposium which covered Bias in Assessment

#### Memberships

- CAAO: Assessor, Angela Sanchez, continues to serve on the Legislative Committee as well as the ByLaws Committee; the legislation committee has a meeting this upcoming Friday, 10/15
- WAAA: we met for September meeting via zoom, the group seems to feel this is best at this time. I continue to represent our area as the County Representative to our state association
- CTIAAO: Attending meetings as regularly scheduled, via zoom.
- 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 just finished (10/1) our second season with the renter's rebate. We processed over 200 applications and so far have been advised checks are to be mailed the end of October, but not information on whether the amounts have been adjusted.
- Typically, all applicants are to appear in person but with COVID 19, the state allowed us to do applications through the mail, which we allowed for anyone that was previously on the program. All new applicants were required to file in person, following safety guidelines. We found a lot of people toward the end of the program filing period to come into the new municipal complex.
- The filing period is between April 1 and October 1, we felt the program was a success and would recommend the program be allowed processing through the mail in the future as well.

#### OTHER

- The pandemic still represents not as much in person contact and we keep our webpage updated to allow as much virtual interaction as possible.
- Most people have been compliant with the safety guidelines and we appreciate everyone's support.
- Also been working with administration on the transition to the new website and look forward to the new platform and capabilities within the site.

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

# **Finance Department**

## **Quarterly Report (July – September 2021)**

October 2021

### **1. Summary**

We have settled into our new offices this past August.  
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**

The Auditors were here in July to perform their interim audit and will be back the end of October to complete FY21 Audit.

### **3. Budget**

Continuing monitoring of the FY22 budget as we are 1/4 of the way through it and remain within budget.  
Completed setting up the Capital Project Budgets in Infinite Visions for FY 2022.

### **4. Revenue**

Continuing work on prioritizing projects for the ARPA funding received in FY21 \$1,389,340.00.  
Bridge reimbursement (80/20 State funding) revenues received \$344,976.29.  
General government budget collected \$9,821,644.98 this quarter, broken down by the following, School Tuition (area schools) \$24,488.10 and \$8,795,674.09 in revenue from Building dept permits, town clerk fees, Revenue office taxes.

Stickers for trash pickup took in \$54,427.55 this quarter.  
The daily deposit tickets are scanned into Infinite Visions after they are verified and posted.

## **5. Expenditures**

My staff has processed \$8,000 worth of scholarship payment requests from the students to their colleges.

Processed payments for the Municipal complex \$2,467,700.28 this quarter.

Updating the W-9's as needed.

Processed invoices totaling \$1,723,454.94 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.

## **7. Training & Conferences**

We continue cross training of duties within the department.

Have started putting together step by step procedures for processing invoices and generating accounts receivable invoices.

## **8. Next Quarter/Upcoming Activities**

Fiscal year 2021 year end Audit. Preparation for the annual Audit. Auditors will be on site the end of October.

Scholarship requests will be coming in December as students complete their fall semester to college.

Maureen Benway

Finance Director



Putnam Fire Marshal's Office  
126 Church St.  
Putnam, CT 06260  
(860) 963-6800 Ext. 112



STAFF REPORT  
3<sup>rd</sup> QUARTER 2021

**INSPECTIONS**

- 10 Thurber Rd
  - Annual
- 33 Wicker St
  - Eastcon Annual
- 241 Church St
  - New Apartment
  - Fire Alarm Testing
  - Knox Box Key
- 33 Wicker St
  - New Fire Alarm Panel
  - Hot Work / Kitchen
  - Hood System Upgrade
  - New Kitchen Ovens
- 644 School St
  - New Underground Tanks
  - New Fuel Pumps
- 200 School St
  - Final Inspection
  - Fire Alarm
  - Sprinkler System
- 6 / 14 Pomfret St
  - Tank Environmental Study
- 34 Five Mile River Rd
  - Annual
- 285 School St.
  - Hazardous Structure

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- 207 Sabin St
  - Fire Alarm Repairs
  - Building number System
  - Numerous False Alarms
- 1 Kennedy Dr
  - Fire Alarm Upgrade
- 31 Highland Dr
  - New Construction
  - Fire Alarm Installation
  - Fire Door Inquiry
  - Fire Ratings
  - Sprinkler System
  - Knox Box Entry
- 51 Providence Pike
  - New Construction
  - Fire Alarm Installation
  - Fire Ratings
  - Hood System
  - Knox Box Entry
  - Gas Pressure Test
- Putnam Municipal Complex
  - Multiple visits per week
  - Code compliance checks
- Day Kimball Hospital
  - Fire Alarm
  - Monitoring System
- 58 Pomfret St./Cargill Mill
  - Dry Hydrant Repair
- 22 Knollwoods Lane
  - Smoke Detector Inspection
- 55 Van Den Noort – Unsafe Structure
- 66 Harrison St
  - Fire Hydrant Requirements

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- 75 Railroad St
  - Fire Alarm Installation
  - Egress Requirements
  - Fire Ratings
- 35 Main St
  - Liquor Permit Inspection
- 85 Canal St
  - Liquor Permit Inspection
- 64 Edmond St
  - Liquor Permit Inspection
- 241 Kennedy Dr
  - Liquor Permit Inspection
- 45 Main St
  - Liquor Permit Inspection
- 9 Grove St
  - Liquor Permit Inspection
- 64 Providence Pike
  - Liquor Permit Inspection
- 132 Main St
  - Liquor Permit Inspection
- 64 Providence Pike
  - Liquor Permit Inspection
- 132 Main St
  - Liquor Permit Inspection
- 97 Providence Pike
  - Addition to Store
  - Fire Alarm Upgrade
  - Sprinkler System Upgrade
  - Propane Tank Installation
- 320 Pomfret St
  - Hot Work
  - Fire Alarm Maintenance
- 45 Ridge Rd
  - Addition
  - Sprinkler System Upgrade

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- 209 Kennedy Dr
  - 1000 Gal Propane Tank
- 7 George St
- 36 Ridge Rd
  - Tank / Environmental Study
  - Open Permit / Violation Request
- 17 Pearl Ave
  - Tank / Environmental Study
- 292 / 296 Church St
  - Tank / Environmental Study
- 339 Church St
  - Open Permit / Violation request
- 65 Smith St
  - Code
- 9 Grove St
  - Liquor Permit Inspection
- 97 Providence Pike
  - Propane Tank Replacement
- 83 Main St
  - CMG Environmental Records
- 347 Kennedy Dr
  - Inspection / Restaurant
- Recreation Park
  - Bleacher Inspections
- Providence St
  - Circle of Fun / Inspection
- 297 Sabin St
  - Code / Propane Grills on Decks
- 58 Pomfret St

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## **BURN PERMITS**

- 40 Five Mile River Rd 7/3/21
- 600 Liberty Highway 7/17/21
- 128 Sayles Ave 7/19/21
- 72 Rhode Island Line Rd 8/3/21
- 280 Heritage Rd 8/10/21
- 212 Liberty Highway 9/3/21
- 72 Rhode Island Line Rd 9/3/21
- 271 East Putnam Rd 9/22.21
- 128 Sayles Ave 9/22/21

## **ILLEGAL BURN**

- Smith St
- Dufault St @ Cleveland St
- Sth Main St
- Chapman St
- King St
- Whipple St
- Buck St
- Farrow St

## **Code**

- PES FA System
- Sadie's
- Charlie Bravo
- Haz Mat / Tier II
- Jessica Tuesday
- Chubby Dog / Roaster
- Crossing
- Smith St
- Tatem St
- Century 21

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- Animal Hospital / FA system
- YMCA
- Black Dog / FA System
- Courthouse / FA System
- CHR / Milestone
- PSA – St. Mary School
- Providence St @ School St
- Burger King Construction
- Heritage Pines
- Tatem St
- Art / Dance Studio
- Aubuchon / Propane Tank Replacement
- Wood Stove / Regulations
- Block 134 / Roof Top Yoga
- Industrial Park
- Country Kids / Day Care
- Fire Rating/ Overhead Doors
- Kennedy Dr / Storage Tank Installation
- Fireworks
- Powhattan St
- Ward Building / Lit Candles @ 20:00 Hrs
- Walgreen / Fire Alarm System
- 77 Van Den Noort St
- Ward Building
- FD Radio Equipment
- Cannabis Regulations
- Haz Mat /Tank Removal Code

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## COMPLAINT

- 26 King St                      Illegal Burning
- 265 Providence St            Housing Complaint
- 55 Van Den Noort St         Squatters / Complaint
- Charlie Bravo                 Various

## FIREWORKS

Held on 8/21/21. Both Fire Marshals were in attendance from the arrival of the pyrotechnics until cleanup was complete. 7:30AM / 22:30PM.

## BLASTING

- Blasting occurred at Rawson Property on Technology Park Dr on 7/25/21 & 9/16/21 without incident. The blasting reports were reviewed with no irregularities.

## INCIDENT REPORTS

	July		August		Sept	
	Incidents	FM Review	Incidents	FM Review	Incidents	FM Review
Putnam	33	27	32	19	Inc	Inc
East Putnam	32	6	23	7	27	4

## MONTHLY HOURS

- FM Perron (Compensated for: 100 hrs / Monthly)
  - July – 133.5
  - Aug – 144.5
  - Sept – 139.5
- DFM Belleville (Compensated for: 95 hrs / Monthly)
  - July – 144
  - Aug – 157
  - Sept – 187

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.

## **August**

- Pothole patching and basin top cleaning
- Town building repairs
- Tree removal
- Equipment repairs
- Replace drainage structures for paving
- Milling and paving
- Roadside Mowing
- Brush chipping
- Process bulky waste and other dropped off materials

## **September**

- 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 various streets
- Brush chipping
- Tree trimming
- Roadside mowing.

## **October**

- Pothole patching and basin top cleaning
- Working on river burner.

- Town building repairs and maintenance
- Catch basin repair/replacement.
- Roadside mowing
- Repairs and maintenance of equipment/ winter prep.
- Brush chipping
- Paving
- Process dropped off waste.
- Leaf Vac.
- Drainage work



# TOWN OF PUTNAM

TOWN HALL  
126 CHURCH STREET  
PUTNAM, CONNECTICUT 06260  
Telephone: (860) 963-6800



## Human Resource and Payroll Department

July 2021 – September 2021 Quarterly Report

From: Mariah Clifford, Department Head

### Payroll:

- Minimum wage increased as of 8/01/2021
- Leave rollover and balances audited/corrected
- Quarterly State and Federal taxes filed for Town/WPCA

### Pension:

- Contributions payout for employee terminated as of 6/18/2021 (non-vested)
- 2020 – 2021 census update completed

### FMLA:

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

### Employment Changes:

- WPCA employee retired 7/30/2021
- Promoted WPCA employee from Operator II to Operator III
- Hired Operator I for WPCA on 8/23/2021
- Hired Maintenance Department Head 8/2/2021
- Hired Custodian 9/13/2021
- Teen Librarian Job Posting open until 10/15/2021
- Hired Revenue Clerk 7/26/2021
- CHRO hearing 7/22/2021
- New Selectman sworn in

### Insurance:

- Open enrollment completed. Changes updated as of 7/1/2021

### Q4 2021 Expected Efforts:

Human Resources and Payroll Department  
Mariah Clifford

- Give all employees a putnamct.us email domain
- Audit employee pension paperwork. Update information in portal
- Union Negotiations
- Additional employee/new building training
- Audit employee files B-E
- Update payroll processing manual

### **Town Projects**

- July:** New Wayfinding Signs 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
- Aug:** Way finding signs being installed  
Church St and Woodstock Ave Road resurfacing and sidewalk reconstruction prepared for bid process
- Sept:** Sale of Town owned properties, developing a standard process for the various types of properties.

### **Conferences and Other Agency Training**

#### Attended webinars:

- July 15, Ethics, Accountability, and Conflicts of Interest
- Aug 25, Communities advancing racial equity series
- Aug 26, Sustainable CT composting success stories
- Sept 21, The nuts and bolts of being a supervisor
- Sept 23, A practical guide to the municipal employee relations act
- Sept 29, Communities advancing racial equity series

#### Attended seminars:

- July 26, Stormwater basin retrofit, and design.

### **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](mailto:Bruce.Fitzback@putnamct.us)

## Land Use Agent Report

3<sup>st</sup> Quarter 2021

Update for 3<sup>st</sup> Quarter 2021, July, August, September

Bruce Fitzback Land Use Agent

### Inland Wetlands and Watercourses Commission

- July: 2021-09 Shane Pollock – 51 River Junction - Residential Construction Single Family - Approved  
Dimitrios Moutoudis – 21 Providence Pike – Retaining wall replacement & Stormwater - Acceptance  
Aug: Dimitrios Moutoudis – 21 Providence Pike addition, wetlands violation & corrective measures  
Sept: Dimitrios Moutoudis – 21 Providence Pike continued

### Planning Commission

- July: Recommendation from the Planning Commission in accordance with the State of Connecticut General Statutes, Chapter 124 Section 8-3a for a proposed text amendment to the Zoning Regulations Section 304 to place a Temporary and Limited Moratorium on Cannabis Establishment for a period of one year.  
Aug: No meeting was held  
Sept: No meeting was held

### Plan of Conservation and Development

No activity

### Aquifer Protection Agency

No activity

### Athletic and Recreation Field

Sabin St Recreation Field gravel removal, on going project. Erosion and sedimentation barrier intact.  
Due to unforeseen conditions on site processing will need to take place.

### Stormwater

- July: DCM Smith will be conducting dry Weather Outfalls Sampling, weather dependent, 33% complete.  
Aug: Research for the update of land use regulations and Town Code to meet DEEP stormwater requirements.  
Sept: Updating land use regulations and Town Code to meet DEEP stormwater requirements

### Quinebaug Technology Park

Lots 3 and 4, No new activity

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

31 Highland Drive, Magnetic tech – Site review, Sitework on going.  
School St., Mobile Station construction is ongoing.  
Providence Pike, Burger King construction in ongoing.  
21 Providence Pike, Dunkin Donuts site improvements

### 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. Proposed trail options walk took place, in attendance 2 representatives Weston & Sampson, Putnam and Thompson Trail Committees, Putnam Town Administrator Elaine Sistare, and Land Use Agent Bruce Fitzback. Weston & Sampson are working on base mapping for the trail route options.





Board of Selectmen Quarterly Report  
October 12, 2021

The Putnam Public Library is a vital part of the Putnam community, encompassing all ages. We have been open in our new home in the Municipal Complex for three weeks, and have been happy to have many people visiting, getting new library cards and using the facilities. We have had approximately 600 visits a week since moving into the new facility, and the new study and program rooms have been well used already.

We have emptied the old library building to make it ready for the sale at the end of October. The Public Works staff has been very helpful moving the old book drop, take plaques off of the brick walls and moving a massive old desk that had been in the library since it was built! We are looking forward to seeing the building thrive in new hands as a day care center.

We have started to offer small in person programs (book discussion, painting programs, preschool story time) with mask required for non-vaccinated individuals. We are working on planning a winter field trip for the 1<sup>st</sup> grade classes at Putnam Elementary School.

We are looking forward to collaborating with the Commission on Aging to offer programs to seniors before/after the TVCCA lunches. Programs that have been in the planning stages are book discussions as well as painting and technology classes. This is a wonderful opportunity to work together to make our community a place where all ages can thrive and learn.

We are also thinking about ways that we can work with the historical society. We have moved the microfilm and viewing machine to their area, and have been working with the State Library to get some of the Putnam Patriot/Windham County Observer digitized as part of a federal grant. It looks likely that that it could happen in the next few years, which would be a boon to researchers. The digitized newspapers would be available to anyone as part of the Connecticut Digital Newspaper Project. I will keep you apprised of that opportunity.

In short, we are excited about the inherent potential of our new municipal complex and will be looking for ways to enrich the lives of our community. We are thankful for the added space for both people and collections, and are enjoying the delighted reactions of our visitors!

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 (Libby 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 (Overdrive)**
- **Proctoring exams** for distance-learning students
- **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

**Recreation Department Report : July/ Aug/ Sept 2021 Report**

**Field Committee:**

“Owen Tarr Field” sign dedication on Sat Oct 30 at 11am

**Ongoing Projects:**

Veteran’s Park project still being deliberated with Synagogue

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 :**

Scoreboard has been given a tune-up, getting estimate to replace the scoreboard

**Program report**

After school program back to normal numbers and being held at PMS cafeteria

Pop Up Putnam Events July 24 and Aug 21

Food Shares – twice a month Saturday 1,300 boxes at PMS

**Other projects**

Main Street parking lot tree’s trimmed

Providence Street pocket park groomed

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

**COA report:**

We are back meeting at Ella Grasso / Volunteer orientation happening for Community Room

Best Wishes Program going well

**Events that happened this quarter 2021:**

Fireworks Aug 21 / Car Invite Night July 30 / River Fire along with Sept 11 program and Police Anniversary

Pop up Putnam July 24 and Aug 21

Zombie Fashion Show Oct 1

## **Board of Selectman Quarterly Report – October, 2021**

### ***Putnam Redevelopment Agency (PRA)***

**Community Development Block Grant (CDBG)** – The office has spent down all Program Income funds and now is working on expending funds from the 2020 award of \$400,000. There are 17 housing rehabilitation projects in the pipeline in various stages.

The Agency will host a Public Hearing for the CDBG on October 21<sup>st</sup> at the Municipal Complex for any property owner interested in the program.

**Blight** – The Agency invited Mayor Seney to its October meeting to discuss their concerns regarding blight in our commercial areas as well as residential neighborhoods. The Mayor gave an update as to recent progress in many areas as well as challenges in enforcement. The Director participating in a recent Blight meeting with the Mayor, Building Official and the Town Administrator.

**Affordable Housing Study**- The PRA is moving forward once the \$15,000 grant has been awarded. A meeting with Tyche Planning and Policy took place in September to discuss the full scope of work. The Town has 1 year to complete the project.

**Eastern CT Land Bank** - The Board of Directors continues to meet every other month with discussion regarding a Plainfield property under investigation.

**2 Furnace St (Palo Trust Property)** - Activity is being discussed on this 9 acre parcel with possibilities of subdivision.

### ***Economic and Community Development***

#### **Industrial Park:**

- 44 Highland Dr (Lot 8) – Sales and Disposition agreement has been signed with Closing to be scheduled within the next 3 weeks.
- 32 Highland Dr Lot 7) - Has been sold as a private sale with Closing held in early October.
- Magnetic Technologies – Final site work and paving is complete. Mr. Deluca is in hopes to be move in by late Fall/early Winter.
- Updates to the Industrial Park tenants main sign has been completed for new tenants.
- The EDC would like to present the Power Point presentation to the BOS as soon as the technology equipment has been set up for use in Room 109.

**Enterprise Corridor** – Three (3) businesses are in the pipeline for Enterprise Corridor exemptions through the State of CT; Paramount Glass, Magnetic Technologies, and Curved Mouldings Technologies.

**Putnam Trails Cmte** –

Alternative routes have been presented to the Land Use Agent, the EDC Director, Town Administrator and the Mayor. All 4 routes are being vetted on a matrix for the best possible and viable choice. Communication has taken place with the NECCOG Planner to discuss possibilities of funding and opinion of railway access.

**Economic Development Strategic Plan** – All Commission members were asked to submit ideas, thoughts and suggestions to the Director to better prioritize upcoming planning for projects and goal setting. A Special Meeting is being scheduled for late October, inviting the Planning Cmsn and the Board of Selectmen.

**Beautification** –

- South Main St has been completed with the exception of clean up in the northerly, very steep portion of the hill. A quote was submitted for the final clean up and the rehabilitation and replanting of a tree that needed to be removed in the Union Station island from a water line break.
- A plan and quote for the train trestle vegetation removal on the northerly and southerly side of the Pomfret St area is being looked at.

**CT Communities Challenge Grant Opportunity** – The CT DECD is offering a substantial grant opportunity for shovel ready projects that would enhance community development after the pandemic. This will be a very competitive grant.

**Updates:**

- The MOVE – What more can be said ?!?!
- Wayfinding Signage Project- COMPLETE
- Assisting with the sale of the Town Hall and Putnam Library.
- CT Economic Development Association (CEDAS) Board of Directors monthly meeting.
- Ribbon Cuttings:
  - Kazantzis Realty and Lehto Design – October 13<sup>th</sup>
- Upgrading Website information for the new website.
- Review leasing of the Industrial Park Rd. Incubator Building for renewal.
- StoryWalk kiosk overs need to be replaced. They are extremely difficult to remove and a redesign needs to be looked into.

**Tax Collector's Office**  
**Quarterly Reports**  
**October 12, 2021**

Period from July 1, 2021 through September 30, 2021

Accomplishments

- 12,430 tax bills were mailed for the Town and Districts in the amount of \$19,658,174.13. To date.
- Revenue Office clerk Shannon O'Shea enrolled in the CCM class 1 being held in Berlin Connecticut.
- Delinquent real estate will be reviewed for an upcoming tax sale. Demands will be issued during the month of October. All property without a payment in full or payment plan will be sent to Attorney Adam Cohen of Pullman & Comley in January 2022.
- Connecticut Tax Collectors will meet in person and / or virtually on November 18, 2021 for its fall meeting at Aquaturf.

Upcoming Goals

- Prepping for December Supplemental Motor Vehicle bills
- Continued training our new Revenue Clerk.
- Working with Auditors with the 2020/2021 Fiscal Year.
- 2021 /2022 Budget preparation

TOWN CLERK'S QUARTERLY REPORT

July – September 2021

The Putnam Town Clerk's office has collected approximately \$252,968.75. This total also includes various fees to be distributed to the State of CT in monthly reports.

This quarter the Clerk's office has recorded: 613 land recordings	\$ 20,438.00
Conveyance from Land Transactions	\$ 43,308.53
Issued: 680 Vital records	\$ 13,582.00
Copies: 3,209	\$ 3,209.00
Miscellaneous, Dogs, Notary, Liquor permits	
Vendor permits, trade names, H & F licenses, etc	\$ 873.00

This office has registered Births/Marriages/Deaths - 196

This does not include Adoptions, Change of names and Modifications to Vitals.

During this quarter of 2021 the Town Clerk's office is still busy with in Real Estate transactions, whether it is purchasing/selling homes, refinance, discharges, or liens, etc. Recordings can be done through the mail or e-filing.

As for vitals there were 126 births, 16 marriages and 54 Deaths.

We are preparing for the November election – registering people to vote, absentee ballot requests, and questions about voting.

## WPCA Selectmen's Quarterly Report

- Construction of the maintenance building and the solar field projects are both moving forward. The foundations for the building and the generators were poured a couple of weeks ago. The floor of the building and the pipes for tying into the different utilities are now in place. The soil at the well field and the sewer plant was tested for the solar panels. An I-beam was driven into the ground in different locations and the beam was tested for its strength in the ground. Each location passed the necessary tests.
- We had a water-line break in downtown, across from the Irish Pub. Apparently, an old water-line connection (that the maintenance crew believes was from an old fire station that was in the location years ago) finally broke. We did a night dig to avoid any problems with the traffic and parking. Repairs were made, with minimal disruption to the downtown area. We were fortunate that the use of our camera system allowed us to pinpoint the break area fairly quickly, which made repairs easier.
- We have been notified by the State of Connecticut (Drinking Water Branch) that if we have a Tier 1 violation that needs to go out as a written notice, we will be required to send the notice in three of the most predominantly spoken languages of our community. We are researching, to determine which three languages to use.
- The Maintenance Department finished its October hydrant flushing last week. Everything went well. There were just a couple of hydrants that had some decolorization in them. Overall, flushing twice a year is working well for both the WPCA and for our customers.
- Putnam broke a nine-year record for rainfall in month of July. The previous record was for the month of July 2009. at 14.8. On the last day of last month, we reached 15.1 inches for a new record.





Dear Mayor Seney and Board of Selectmen

We are contacting you regarding hiring two paraprofessionals for our elementary school. The learning loss is substantial after 18 months of remote and hybrid instruction. It is our understanding that at a recent Board of Selectmen meeting, it was noted that the town has some additional American Relief funding and that they are accepting proposals for those funds.

The recent unexpected increase of 30 students certainly impacts student learning and will be detrimental to student outcomes without additional support in the classrooms. Research has shown that the paraprofessional role, especially in the primary grades is immeasurable. Some of the many ways they can improve the student experience is as follows:

- Students who need additional instruction and require extra attention for understanding the concept taught. Without this extra support, some students will fall behind
- Manage student behavior, often avoiding disruption of their peers
- Assisting in group work with students for better understanding
- Provides an extra set of hands for teachers, especially in lower level grades
- Performing clerical tasks
- Another adult in the room that students can connect to emotionally
- Offers more flexibility to the teacher to keep the focus on the lesson being taught which can help to improve future test scores

Paraprofessionals are a vital part of the classroom and provide an important connection between students and teachers. The outcome of students reaching success depends on the additional support in the classroom. Now is the time to reinforce our classrooms after a year and a half of academic instability.

We are proposing that you allot \$120,000 to employ two paraprofessionals for the remainder of this school year and for the 2022-2023 school year. That is a only \$30,000 per individual but a priceless component to those classrooms of children.

Looking forward to hearing back regarding this proposal.

Respectfully

A handwritten signature in cursive script, appearing to read "Jill Zanzel".



**CORONAVIRUS RELIEF FUNDS and ESSER I  
GRANT FUNDS**

<b>Description</b>	<b>CRF</b>		<b>ESSER</b>	
		<b>2020-21</b>		<b>2020-21</b>
Staff Salaries	\$	95,727	\$	122,895
Employee Benefits	\$	11,152	\$	15,636
Uniform Cleaning Service	\$	1,522	\$	-
Rental Space for Furniture	\$	2,083	\$	-
Transportation Services	\$	36,720	\$	-
Supplies	\$	73,324	\$	117,418
	\$	<b>220,528</b>	\$	<b>255,949</b>



**ESSER II and AMERICAN RECOVERY PLAN  
July 2021 to September 2023**

Description	ESSER II \$1,178,071			AMERICAN RESCUE PLAN \$2,818,446		
	2021-22	2022-23	Sept 2023	2021-22	2022-23	Sept 2023
Library Media Specialist	77,224	-	-	-	80,530	-
Elementary Classroom Teacher	52,502	-	-	-	54,967	-
Elementary Classroom Teacher	52,702	-	-	-	54,967	-
High School Special Education Teacher	43,709	-	-	43,709	87,799	-
Fine Arts Teacher	-	-	-	76,620	79,521	-
World Language Teacher	-	-	-	93,029	93,434	-
Director of Special Projects	41,436	26,172	-	-	-	-
Reading Specialist	-	-	-	92,811	95,610	-
Special Education Specialist	-	-	-	34,942	35,095	-
Paraprofessional Support	-	-	-	60,000	60,000	-
Math Intervention Services	-	-	-	85,000	90,000	95,000
Summer School Programs	50,000	-	-	15,000	66,000	67,000
Summer School Program Transportation	-	-	-	27,000	28,000	29,000
Summer School Program Activities	-	-	-	1,250	1,250	1,250
After School Programs	25,000	-	-	-	20,000	-
After School Program Transportation	-	-	-	9,600	9,600	-
Technology Liaisons	6,000	-	-	-	6,000	-
Air Conditioning	365,000	-	-	-	-	-
Family Outreach Coordinator	-	-	-	1,500	1,500	-
Professional Development	-	-	-	10,000	10,000	-
Uniform Cleaning Service	6,900	-	-	-	6,900	-
Contracted Services for Mental Health	310,000	-	-	-	310,000	310,000
Technology - Replacement Devices	27,426	-	-	150,000	150,000	93,750
Technology - Other	94,000	-	-	-	-	-
Lease for Space	-	-	-	5,000	5,000	-
	<b>1,151,899</b>	<b>26,172</b>	<b>1,178,071</b>	<b>705,461</b>	<b>1,346,173</b>	<b>596,000</b>
						<b>2,647,634</b>



# CONTINUITY OF SERVICES PLAN



Putnam Public Schools  
Putnam, CT

Based on the Requirements of the U.S. Department of Education



Disclaimer: This plan was adopted by the Putnam Board of Education on May 24, 2021 and will be reviewed by the district covid team for compliance reasons on November 16, 2021. Yet, the administration reserves the right to modify rules, procedures, and expectations in accordance with CDC, CT DPH, CT SDE, and local requirement.



# Message from the Superintendent of Schools

Dear Putnam Students, Families and Staff:

Over the last 16 months, we've had a series of experiences that seemed possible only in a major motion picture. The world shutdown due to a global pandemic, thousands of lives were lost, and everything was put on hold. Schools were taught via Zoom, when they reopened kids only went 2-3 days a week, and the 2020 graduation was a "drive-in" ceremony. Scientists worked around the clock and multiple vaccines were developed and approved for emergency use in less than a year. In turn, one year after being sent home, schools welcomed students back five days a week.

As we prepare for the resumption of 100% in-person instruction beginning with the 2021-22 academic year, we now enter the recovery stage. Despite herculean efforts of teachers, students and families we know that students have experienced significant learning loss and are also dealing with the emotional impact of the pandemic. Students have lost time and experiences critical to the development of social skills including but not limited to in-class activities and the successes and failures associated with extra-curricular and co-curricular programs.

Over the next few years administration, faculty and staff will spend significant time revising curriculum documents to ensure a rigorous academic program. That process will include the use of in-house assessment to assist with class placements and the use of formative assessments to adjust instruction in real-time. The staff will also revise and enhance in-district SEL programs to address student needs, including the advisory programs at Putnam Middle School and Putnam High School. To support this work, the administration will ask the Board for additional release time beginning in the fall of 2021.

As we move forward it is important to embrace the opportunities that have emerged over the last 16 months. All students in the Putnam School now have district issued devices, the state has worked hard to bridge the digital divide relative to internet access in communities including Putnam and we have learned to leverage technology as an instructional tool. Further, we have been the beneficiary of federal stimulus money to support enhanced summer school programs, math and literacy support and access to mental health providers.

Thank you for your patience and support over the last 16 months and we look forward to partnering with you as we navigate this period of recovery. As always, we welcome your feedback and questions.

Daniel P. Sullivan, III  
Superintendent of Schools

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## Community Profile

The Town of Putnam, with a population of approximately 9,000, is located in the “Quiet Corner” of Northeast of Connecticut and covers an area of 20.4 square miles. A once flourishing and prosperous mill-town, Putnam is now characterized by small thickly settled residential and commercial centers, surrounded by tracts of rural isolated housing. The current population includes many low-income mobile and transient families that move from town to town in search of entry level employment and low-cost subsidized housing of which Putnam has 791 subsidized rental properties.

The per capita income of \$30,476 is significantly lower than the state average (2010 census data). The town of Putnam offers jobs that are generally entry-level, or service related and that provide livelihoods well below the state average. 21% of adults in Putnam haven’t earned a high school diploma and the teen pregnancy rate is 28.2/1000 compares to the state average of 13/1000.

An additional area of concern is the number of substantiated abuse/neglect cases - 26.2%. These family stresses significantly impact Putnam’s children and their long-term success.

The Putnam Public School District is identified by the Connecticut Department of Education as an Alliance district and formerly a priority school district. As a CEP district, all students are eligible for free breakfast and lunch. As a district, we strive to reverse the trend that has plagued our community for years, and are committed to early intervention, academic and social-emotional supports, and parent engagement.

## Use of American Rescue Plan (ARP) Funds

The Putnam Public Schools have identified the following priorities relative to stimulus funds:

1. Addressing Learning Loss across grade levels
2. Supporting the social emotional needs of students
3. Addressing access and equity relative to technology and the digital divide

**Learning Loss:** The district has identified the following academic target: By 2023, the district will increase the Smarter Balanced Growth percentage in ELA from 66.3% in 2018-19 to 69.7% and in Math from 62.6% in 2018-19 to 76.2% for students in grades K-8.

To achieve this goal, we will offer a more robust summer school program at each school for the next three summers. We will introduce new after school tutoring programs and add a reading specialist at the middle school. The district will also begin a new math intervention program that includes professional development for staff and direct services for students (see Appendix pgs. 26-31).

**Social Emotional Needs:** The Putnam Public Schools already have limited access to in-district mental health services and many of our students lack transportation and financial means to access services outside of school. At the same time, we have families that have been directly impacted by COVID-19 and / or experienced a loss of income due to the pandemic. By contracting with Positive Regard, students in grades K-12 will have increased access to clinical staff. School leaders will work with clinical staff on an identification criterion for participation which will include 1:1 support and a minimum of 2 family counseling sessions (see Appendix pgs. 32-33).

**Technology and the Digital Divide:** Many district families don't have reliable technology at home or adequate resources for all of their students. Further, many families lack access to reliable internet. By providing a district

issued device, all students will have access to reliable technology in-class and for at home learning. As such a significant portion of the American Rescue Plan funds will be set aside for the purchase of portable student devices and WIFI hotspots. While instructional staff are excited about the increased access to technology, many have expressed the need for professional development, and the need for accessible ongoing support. Further, it has become clear that they desire training from education practitioners as opposed to "techies." In evaluating technology support in other school districts, it became clear that the introduction of technology liaisons would be a practical way to address the desire of teachers and support staff. Liaison's will be released from their assigned duty periods and expected to research and learn new technologies, to provide monthly in-house PD sessions and additional sessions on PD days. They will receive a stipend for these added responsibilities.

## Planned Use of ARP Funds

<u>Description</u>	<b>\$2,818,446</b>		
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Library Media Specialist	-	80,530	-
Elementary Classroom Teacher	-	54,967	-
Elementary Classroom Teacher	-	54,967	-
High School Special Education Teacher	43,709	87,799	-
Fine Arts Teacher	76,620	79,521	-
World Language Teacher	93,029	93,434	-
Director of Special Projects	-	-	-
Reading Intervention	70,000	70,000	70,000
Math Intervention	85,000	90,000	95,000
Special Education Interventionist	34,250	34,400	35,500
Summer School Programs	15,000	66,000	67,000
Summer School Program Transportation	27,000	28,000	-
After School Programs	-	20,000	-
After School Program Transportation	9,600	9,600	-
Technology Liaisons	-	6,000	6,000
Air Conditioning	-	-	-
Uniform Cleaning Service	-	6,900	-
Contracted Services for Mental Health	-	310,000	310,000
Technology - Replacement Devices	150,000	150,000	-
Technology - Other	150,000	46,620	-
Lease for Space	6,000	6,000	-
Tutoring Programs	60,000	60,000	60,000
	<b>820,208</b>	<b>1,354,738</b>	<b>643,500</b>
			<b>2,818,446</b>

## Continuity of Services Plan

In planning for the continuity of 100% in-person learning the Putnam Public Schools has prioritized a safe environment for students and staff and high-quality instruction. Based on guidelines provided to school districts from the Connecticut State Department of Education in July of 2020, the ongoing guidance of the CDC and the U.S. Department of Education and the State of Connecticut, the **Putnam Schools are currently planning for a full, safe, and appropriate reopening of schools without a 100% remote learning option in the fall of 2021.**

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A “full” reopening refers to the desire to have all students and all staff return in the fall for a full-length, traditional day of school with necessary modifications given the pandemic.

A “safe” reopening refers to adherence to expectations and guidelines from the State of Connecticut, the CDC, the local health officials (Northeast District Department of Public Health), and other sources that will be in place to ensure that the schools’ environments support learning during the COVID-19 pandemic.

An “appropriate” reopening refers to high standards of academic achievement along with social and emotional support that are expected to be in place for all schools and all students.





A central belief in a 100% return of in-person learning is that the children of Putnam are best served when connected in person with our schools’ academic programs, activities, and social-emotional supports led in person by their teachers, coaches, and mentors.

The Putnam Board of Education have tasked the Superintendent, the District’s COVID Response Team and the Continuity of Operations with the charge of reviewing requirements set forth by the U.S. Department of Education, the CDC and the State of Connecticut.

As the Putnam Schools value the contributions and suggestions of parents, staff, and students in the decision-making process, all are invited to give regular feedback and suggestions concerning the Continuity of Learning and Activities associated with all aspects of school life.

# Putnam Priorities

The Putnam Public Schools and the Putnam District Continuity of Operations Committee have identified priority areas that must be in place to reopen, including: (1) the safety of the students and staff; (2) the development of appropriate educational opportunities; (3) the awareness of social and emotional well-being of students, families, and staff; and (4) the expectation that all children will achieve at the expected grade levels by June 2023.

	<p><b>Safety of Students and Staff</b></p> <p>Our schools will be prepared to reinforce healthy practices among our staff and students, take preventative actions to prevent the spread of all respiratory illnesses, and prepare for any potential cases or increased transmission of COVID-19.</p>
	<p><b>Development of Appropriate Educational Opportunities</b></p> <p>Our schools will operate with instructional schedules and models that support rigorous yet appropriate opportunities for all students while simultaneously addressing the social-emotional needs of students and remediation.</p>
	<p><b>Awareness of Social and Emotional Well-Being</b></p> <p>Our schools will reopen knowing that the COVID-19 pandemic has created different types of traumatic experiences and high levels of stress for many of our staff, students, and families. The pandemic has shown the importance of social/emotional well-being for all. In addition, there is a growing body of research proving that social/emotional learning (SEL) is fundamental to academic success.</p>
	<p><b>Achievement at Expected Grade Level by June</b></p> <p>Our schools will consider and solidify a systematic cycle of assessments, including initial screenings and formative and summative assessments in order to inform instruction and gauge student learning. We will work to analyze individual student data to identify shifts and changes in instruction to meet students' needs and implement intervention strategies.</p>

## Guiding Principles and Considerations

The guidance and considerations outlined in this document are grounded in the following principles:

1. Safeguarding the health & safety of students and staff;
2. Preparing for 100% of students to return to in-person learning in the fall;
3. Monitoring the school populations and, when necessary, potentially cancelling classes in the future to appropriately contain COVID-19 spread;
4. Emphasizing equity, access, and support to the students and communities who are emerging from this historic disruption;
5. Fostering strong two-way communication with partners such as families, educators and staff; and

### Main Operational Considerations

- **Face Coverings:** When required, in accordance with Board of Education policy, all staff and students will be expected to wear a protective face covering or face mask that completely covers the nose and mouth when inside the school building, except for certain exceptions including when teachers are providing instruction (see Appendix pgs. 34-40).
- **Social Distancing and Facilities:** Review building space and reconfigure available classroom space, such as gymnasiums and auditoriums, to maximize social distancing, consistent with public health guidelines in place at that time (see Appendix pg.41).




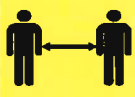

## Keeping Our Schools Open

*Keeping our schools open...is everyone's responsibility!*

The Putnam Public Schools will rely on the cooperation of families, students, and staff members to remain open on a traditional schedule.






Families play a critical role in supporting a culture of health and safety. Families can help mitigate the transmission of COVID-19 in our schools by checking their children daily for any COVID-19 symptoms and keeping them home from school if they are sick or have had close contact with a person diagnosed with COVID-19. Families can also contribute by choosing to have eligible family members vaccinated, supporting the use of face coverings or masks when required, and communicating concerns with teachers and school leaders, and continuing to follow state guidance on health and safety outside of school.

## Putnam Student Expectations

	<p><b>Stay home if feeling ill.</b> Students must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19. In keeping with CDC guidance, individuals that are two weeks post full vaccination do not need to stay home if they come into close contact with a person diagnosed with COVID-19 unless they become symptomatic.</p>
	<p><b>Morning health check by parents recommended.</b> To prevent transmission among the school population, parents are asked to screen students before leaving for school. Check to ensure temperature is below <b>100.0 degrees</b> Fahrenheit and observe for symptoms associated with COVID-19 outlined by public health officials.</p>
	<p><b>Face coverings or masks when required.</b> When required, students must wear face coverings or masks that completely cover the nose and mouth while inside the school and on the bus, with exceptions only for those students for whom it is not safe to do so due to medical conditions. "Mask Breaks" will be provided during the day. Parents will be responsible for providing students with face coverings or masks. Schools will have backup disposable masks available for students who forget them.</p>
	<p><b>Social distancing when required.</b> When required, students must maintain social distancing to the greatest extent possible. When required, students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school. Sharing of school supplies and materials is discouraged.</p>
	<p><b>Frequent hand washing or hand sanitizing expected.</b> Students must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.</p>



# Putnam Adult Expectations

	<p><b>Stay home if feeling ill.</b>            Teachers, staff, and volunteers must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19. In keeping with CDC guidance, individuals that are two weeks post full vaccination do not need to stay home if they come into close contact with a person diagnosed with COVID-19 unless they become symptomatic.</p>
	<p><b>Morning self-screening recommended.</b>            To prevent transmission among the school population, teachers, staff, and volunteers are instructed to self-screen before leaving for school. Check to ensure temperature is below <b>100.0 degrees</b> Fahrenheit and observe for symptoms associated with COVID-19 outlined by public health officials.</p>
	<p><b>Face coverings or masks when required.</b>            When required, teachers, staff, and volunteers must wear face coverings or masks that completely cover the nose and mouth while inside the school, with limited exceptions. "Mask Breaks" will be provided during the day.</p>
	<p><b>Social distancing when required.</b>            When required, teachers, staff, and volunteers must maintain social distancing to the greatest extent possible.</p>
	<p><b>Frequent hand washing or hand sanitizing expected.</b>            Teachers, staff, and volunteers and staff must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.</p>

## Continuum for Learning

The Putnam Schools are committed to 100% in-person learning meaning a full reopening, following all guidelines and expectations of the U.S. Department of Education, the CDC and the State of Connecticut in accordance with the Northeast District Department of Public Health. However, if there is surge of COVID-19, an increase of local cases, or the occurrence of in-school cases, the learning models may need to be adjusted as a result.

### Putnam Public Schools Learning Continuum:

- In-Person Learning
- Hybrid Learning
- Distance Learning

When our students return to school with our In-Person Learning Model, the Putnam Schools will do everything possible to make the school experience similar to what it has been in the past. While some aspects of school will fundamentally look different our goal will be to achieve a sense of normalcy over the course of the school year as the situation allows and safety concerns are alleviated. Throughout the year, the Putnam Public Schools will be prepared to adjust plans based on health indicators and guidance from state and local health officials.

## COVID-19 Cases in School

If a student, staff member, or visitor who has been present in school has a **confirmed diagnosis** of COVID-19, the School Nurse and the building Principal will contact the Central Office and the Superintendent of Schools. In addition, if the Superintendent is notified by school personnel that a student is suspected of being sick, we will maintain confidentiality in accordance with FERPA, privacy expectations, and the Americans with Disabilities Act (ADA).

School officials will take the following actions:

- CONTACT TRACING
- NOTIFYING OF ALL IMPACTED INDIVIDUALS
- PUBLISHING WEEKLY COVID DATA
- CONTINUITY OF EDUCATION FOR STUDENTS AND STAFF IN QUARANTINE

The decision to suspend or close a classroom, school or the entire school district will be made by the Superintendent based on local information and recommendation from local health officials. Board of Education members are notified of closure as well as the State Department of Education.

During school closures, all extracurricular activities, athletics, and school-based afterschool programs are canceled.

## District COVID Response Team



The purpose of this section is to articulate a checklist for a continuity of 100% in-person learning in each of the above focus areas. The oversight of this work is handled by the District's COVID Response Team comprised of the following Liaisons.

**Compliance Liaison:** The Superintendent of Schools has appointed Marc Coderre, Director of Special Projects to serve as COVID-19 Health & Safety Compliance Liaison and COVID-19 Response Leader.

**Academic Liaison:** The Superintendent of Schools has appointed Brittany Brett, the Putnam Middle School Dean of Students to represent the students and faculty relative to academic programing.

**Health and Wellness Liaison:** The Superintendent of Schools has appointed Linda Roto, District Nursing Coordinator to ensure that all CDC and Public Health requirements are followed as students and staff resume 100% in-person learning.

The Response Team, along with the Superintendent of Schools, will engage with students, parents, faculty, staff, and administrators to answer questions about the health & safety requirements set out in this document and address compliance questions.

The Response Team, along with the Superintendent of Schools, will support the implementation of these requirements, as well as the implementation of other school health & safety measures relating to COVID-19 and any additional guidance provided by the U.S. Department of Education, the State of Connecticut and local health officials.

## District Continuity of Operations Committee

Daniel Sullivan, Superintendent of Schools / Committee Chair

Brittany Brett, Dean of Students / Committee Co-Chair

Nancy Cole, Business Manager

Jacqueline Vetovec, Director of Curriculum and Instruction (effective 7/1/2021)

Pamela Cody, Special Education Teacher/PEA Executive Board

Adam Mielniczuk, PHS Math Teacher

Kayla Morey, PES Teacher

Courtney Crofts, Teacher

Sally Crosby, Paraprofessional/AFCME

Marc Coderre, Director of Special Projects

Kevin Lamothe, Facilities Director

Jeanette LaPlume, Food Services Director

Thomas Reali, Director of Transportation

Linda Roto, Nursing Coordinator/UNAP

Kelly Gazzola, Parent

Allison Britt, Parent

Emma Rudman, Student

## School Continuity of Operations Committees

Each school will be responsible for making sure the approved Continuity of Learning Plan is implemented at the building level.

### Putnam Elementary School

Kate Colavecchio  
Paula Fahy  
Tiffany Barnes  
Courtney Crofts  
Patty Bryant  
Linda Roto  
Madeline Oden  
Taylor Chelo  
Kris Allard  
Keri O'Neil  
Jennifer Rogers  
Jana Salerno  
Melanie Brannigan  
Erica Sundstrom  
Diane Grimason  
Amy Camassar  
Cindy LaFond  
Tina Whiteley

### Putnam Middle School

Teri Bruce  
Brittany Brett  
Odena LaFreniere  
Pamela Lukin  
Jonathan Miller  
Pamela Moriarty  
Sheila Partlow  
Melinda Trifone  
Meaghan Wakely

### Putnam High School

Jacqueline Vetovec (through  
6/30/2021)  
Heather Taylor (effective  
7/1/2021)  
Fran Bousquet  
Amy Beth St. Martin  
Sherrie Sheehan  
Richard Douglas  
Pam Geremia  
Cheryl Ray

## Health Expectations

The health and safety of students and staff is the top priority in the continuity of in-person learning. The Putnam Public Schools will work in collaboration with local health officials, the Connecticut State Department of Education, and the Office of the Governor in planning for health and wellness procedures, as well as making decisions regarding the status of school.

The following health expectations for the resumption of 100% in-person learning must be met:

- Plans have been developed and approved at the local level under the supervision of the Superintendent of Schools.
- The Director of Nursing and Central Office Health Supplies Procurer have confirmed that there is adequate protective equipment in place.
- There is protective equipment (including masks) for students in the classrooms and throughout the facilities.
- There is protective equipment (including masks and PPE) for staff appropriate for each classification or duty.
- There is a plan for an ongoing supply of protective equipment.
- There is sufficient PPE for the staff of various populations of students with disabilities (i.e., for those requiring medical procedures, toileting, lifting and mobility assistance).

- There is a sufficient supply of school-appropriate cleaning supplies to continuously disinfect the school site in accordance with State of Connecticut & DPH guidance.
- There are sufficient supplies that include hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.
- The Superintendent of Schools has established a procedure should there be COVID-19 cases in the schools or in the community that could possibly impact the schools.
- The Superintendent and Principals have updated the Putnam Pandemic Response Plan that includes procedures for cases of COVID-19. This procedure includes a communication protocol for when a student, teacher, or staff member has tested positive for COVID-19 and has possibly exposed others at the school.
- The Superintendent of Schools has a procedure for the closure of schools for a length of time based upon the risk level within the school/community.
- The Board of Education has granted the Superintendent the authority to take any lawful actions necessary to ensure the continuation of public education, provide for the health and safety of students and employees.
- The Board of Education has granted the Superintendent the authority to limit access to public school grounds and school buildings during school closures or elevated levels of transmission in the area.
- Under the supervision of the Director of Curriculum, the schools are able to provide for a continuity of instruction / distance learning, if necessary.
- Under the supervision of the Director of Special Education, the schools will be prepared for any special or unique needs for students with disabilities related to planned district or school wide procedures.
- Under the supervision of the Director of Food Services and the School Business Manager, the schools are able to provide for continuity of meal service, if necessary.
- The Nursing Coordinator and Principals have organized a screening procedure for students, staff, and volunteers/visitors at home and to the extent possible, at school. Screening is defined as the follow:
  - **Passive Screening:** Before leaving for school/work check to ensure temperatures below 100.0 degrees Fahrenheit and to observe for symptoms consistent with COVID-19. Stay home if feeling sick, have any symptoms associated with COVID-19, or have had close contact with a person diagnosed with COVID-19.
  - **Active Screening:** Schools will screen students, staff, and volunteers/visitors as they enter school consistent with state and local health guidance, which includes visual wellness checks and any necessary follow-up temperature checks with no-touch thermometers (checking to ensure temperatures below 100.0 degrees Fahrenheit). Students, staff, and volunteers/visitors will be observed for illnesses including cough or respiratory distress. Students, staff, and volunteers/visitors may be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
  - **NOTE:** Screening procedures for all students, staff, and volunteers/visitors are not required at the point of entry to the school. However, school staff will observe students throughout the day and refer students, staff, and volunteers/visitors who may be symptomatic to the school nurse.
  - **NOTE:** Temperature checks for all students, staff, and volunteers/visitors at the point of entry will not be included due to the high likelihood of potential false positive and false negative results but will be available in the school under the supervision of the school nurse.
- In screening students who appear ill, only the nurse shall use a thermometer requiring a touch method (under the tongue or arm, forehead, etc.). The nurse will take caution, including wearing gloves, eye protection, and a mask.
- Students with a temperature greater than 100.0 degrees are not permitted into the school. Students will be allowed to return once they have been fever-free for 24 hours without medication, symptoms have improved (no cough, aches, etc.), and 10 days have passed since the onset of symptoms. If students are fever free, they may return before the end of the ten days if they have a signed note from

**Commented [BB1]:** @Roto, Linda, which ones should keep from section 3?

**Commented [RL2R1]:** I think we can scratch the thermal scan thermometers-they are so innaccurate that we have reverted to using our regular oral thermometer. They do not require one to stand any closer to an individual than the thermal scanner

**Commented [RL3R1]:** Under section 4, we no longer have an isolation room in PES there is still space in PHS

**Commented [BB4]:** @Roto, Linda Please review this section.

their healthcare provider stating that their symptoms are not COVID-19 related and provides an alternative diagnosis.

- The school nurse will monitor screening information / data of students and staff while complying with relevant privacy and health laws.
- The school nurse will monitor symptoms in students and staff that could be related to COVID-19, with the goal of decreasing the risk of spreading or contracting the virus while complying with relevant privacy and health laws.
- The Principals will oversee procedures for all students to sanitize hands as they board buses.
- The Principals will oversee procedures for all students to sanitize hands upon entering schools.
- The Superintendent of Schools has developed a uniform procedure for all schools for symptomatic students, staff, and volunteers/visitors.
- Students who are symptomatic while entering school or become symptomatic during the school day will be separated from others right away by the school nurse.
- Students exhibiting symptoms will be required to continue to wear a mask and wait in a supervised, designated isolated area through which others do not enter until the student can be transported home.
- If more than one student is in the isolation area, physical distancing will be maintained. The school nurse will have a plan for triaging students in the health office, recognizing that not all symptoms are COVID-19 related.
- The school nurse will advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation.

Commented [BB5]: @Roto, Linda Please review this section.

## Wellness Expectations

The following health expectations for the resumption of 100% in-person learning must be met:

- The Nursing Coordinator and School Nurses will oversee high standards of hygiene (handwashing / sanitizing) and training for all in each school.
- School nurses will ensure, in accordance with CDC guidance, that handwashing/sanitizing includes:
  - Opportunities for students and staff to meet handwashing/sanitizing frequency guidance.
  - Sufficient access to handwashing and sanitizer stations.
  - The availability of fragrance-free hand sanitizer (with a minimum of 60 percent alcohol).
  - Children under age nine use hand sanitizer under adult supervision.
- The Nursing Coordinator and School Nurses will identify the training needs of staff related to health and safety protocols and work with the Director of Curriculum who will oversee such training prior to the first day of classes.
- The Director of Curriculum will plan in-person or online training that includes: social distancing, cleaning protocols, and hygiene practices. Principals will ensure access for all students and staff, as well as for family members who are interested.
- Training will be provided to substitutes or others who may enter the school outside of the first day or typical calendar start.
- Principals and teachers will review guidance/training and post signage on proper handwashing techniques with students, including the following:
  - Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible.
  - Staff and students should dry hands thoroughly.
  - Wash/sanitize hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.

- Principals and Teachers will ensure that students receive ongoing education related to all public health policies and protocols. Students will be educated about how coronavirus is spread, and how preventative actions help avoid the spread (for example, that masks keep droplets out of the air and hand hygiene keeps the virus out of one's mouth/nose/eyes).
- Principals will assess the best approach to communicating wellness information for each age group, and plan to set aside time at the beginning of the school year, as well as scheduling frequent reminders, to review the new policies and protocols. These practices include, but are not limited to:
  - social distancing,
  - use of face coverings that completely cover the nose and mouth,
  - respiratory and cough etiquette.
- All school employees will assist with mask wearing expectations when required.
- The only exceptions for face coverings and / or mask wearing requirements are as follows:
  - For anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance, face coverings and masks should not be required, per CDC guidance.
  - For anyone who has a medical reason making it unsafe to wear a face covering, masks should not be required.
- When required, for students, face coverings/masks may be removed while eating, drinking, or effectively practicing social distancing or when students are outside and socially distant. Exceptions may also be necessary for certain special education students or other special populations.
- When required, for students who have trouble breathing or for other medical reasons, reasonable accommodations will include a face shield with a cloth drape attached across the bottom and tucked into the shirt.
- **NOTE:** Face shields alone are not a sufficient alternative to the wearing of face masks, but rather both should be worn for additional protection.
- Parents will be responsible for providing students with face coverings or masks.
- Schools will have backup disposable masks available for students and staff who forget them.
- When required, staff will establish times for "Mask Breaks" that will be provided during the school day. Breaks will occur when students can practice social distancing and/or when they are outside.
- When required, face shields worn with face masks may also be used by staff who support students with special healthcare needs (who are not able to wear masks and who may need assistance with activities of daily living, such as toileting, eating).
- Staff working with students who are not wearing face coverings due to one of the exceptions and also cannot maintain social distancing will be provided increased protective equipment, including but not limited to medical-grade masks and disposable gowns.
- Staff members will receive guidance/training on proper use of PPE required for their role
- School Nurses and any staff member engaged in symptom screening will be provided surgical masks, face shields, and disposable gloves.
- Front office and food service employees will be provided face coverings or masks and disposable gloves.
- When required, visitors and those making deliveries to the school must wear face coverings or masks that completely cover the nose and mouth.
- Information will be given to staff, students and, parents on proper use, removal, and washing of face coverings
- When required, all school employees will assist in the expectation that Physical Distancing / Social distancing is maintained as much as possible.
- The school administration will be prepared to assist staff and students in determining and maintaining social distancing between individuals to reduce the transmission of the virus per the public health guidelines at that time.



- Principals will be prepared to communicate and adjust the approach to social distancing if guidance from the CDC or DPH changes due to shifting public health data or evolving understanding of COVID-19 disease, including transmission.
- Each school will plan for the number of people that can be in all school spaces (library, cafeteria, gymnasium) based on maintaining reasonable social distancing prior to use by a classroom or group.
- Schools will have plans to minimize movement of students and staff as much as possible and reduce the number of students and staff that move at the same time.
- The Superintendent of Schools will oversee school activities/athletics, which will be allowed whenever possible.
- The school district will follow all CIAC, ECC, and DPH (Connecticut Interscholastic Athletic Conference) guidelines for middle school and high school sports.
- Courses and activities that may involve any potential risk to students and staff will be approved in advance by the Director of Curriculum and the Superintendent of Schools.
- Field trips and off campus experiences will require approval of the Director of Curriculum and the Superintendent of Schools. Decisions will be made based on ability to maintain proper distancing and safety expectations. Virtual field trips will be encouraged.
- The Nursing Coordinator and School Nurses will oversee and monitor changes and updates to the State of Connecticut Requirements for Immunizations and Health Assessments.
- If the State of Connecticut and / or CDC adjusts social distancing guidelines:
  - The schools will determine the student and staff capacity of classrooms and school spaces based on state of local guidelines limiting existing class groups/sizes in every classroom.
  - The schools may need to limit the number of students present in classrooms and/or limit the number of students physically reporting each day based on guidelines issued from the State of Connecticut.
  - The school schedule may be adjusted to meet the needs of social distancing (in classrooms) based on adjusted guidelines issued from the State of Connecticut.
    - If student numbers are to be limited, the schedule may result in Blue-White day (alternating days) for students: "Monday & Wednesday" or "Tuesday & Thursday." Fridays would alternate by week.
    - Adjusted State Guidelines may result in an extended period of Distance Learning by all students.

## COVID-19 Screening, Testing & Vaccination

The Putnam Public Schools has partnered with Day Kimball Hospital to offer students and staff the opportunity to receive a COVID-19 vaccine.

Staff vaccination clinics were held on the following dates:

- March 3, 2021
- March 31, 2021

Student vaccination clinics were held on the following dates:

- April 27, 2021
- May 15, 2021
- May 18, 2021
- May 22, 2021

Free COVID-19 testing is available at multiple locations in Putnam.

- Marketplace on Kennedy Drive through SEMA 4
- New England Family Medicine and Walk-in Clinic on Church St
- Walgreens and CVS

## Facilities Expectations

Policies and protocols related to facilities and operations will be reviewed regularly by the Board of Education, the Superintendent of Schools, and the School Administration with the understanding that schools may need to react quickly to changing conditions. Given the possibility of changes in public health data, there may be an increase or a relaxation of restrictions throughout the school year to respond effectively to health concerns.

The following facilities expectations for the resumption of 100% in-person learning must be met:

- The Director of Facilities and School Administrators will ensure that schools meet high cleanliness standards prior to reopening and maintain a high level of cleanliness during the school year.
- The Director of Facilities will oversee the reopening of each school building that specifically addresses high standards of cleanliness for all classrooms, bathrooms, hallways, and offices in the school.
- The Director of Facilities and School Administrators will communicate cleaning and hygiene protocols as recommended by the State of Connecticut and the CDC to staff and families.
- Building plans for disinfecting high touch surfaces will include:
  - Door handles
  - Handrails
  - Drinking fountains
  - Sink handles
  - Restroom surfaces
- Frequently touched surfaces and other equipment will be cleaned throughout the day.
- Schools will work to enable no-touch usage of items such as doors, trashcans, and bathroom fixtures, where possible. (Where no touch technologies are not available, prop open doors in accordance with fire and safety codes and remove trash lids.)
- Schools will maximize use of disposable towels in lieu of hand dryers, due to ventilation considerations. Where possible, schools will turn off and avoid use of hand dryers.
- Principals will work with teachers to assess ways to minimize exposure from playground and fitness equipment use, including but not limited to ensuring hand washing before and after use or use of hand sanitizer, and disinfecting fitness equipment or other smaller outside equipment after each group of students' use.
- Bathrooms should be sanitized at least twice a day. Where possible, schools will consider designating separate bathrooms for different classes or establishing shifts for classes to use the bathroom (and thus avoid mixing of classes).
- The Director of Facilities will use products that are approved for the State of Connecticut that are labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
- The Director of Facilities will ensure that the schools comply with DPH guidelines including:
  - Guidance for Cleaning and Disinfecting of Schools\_during COVID-19
  - Return to Service Guidance for Building Water Systems
  - Guidance for School Systems for the Operation of Central and non-Central Ventilation Systems
- Comply with CT DPH guidance by having the ventilation system inspected, filters changed, and deficient equipment repaired.

- The Director of Facilities and School Administrators will ensure that schools meet distancing expectations by adjusting the set-up in all classrooms.
- If required, the Director of Facilities will oversee a reopening plan for each building that specifically addresses social distancing for all classrooms, bathrooms, hallways, and offices in the school.
  - Maximize social distancing between student workstations, achieving 3 feet if feasible (not required) when determining the classroom layout.
  - Where necessary, assess other spaces that may be repurposed for instruction in the school.
  - Maximize space between the teacher and students due to the risk of increased droplets from teachers during instruction.
  - Floor markings throughout classrooms and the school may be included to illustrate social/physical distancing.
- The Director of Facilities and Principals will work together to ensure the distribution of information and regular communication about the actions school communities can take to stop the spread. Signs will be posted in highly visible locations (e.g., school entrances, staff areas, and restrooms) that promote everyday protective measures and provide instruction related to properly washing hands and properly wearing a cloth face coverings or masks

## Food Services Expectations

The following food services expectations for the resumption of 100% in-person learning must be met:

- The Director of Food Services will ensure compliance with federal guidelines and local health official guidelines and any additional guidelines introduced regarding child nutrition.
- The Director of Food Services will actively promote and determine eligibility for and make available free and reduced-price meals and snacks and free milk to all eligible students.
- The Director of Food Services will comply with the U.S. Department of Agriculture's (USDA) regulations and policies (and any changes occurring) for school meals and milk including the meal pattern requirements.
- The Director of Food Services will ensure that the schools claim meals/milk provided to eligible students using accurate counting and claiming methods. Additionally, the number of free and reduced-price meals served and claimed for reimbursement must have adequate documentation on file to support the claim.
- The Director of Food Services will proactively plan and be prepared at all times throughout the year for expedited meal access during including a short period and a longer period of closure.
- The Director of Food Services will oversee PPE for food service operations such as masks, gloves, physical barriers in serving areas, etc.
- Food service in each school will be designed to promote social distancing when required.
- The Director of Food Services working with Principals will determine the appropriate meal distribution method (Cafeteria Pick-up Model, Classroom Delivery Model, or a Hybrid Delivery Model) of meal service based on social distancing, physical location, student traffic, space, staffing, etc.
- Each school will communicate age-appropriate and school-appropriate strategies to families about school meal service and options. Meals service communications will communicate social distancing requirements and include any additional school options as follows:
  - additional lunch waves to separate classroom cohorts;
  - staggering cafeteria use throughout the late morning/early afternoon;
  - increasing the number of meal service access points;
  - serving meals in cafeteria and then returning to classrooms or alternate locations;
  - serving meals in classrooms and alternate locations.
- School cafeteria and meal service plans will be adjusted based on level of concern of transmission.

- If meals are provided in classrooms or alternate locations, sufficient trash removal and cleaning will be in place.

## Communication Expectations

The Superintendent of Schools will oversee communications related to the COVID-19 pandemic and school operations. Families, staff, and the community will receive regular updates via email, website, and social media regarding the most up to date policies and protocols related to all considerations and aspects of this plan and future COVID-19 planning. Changes to planning, changes in the status of the schools' schedules, and any school closures will be communicated directly from the Superintendents or his designee to the school community.

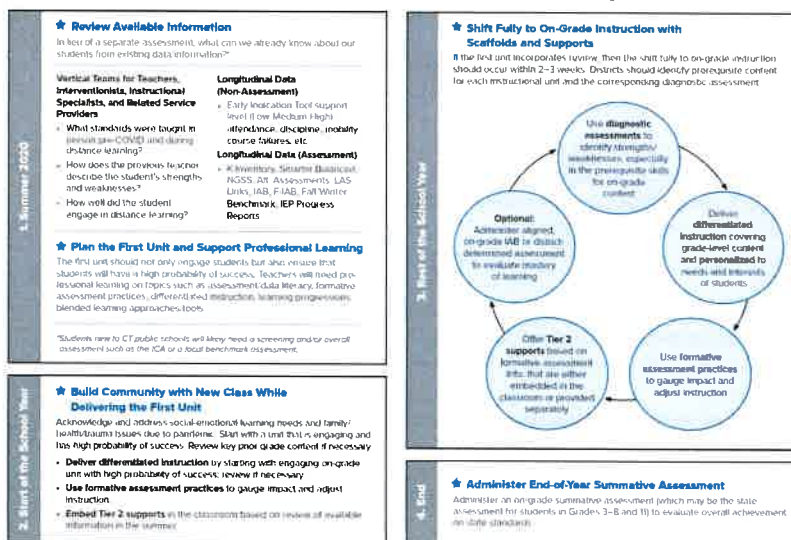
## Instructional Expectations

The following instructional expectations for the resumption of 100% in-person learning must be met:

- The Superintendent of Schools will communicate to staff and families any class cancelation (or adjustment in schedule) and subsequent reopening.
- The Superintendent will base single closure, multiple school closure, or district closure using the most up-to-date information on specific cases in the community or in a school with the consultation of local health officials and the district medical advisor.
- The Superintendent will notify the State Department of Education should a local decision be made to close under the guidance of local health officials and/or the district medical advisor.
- Principals will review current instructional schedules in each school and make any modifications necessary to best meet the needs of students and staff members for a full return to school.
- Principals will be prepared to amend schedules as necessary due to increased transmission in the school and/or the community.
- The Principals and technology department will proactively plan and be prepared at all times throughout the year for expedited technology access/support for a required period of Distance Learning.
- The Director of Curriculum will consult and share resources for teaching in a Distance Learning environment that is both synchronous and asynchronous.
- The schools will evaluate and adapt any revised models of instruction throughout the year with all educational partners and staff.
- All learning experiences will be reviewed to ensure safe and appropriate instructional practices.
- The Director of Curriculum and Instruction will oversee all learning experiences and any curricular modifications in order to provide safe environments for students and teachers.
- Courses and activities that may involve risk to students and staff (singing, playing instruments, food production and consumption, etc.) will be approved in advance by the Director of Curriculum and the Superintendent of Schools.
- Field trips and off campus experiences will require approval of the Director of Curriculum and the Superintendent of Schools. Decisions will be made based on ability to maintain proper distancing and safety expectations. Virtual field trips will be encouraged.
- Building Principals and Instructional Leaders will work with the Director of Curriculum to identify learning gaps, learning barriers, and find innovative ways to meet the needs of children.
- Diagnostic assessments will be used to identify specific areas where instruction or intervention may be needed to improve student learning.
- Formative assessments and progress monitoring will take place during lessons and provide actionable information about students' learning status relative to the desired lesson goal.

- Teachers will use data from formative assessments immediately to adjust their instruction and ensure students' progress towards learning goals.
- School teams will develop common diagnostic, formative, and summative assessment tools across the district/school for comparative analysis to identify specific targeted student learning needs.
- Principals will refine each school's multi-tiered system of support and include guidance for implementing Tier 1 strategies before offering Tier 2 interventions and when and how to offer Tier 2 and Tier 3 supports.
- District Administrators and Teacher Leaders will identify and plan for grade level/subject level/team improvement cycles including reviewing student assessments, planning instructional shifts and strategies based on data, establishing clear outcome goals, debriefing the lesson as a team, and repeating the process.
- Special Education Team Leaders will oversee appropriate accommodations for students and share innovative ways to meet unique student needs with teachers.
- Utilize data to ensure that all children are performing at grade level by the end of the 2022-2023 school year.
- Each school will share learning goals that are clearly established and shared with students and families.
- Teachers will utilize PLC time to evaluate student performance data and make data driven decisions.

### Sensible Assessment Practices in 2020–21 and Beyond



- The Director of Special Education, Special Education Team Leaders, and School Counselors will oversee programming and transition back to school for all students with IEPs.
- The schools will oversee programming for the fall with the understanding that there has been no waiver of requirements under the IDEA for provision of a free and appropriate public education (FAPE) in the least restrictive environment (LRE). Federal disability law allows for flexibility in determining how to meet the individualized needs of students receiving special education services.
- The schools will treat students eligible for special education and other special populations as general education students first. Guidance and policies related to school reopening plans apply to all students, including students with special needs who qualify for individual education programs under the IDEA and

accommodation plans for eligible students under section 504 of the Rehabilitation Act. If students with disabilities are unable to access the reopening plan as designed, facilitate individualized and alternative means of re-entry based upon student need, present levels of functioning, developmental levels, and student/parent input. Consider remote learning schedules if needed.

- Programming decisions will not be based on a student's disability category. However, the nature and/or severity of a student's disability may require unique considerations. Protocols should consider the student's developmental level and skills.
- Special Education Team Leaders and School Counselors will communicate with families of students with a high level of need to develop transition plans to assist special population and special education students in their return to the school building.
- Special Education Team Leaders and School Counselors will communicate with families of students with a high level of need to develop transition plans to assist special population and special education students in their return to the school building.
- The Director of Curriculum will oversee the safe implementation of Physical Education Art, and Music, Courses and extracurricular activities.
- All educational programming in PE, Art, and Music will be expected to adhere to all CDC, state, and local guidelines related to social distancing and disinfecting areas & equipment.
- The Director of Curriculum will work with Teachers to plan for physical education, fine arts, and music curricula that consider the needs of all students, including focusing on activities, adaptations, and modifications of all education activities to ensure the full inclusion by all students.
- PE at all levels will focus as much as possible on activities, fitness, exercises, and sports that are teacher led but performed individually and focus on lifetime fitness, utilizing alternative environments, land-based activities, and individual sports/activities.
- PE activities will assist as much as possible in the support of social-emotional learning.
- Fine Arts classes will strive to maintain current program of studies and course offerings, while adhering to CDC and state level guidance when students are singing or performing wind instruments by scheduling large ensembles in auditoriums, outdoors, cafeterias, gyms or other large spaces. Focus on maximizing distancing for instruments that require blowing or for singing, compared with string and percussion instruments.

## Social Emotional Learning Expectations

We know that social and emotional learning (SEL) is critical to re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning. This unprecedented shift to a new type of learning experience may have a lasting and profound impact on young people's academic, social, emotional, and life outcomes. School leaders will need to bring together administrators, teachers, school staff, families, youth, and community partners to co-create supportive learning environments where all students and adults can enhance their social and emotional competencies, feel a sense of belonging, heal, and thrive.

From "Leveraging the Power of Social and Emotional Learning" (casel.org)

The following social emotional learning expectations for the resumption of 100% in-person learning must be met:

- The SEL Committee will work with School Counselors to ensure the inclusion of Social/Emotional Learning (SEL) to benefit the entire school community.
- Plan for experiences that ensure that the schools place adult and student wellness first to establish a positive, safe, and supportive learning environment. Strategies will be identified to engage populations and specific students that have been disengaged.
- Develop programming designed to help children and adults in the school community to manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.
- Plan for SEL that is integrated into academic content through building essential self-management skills, resilience, and connections.
- Coordinate SEL activities prior to the resumption of 100% in-person learning.
- Communicate to the school community that SEL is foundational to the holistic success of the school community and a necessary aspect of a highly functioning school community.
- Seek the voices of perspectives of students, families, educators, and other adults to develop responsive transitions plans. Engage directly with staff families and provide activities to help them feel comfortable back in the schools.
- Provide professional development as available prior to the start of school. Share resources on SEL, including the Collaborative for Academic, Social, and Emotional Learning (CASEL) publication, "Leveraging the Power of SEL."
- Intentionally build structures that promote supportive adult-student relationships and a sense of belonging. Ensure every student has at least one caring adult at the school who checks in regularly with them and to whom they can reach out.
- Develop a plan in each school to provide non-academic-focused check-ins with students.
- Create exercises/lessons on alternative ways to communicate feelings given that wearing masks may alter the understandings of how individuals are feeling.
- Create exercises/lessons on positively communicating the need for physical distancing in the classroom as children naturally hug, touch, etc. when playing.
- Help staff with strategies to handle students' and/or families' varied understandings of physical distancing measures by school personnel.
- Coordinate with all staff the best ways to assist students who need additional support to physically distance or who may not be able to wear a mask due to a manifestation of their disability.
- Coordinate with all staff the best ways to support movement to ensure children are expending adequate energy. As student movement from classroom to classroom or recess activities are restricted, there may not be as many opportunities for physical activity during the school day. Assist staff in building in transition activities that allow for movement.
- Weave in opportunities for students to practice and reflect upon social and emotional competencies throughout the day.
- Assist staff in engaging students in developmentally appropriate conversations and lessons to discuss past, current, and future impacts of the pandemic on themselves, their families, their communities, and the

broader world. Include discussions that will elevate racial consciousness as students were not present together in school during recent events in the U.S.

- The district is working to be anti-discriminatory and committed to be a welcoming and accepting school community.
- Integrate SEL practices into instructional planning.

## Appendix



District Summer School Flyers

Putnam Elementary School

**Putnam Elementary School presents**

**PES KIDS DISCOVERY PROGRAM**

**FOR GRADES K - 5**

**THE PROGRAM INCLUDES**

Academics and PES "camp" and STEM activities!

**2 Three Week Sessions**

Discovery Program - 8:00 a.m. - 1:00 p.m.

Transportation Provided

Free breakfast & lunch

**GREAT FUN WAITING FOR YOU**

**Attend Session 1, Session 2 or both!**

**SESSION 1**  
June 21 - June 25  
June 28 - July 2  
July 5 - July 9

**SESSION 2**  
July 12 - July 16  
July 19 - July 23  
July 26 - July 30

Made with PosterMyWall.com

Putnam Middle School

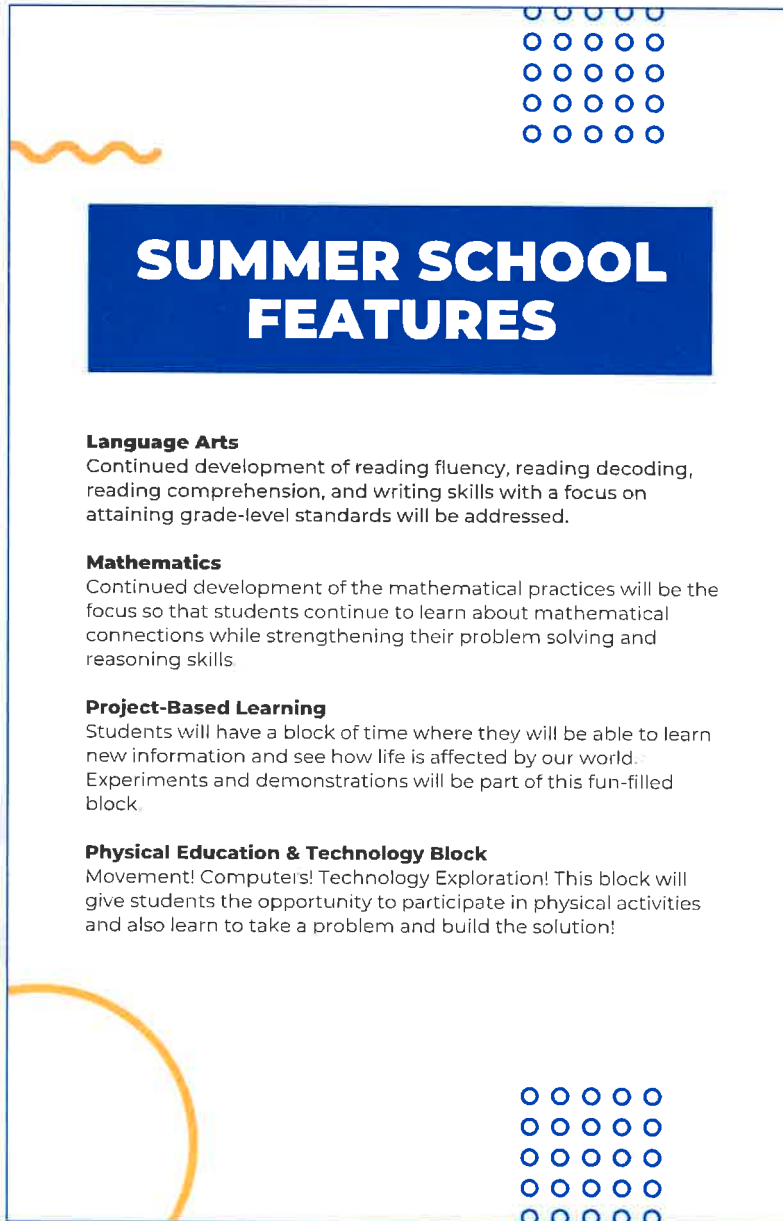
Putnam Middle School



DRAFT

Putnam Middle School Continued





**SUMMER SCHOOL  
FEATURES**

**Language Arts**  
Continued development of reading fluency, reading decoding, reading comprehension, and writing skills with a focus on attaining grade-level standards will be addressed.

**Mathematics**  
Continued development of the mathematical practices will be the focus so that students continue to learn about mathematical connections while strengthening their problem solving and reasoning skills.

**Project-Based Learning**  
Students will have a block of time where they will be able to learn new information and see how life is affected by our world. Experiments and demonstrations will be part of this fun-filled block.

**Physical Education & Technology Block**  
Movement! Computers! Technology Exploration! This block will give students the opportunity to participate in physical activities and also learn to take a problem and build the solution!



## 2021 PUTNAM HIGH SCHOOL SUMMER CREDIT OPPORTUNITIES

Students will be offered the opportunity to recover course credit in the PHS Summer Credit Recovery program. This is a great way to stay on pace for graduation! Students are encouraged to take advantage of one or both sessions being offered. Classes will be held in-person or online Tuesdays through Fridays - **no Mondays**. Tentative details are below.



**Free breakfast from 8:45 – 9:00 am**

**Free grab-n-go lunch at 12:15 pm**



### Session 1: June 22<sup>nd</sup> – July 9<sup>th</sup>

9:00 – 10:30 am (Choose 1)	10:45 – 12:15 pm (Choose 1)
<ul style="list-style-type: none"><li>➤ Math Recovery (in person) with instructor (Math I/IA/1B)</li><li>➤ Civics Recovery (in person) with instructor</li><li>➤ English 3 Recovery (in person) with instructor</li><li>➤ Courseware Recovery online</li></ul>	<ul style="list-style-type: none"><li>➤ English 2 Recovery (in person) with instructor</li><li>➤ Math Recovery (in person) with instructor (Integrated)</li><li>➤ Social Studies Recovery (in person) with instructor (World History)</li><li>➤ Courseware Recovery online</li></ul>

### Session 2: July 13<sup>th</sup> – July 30<sup>th</sup>

9:00 – 10:30 am - Choose 1	10:45 – 12:15 pm – Choose 1
<ul style="list-style-type: none"><li>➤ Math Recovery (in person) with instructor (Math 2/3)</li><li>➤ Science Recovery (in person) with instructor (Env. Sci./Biology)</li><li>➤ Courseware Recovery online</li></ul>	<ul style="list-style-type: none"><li>➤ Social Studies Recovery (in person) with instructor (US History)</li><li>➤ English Recovery (in person) with instructor (English 1, Integrated)</li><li>➤ Courseware Recovery online</li></ul>

Counselors will contact eligible students on or around June 14<sup>th</sup> with recommendations for who should attend the summer credit recovery program.

#### Year One:

Coach math teachers in grades 5, 6, 7, & 8 to help students improve essential math skills necessary to succeed in the classes they're taking, future classes, the standardized tests they're about to take (SBAC), as well as lay the groundwork for improved PSAT and SAT scores. Over the course of the year, the math coach will observe teachers, coteach to model alternative ways to deliver new engaging content, and work with students who need intervention. The math coach will also work with teachers to develop meaningful assessments, lay the groundwork for more organized data collection in the classroom, show teachers how to use the data, review curriculum, observe how it's delivered, and make recommendations on how to proceed in year two.

#### Years Two & Three:

Oversee the implementation of changes to curriculum and teaching strategies in grades 5, 6, 7, & 8 that were decided upon at the end of school year 2021-2022 to improve the delivery of math lessons to students in middle school grades. Over the course of the year, the math coach will observe teachers, coteach to model different ways to deliver new engaging content, and continue to work with students who need remediation. The math coach will work with teachers to develop meaningful assessments, and continue to optimize organized data collection and use in the classroom. At the close of year two, recommendations will be made to improve the math program in year three.

*What's unique about this program is that the math coach/consultant/interventionist will be in the building four days a week to work with teachers and students, and to observe first-hand on a consistent basis what's working well, and what's not working. The program also provides the Putnam School District a two-year, two-step program to improve math at the middle school over the next three years.*

#### Objectives Year One

1. Increase math competencies and math scores on state tests (SBAC) administered to students grade 5, 6, 7, 8.
2. Zero in on the essential math topics that are the prerequisites for succeeding in the next level math course in grade 6, 7, 8, & 9.
3. Improve student math competency in the middle school so students will be better prepared to succeed at high school math as well as perform well on the PSAT and SAT.
4. Observe teachers in grades 5, 6, 7, 8 teaching math lessons.
5. Discuss establishing test goals for the years with teachers in grades 5, 6, 7, 8.
6. Discuss establishing one or two other math goals with teachers in grades 5, 6, 7, 8.
7. Coteach classes with teachers, when appropriate, to demonstrate best practices.
8. Review materials teachers are using and help to improve them.
9. Review curriculum to note what's essential to overall goals of math competency, grade readiness, and higher standardized test scores (SBAC, PSAT, SAT).
10. Examine curriculum overall and make recommendations for year two.
11. Learn from grade teachers what skills their incoming students are expected to arrive with and what skills they currently have.
12. Review data collection in the classroom and observe how teachers use that information and trial recommendations if efficiencies can be gained.
13. Provide intervention for students who need it. Teachers will observe and learn new strategies to help their students who need intervention.
14. Report monthly to the principal.

15. Determine with teachers and principal a better way to deliver math grades 5, 6, 7, 8 and implement that in year two.

#### Objectives Years Two & Three

1. Implement the changes to the curriculum and individual teaching practices that were decided upon at close of year one.
2. Observe teachers implementing the pedagogical changes (may be very small, large or somewhere in between) they use to teach their students.
3. Continue to focus on increasing math competencies and math scores on state tests administered to students grade 5, 6, 7, & 8.
4. Zero in on the essential math topics that are the prerequisites for succeeding in the next level math course in grade 6, 7, 8, & 9.
5. Improve student math competency in the middle school so students will be better prepared to succeed at high school math as well as perform well on the PSAT and SAT.
6. Observe teachers in grades 5, 6, 7, 8 teaching math lessons.
7. Coteach classes with teachers, when appropriate, to demonstrate best practices.
8. Discuss establishing test goals for the years with teachers in grades 5, 6, 7, 8.
9. Discuss establishing one or two other math goals with teachers in grades 5, 6, 7, 8.
10. Review materials teachers are using and help them to improve their lesson plans and materials.
11. Review the revised curriculum to note what's going well and what's not.
12. Examine the revised curriculum and make recommendations for year three.
13. Continue to hone data collection methods in the classroom and develop more concrete ways teachers can use that data to make meaningful choices in the classroom.
14. Learn from grade teachers what skills their incoming students are expected to arrive with and what skills they currently have.
15. Provide intervention for students who need it. Teachers will observe and learn new strategies to help their students who need intervention.
16. Report monthly to the principal.
17. Determine with teachers and principal approaches to improve upon the gains made and make recommendations for teaching in grade 5, 6, 7, 8.



**SCOPE OF SERVICES FOR COLLABORATIVE PROGRAMMING PUTNAM  
ELEMENTARY, MIDDLE AND HIGH SCHOOL**

**2021-2022 SCHOOL YEAR**

152 Woodstock Ave.  
Putnam, CT 06260

152 Woodstock Ave.  
Putnam, CT 06260

This Scope of Services outlines School Based Services, Inc. (SBS) provision of Collaborative Programming services at Putnam Elementary, Middle and High School.

The goals of this contract includes:

- Provide a safe learning environment for identified students at the elementary, middle and high school - meeting students where they are through a therapeutic approach. Partnering with teachers and administrators to provide personalized therapeutic intervention while utilizing all the resources offered by the school.
- Provide behavioral stabilization through a continuum of de-escalation and intervention strategies.
- Assist teachers with educational and social emotional learning
  - Tier 2 support via individual checkins (AM, lunch, etc); group support weekly or determined in collaboration with school team; case management as determined by team and need
  - Tier 1 - ongoing support via daily checkin, multiple checkins and/or direct classroom support. Pull out SEL groups and individual sessions determined by need. Intensive case management and communication with parent/guardian; individual goal focused plan with regard to development of social, emotional, and behavioral skills.
- Provide SEL groups for identified students - could be tier 1 and tier 2.
- Provide case management services to parents, guardians, service providers and community support members. This effort is to establish the most effective behavior intervention plans for students that can be generalized to home and community.
- Home visits when required.
- Monthly parent support meetings with a training focus.

- Broad range of teacher training at the request of the principal and/or special education director - may include training on Collaborative Problem Solving, Trauma informed care in school settings, importance of self-care, applied behavior analysis, Crisis Prevention Institute verbal de-escalation, and other custom trainings via Positive Regard Network's clinical and behavioral support team.
- Access to all areas of consult and support through the Positive Regard Network - SBS will work with Putnam Public School's leadership to offer classroom observations and feedback as we determine tier 2 and tier 3 students. This may be through SBS leadership team, Positive Regard Network's director of clinical services, and/or Positive Regard Network's director of ABA services.
- Assist the Principal at each school as requested with behaviorally dysregulated students - SBS strives to be a partner in every way and expects to be flexible throughout the school year as the needs of the students change. SBS will work to ensure our employees are always a part of the school community and never apart from the school community.
- SBS's goal is to provide an opportunity for school leaders, adjustment counselors, social workers, etc to be able to focus on tier 1 and much of the tier 2 students. Our experience is that 90% of student support in schools is focused on 3-5% of the student population. We hope to assist with these tier 3 students along with some of the identified tier 2 students in a way that will free up student support personnel to assist with the students who so desperately need support.
- SBS's leadership team requests a monthly meeting with each school's leadership team to debrief and review how things are going, make adjustments, etc. This could be moved to every other month or quarterly if all is well. We suggest monthly, at least initially.
- Assist administrators as requested.

#### PUTNAM PUBLIC SCHOOLS WILL:

- *Provide all academic services, activities, support services and experiences afforded to Putnam Public School students.*
- *Inform parents of our service prior to our start date.*
- *Offer SBS staff any Putnam Public School training appropriate to teamwork and/or school policies and procedures. SBS staff will be available for attendance at Putnam Public School PD offered throughout the year.*

#### SCHOOL BASED SERVICES WILL PROVIDE:

- **1 FTE Clinician/SBS supervisor:** The 1 FTE Clinician will manage the cases of the identified students and supervise the interventionists assigned to Putnam Public Schools. This position will ensure proper provision of education assistance to the teachers, and behavioral management of the classrooms in a way that is appropriate to the learning environments of each school.
- **3 Full time trained interventionists:** Interventionists will be trained in CPI and fully trained through the Positive Regard Network. All Positive regard Network interventionists must either pass WorkKeys (a basic competency exam that all public school paras must pass) or have completed at least 60 college credits. Additionally, all interventionists complete training in Crisis Prevention Institute's verbal de-escalation.

#### District Mask Policy



P4118.237(a)  
4218.237  
5141.8

## Personnel -- Certified/Non-Certified

### Students

#### Face Masks/Coverings

This policy pertains to students, faculty, staff, and visitors. It has been developed to fulfill the guiding principles contained in the *Framework for Connecticut Schools*, specifically to safeguard the health and safety of students and staff and to allow all students the opportunity to return into classrooms full time.

The Board of Education (Board) is implementing this masking requirement to promote the safest possible learning, teaching and work environment for students, faculty, staff and visitors during the COVID-19 pandemic. The first priority of the Board is the health and well-being of students and staff as the District prepares for and implements the safe reopening of schools.

The Center for Disease Control (CDC) and the Connecticut Department of Health (DPH) and the Connecticut State Department of Education, as outlined in *Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together* requires the wearing of face coverings for all students and staff when they are inside school buildings and while riding school transportation vehicles, with certain exceptions.

#### Definitions

**Face covering/mask** – a cloth, paper, or disposable face covering that covers the nose and mouth. It may or may not be medical grade. (Evidence shows that the proper wearing of facial masks or coverings helps stop the spread of the virus, when an individual coughs, sneezes or talks.)

**Face shield** – a clear, plastic shield that covers the forehead, extends below the chin and wraps around the sides of the face, protecting the eyes, nose and mouth from contamination from respiratory droplets, along with masks or respirators.

**Clear plastic barrier** – a clear plastic or solid surface that can be cleaned and sanitized often.

#### Transportation

Student passengers are required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit. The student's face covering must be in place prior to boarding the bus, van or other vehicles and must be kept in place until they are completely off the bus or van. The Board shall provide back-up masks if students do not have face coverings when boarding a school bus or van. The face mask or cloth face covering is also applicable to the drivers of the vehicle.

The Board may consider the option of assigning a temporary monitor on student transportation at the beginning of the school year to facilitate compliance with this new face mask protocol.

P4118.237(b)  
4218.237  
5141.8

## Personnel -- Certified/Non-Certified

### Students

#### Face Masks/Coverings (continued)

#### School Buildings and Grounds

All students, staff, and visitors are required to use face coverings, that completely covers the nose and mouth, when they are inside the school building or on school grounds. If persons are able to maintain 6 feet physical distance, face coverings may be removed in office spaces, meeting rooms, classrooms, and staff lounges. This does not pertain to public spaces such as hallways, cafeteria or auditorium.

Mask use will not be required by employees when they are alone in private offices. However, they are required to wear a mask when anyone enters their private office space. Employees are required to wear a mask if their office space is physically shared with others and does not allow for six feet of physical distancing, or if the work area is frequented by others (such as reception area).

Staff members and visitors are responsible for supplying their own reusable face coverings for routine daily use. Parents will be responsible for providing students with their own reusable cloth face coverings, ensuring that they are properly cared for, and that students wear them to school daily. Sharing of masks will not be permitted. Each school building will have backup masks (as supplies permit) available, in the event staff or students do not have one for use.

Training shall be provided as necessary regarding the proper use of face coverings. Information shall be provided to staff, students and students' families regarding the proper use, removal and washing of cloth face coverings.

Transparent (clear) masks should be considered as an option for teachers and students in classes for deaf and hard of hearing students. Pre-K and special education teachers should consider wearing clear masks, if available.

Face shields may be an option for those students with medical, behavioral or other challenges who are unable to wear face masks or coverings. The Board recognizes that face shields are not as effective for source control and should be used only when other methods are not available or appropriate. Therefore, the use of face shields for those with medical conditions is done with the understanding of their limitations and a heightened need for strict adherence to social distancing.

Face shields with face masks may be used by staff who support students with special healthcare needs such as those who are unable to wear masks and who may need assistance with activities of daily living, such as toileting and eating.

## **Personnel -- Certified/Non-Certified**

### **Students**

#### **Face Masks/Coverings**

##### **School Buildings and Grounds (continued)**

In addition to the wearing of face masks, the District will maximize social distancing between student's workstations and desks, achieving six feet when feasible. Space between the teacher and students is to be maximized to reduce the risk of increased droplets from teachers during instruction. A teacher is permitted to remove a face covering or mask during instruction. If the teacher removes the face covering or mask during instruction, spacing shall be increased beyond six feet. A teacher who remains seated during instruction requires the use of a physical barrier.

Masks or face coverings shall not be required for anyone who has a medical reason making it unsafe to wear a face mask or face covering. A written notification from a physician is required for the Board to permit a medical exemption. The note should state the medical reason for the requested exemption, such as, but not limited to, difficulty breathing.

In addition, an individual shall be excused from this requirement for the following listed reasons, per CDC guidance.


The individual:

1. has trouble breathing;
2. is unconscious;
3. is incapacitated; or
4. cannot remove the mask or face covering without assistance.

Parents/guardians may not excuse their child from this face mask requirement. Wearing a mask is a mandated requirement that the Office of the Governor, the Connecticut State Department of Education, and/or the Connecticut State Department of Public Health have defined as necessary action for school districts to comply with, in order to open schools after the COVID-19 caused closure.

#### **Limited Exceptions to Use of Face Coverings**

When other and appropriate mitigating practices are in place, such as social distancing, students will not be required to wear face masks or coverings while eating, drinking, during physical education classes, or when students are outside and effectively practicing social distancing and any other possible mitigants. Exceptions may also be necessary for certain special education students or other special populations.



During times of eating, face masks or coverings may be removed. Masks are required in all dining areas while entering and leaving or getting food and drinks. They may be removed at appropriately socially distanced tables to eat but must be replaced after eating.

DRAFT

## **Personnel -- Certified/Non-Certified**

### **Students**

#### **Face Masks/Coverings**

##### **Limited Exceptions to Use of Face Coverings (continued)**

Special attention must be given to putting on and removing face coverings for purposes such as eating. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering.

Teachers and staff may be excused from wearing a face mask or covering while teaching provided, they are properly socially distancing or remaining static behind a physical barrier. Face shields may be useful in situations where it is important for students to see how a teacher pronounces words (e.g. English Learners, early childhood, foreign language, etc.) and social distancing is maintained. However, face shields alone are not a sufficient alternate to the wearing of face mask for source control.

#### **Mask Breaks**

Breaks from wearing masks shall be scheduled throughout the school day, by the teacher, provided that strict social distancing requirements are maintained, and limitations are enforced regarding student and staff mobility.

A recess period may be used as a break from wearing masks when no more than one class is outside at a time and social distancing requirements are maintained to the greatest degree feasible.

#### **Violations of this Policy**

Violations of this policy, whether by students or staff, shall be handled in the same manner as other violations of applicable Board policy.

Teachers or schools may provide incentives for compliance with the face mask requirement.

If a student refuses to wear a face mask or covering and does not fall under any of the exemptions allowed by this policy, and staff have exhausted all resources to encourage compliance, such student shall be sent to the school's isolation room. The parent/guardian shall be contacted to assist school personnel in rectifying the situation, to include school personnel explaining the options available regarding schooling, and the possible removal of the child from the school setting.

If a visitor refuses to wear a face covering, for non-medical reasons, entry to the school/district facility shall be denied.

P4118.237(e)  
4218.237  
5141.8

## Personnel -- Certified/Non-Certified

### Students

#### Face Masks/Coverings (continued)

#### Community Outreach

The District shall engage in community education programs including signage, mass and targeted communication, and positive reinforcement that will actively promote mask use consistent with CDC, DDH, CSDE and OSHA guidance. Community members will be reminded that mask use does not replace the need for social distancing, washing of hands and other preventative practices recommended by all appropriate authorities.

#### Other Considerations

- When medically appropriate, nurses shall substitute use of metered dose inhalers and spacers for students with respiratory issues.
- Sharing of student school supplies and materials will not be allowed.
- Frequent handwashing and/or hand sanitizing is expected, i.e. upon arrival to school, before and after meals, and after bathroom use.

Until further notice the Board will require the wearing of masks as prescribed in this policy. The Board reserves the right to interpret the provisions of this policy and to modify any or all matters contained in this policy at any time, subject to applicable law.

(cf. 5141.22 – Communicable/Infectious Diseases)  
(cf. 5141.6 – Crisis Management Plan)  
(cf. 6114 – Emergencies and Disaster Preparedness)  
(cf. 6114.6 – Emergency Closings)  
(cf. 6114.8 – Pandemic/Epidemic Emergencies)  
(cf. 6114.81 – Emergency Suspension of Policy During Pandemic)

Legal Reference: Connecticut General Statutes  
10-154a Professional communications between teacher or nurse and student.  
10-207 Duties of medical advisors.  
10-221 Boards of education to prescribe rules.  
19a-221 Quarantine of certain persons.  
52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.  
The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.  
Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together

**P4118.237(f)**  
**4218.237**  
**5141.8**

**Personnel -- Certified/Non-Certified**

**Students**

**Face Masks/Coverings**

Legal Reference: Connecticut General Statutes (continued)  
Connecticut LEA School Reopening Template.  
CDC Considerations for Schools  
CDC Symptoms of Coronavirus  
CDC Quarantine & Isolation  
CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19  
CDC Interim Guidance for Administrators of US K-12 Schools and Child Care Programs  
CDC Schools Decision Tree for Schools Reopening

Policy adopted: August 18, 2020

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut

## Social Distancing in District Buildings

Putnam High School Cafeteria



Putnam High School Classroom





## Approval of Continuity of Services Plan

Please refer to the table below for key dates relating to the approval of the Continuity of Services Plan.

<b>Reviewed by District Continuity of Operations Committee</b>	May 17, 2021
<b>Discussion with PEA Leadership</b>	May 18, 2021
<b>First Review by the Board of Education</b>	May 18, 2021
<b>Draft of Plan Shared with all Stakeholders</b>	May 19, 2021
<b>Public Comment</b>	May 24, 2021
<b>Adoption of Plan by the Board of Education</b>	May 24, 2021
<b>Posting of Plan to District Website</b>	May 25, 2021
<b>Review of Plan</b>	November 16, 2021



Please note that all plans and items included in this document are subject to change based on requirements and/or advice from the U.S. Department of Education, Governor of Connecticut, the Connecticut State Department of Education, and the Northeast District Department of Public Health.

Contact the Superintendent of Schools for additional information and/or questions:

Daniel P. Sullivan, III  
Putnam Public Schools  
152 Woodstock Ave  
Putnam, Connecticut 06260

860-963-6900





**FFY 2021 STATE HOMELAND SECURITY GRANT  
PROGRAM Region 4 MEMORANDUM OF  
AGREEMENT  
Data Sheet**



**Step 1- Fill out this datasheet form to auto populate MOA document in this PDF file.**

**THIS DATASHEET MUST BE COMPLETED ELECTRONICALLY**

**Step 2- After populating the document, obtain the correct signatures as outlined by the completion checklist on the following page. Digital and /or scanned signatures can be used, no hardcopy/original signatures are required.**

<b>Town Information:</b>	
<b>Person Completing Document:</b>	Scott Belleville
<b>Municipality Name:</b>	TOWN OF PUTNAM
<b>Town CEO Name:</b>	Norman Barney Seney
<b>Town CEO Title (ie. Mayor):</b>	Mayor

**\*Municipality Name - Municipalities can enter the name as either the long or short name, for example: enter name as either "New Haven" or "City of New Haven"**

<b>Point of Contact Information:</b>	
<b>POC Name &amp; Title:</b>	Scott Belleville Emergency Management Director
<b>Address:</b>	200 School St., Putnam, CT 06260
<b>Email:</b>	scott.belleville@putnamct.us
<b>Phone:</b>	(860) 963-6800 x112
<b>Fax:</b>	



**FFY 2021 STATE HOMELAND SECURITY GRANT PROGRAM  
Region 4 MEMORANDUM OF AGREEMENT CHECKLIST**



Please use this checklist to insure completion and accuracy of the following agreement.

## 1. Instructions for: TOWN OF PUTNAM

**Received by:** Scott Belleville

**For the MOA:**

- A municipal point of contact been identified (p. 1 and 10).
- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.

**Authorizing Resolution Attached**

The Blanket Resolution Template includes the recommended language for a resolution.

If the information on a blanket resolution signed in a prior year is still valid, the town clerk can verify the accuracy, sign and seal the resolution. In order for a raised seal to be visible in a scan, please rub a pencil over the seal. If a Blanket Resolution is not used, the resolution must reference the FFY 2021 Homeland Security Grant Program. No other resolutions shall be accepted.

Please note: The Fiduciary and Municipality shall complete Appendix A Custodial Ownership and Memorandum of Agreement (Appendix A), for any municipality that takes ownership of equipment purchased with 2021 HSGP funds by the REPT. (Sample attached, the Fiduciary will complete this form for custodial owners of equipment purchased under the FY 2021 Homeland Security Grant Program)

**Once complete, e-mail (no hard copies need to be sent) the complete MOA package (MOA and resolution) to: James Butler, Executive Director, SECCOG, Region 4 Fiduciary: [jbutler@seccog.org](mailto:jbutler@seccog.org)**

## 2. Instructions for the Southeastern CT Council of Governments

**Received by:** \_\_\_\_\_

**Review and Signature**

- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.
- The Region 4 REPT Chair has signed and dated the agreement.
- The Region 4 REPT Chair's name has been typed in the space provided.
- All of the items listed on this checklist have been completed and are correct.

Submit completed MOAs and resolutions to your DESPP/DEMHS Program Manager by email on a quarterly basis.

Please note: The Fiduciary shall complete Appendix A, Custodial Ownership, for any Municipality that takes ownership of equipment purchased with 2021 HSGP funds by the REPT. (Sample attached, Fiduciary will complete for custodial owners of equipment purchased under the FY 2021 Homeland Security Grant Program)

**DUE DATE:**

**Send to Regional Fiduciary on or before  
December 15, 2021**

# MEMORANDUM OF AGREEMENT

## REGARDING USE OF FEDERAL FISCAL YEAR 2021 STATE HOMELAND SECURITY GRANT FUNDING AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS IN DEMHS Region 4

### I. AGREEMENT REGARDING THE USE OF FEDERAL HOMELAND SECURITY GRANT FUNDS TO SUPPORT REGIONAL SET-ASIDE PROJECTS

#### A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of TOWN OF PUTNAM, Southeastern CT Council of Governments (SECCOG) (Fiduciary) and the Region 4 Regional Emergency Planning Team (Region 4 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for Federal Fiscal Year 2021 State Homeland Security Grant Program (SHSGP), Award No. EMW-2021-SS-00086. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. The DEMHS Advisory Council, through its Homeland Security Working Group, has approved the allocation formula for grant funds available under the SHSGP;
4. DESPP/DEMHS is retaining pass-through funds from 2021 SHSGP in the total amount of \$1,725,204.20 on behalf of local units of government, for the following nine regional set-aside projects designed to benefit the state's municipalities:
  - 1) Regional Collaboration; 2) Enhancing Information and Intelligence Sharing and Cooperation with Federal Agencies, including DHS (National Priority Project); 3) Addressing Emergent Threats (National Priority Project); 4) Capitol Region Metropolitan Medical Response System -MMRs; 5) Medical Preparation and Response; 6) Citizen Corps. Program; 7) Enhancing Cybersecurity (National Priority Project); 8) Enhancing the Protection of Soft Targets/Crowded Places - allocation included in regional allocations- (National Priority Project); and, 9) Combatting Domestic Violent Extremism (National Priority Project).
5. DEMHS – in coordination and cooperation with the municipalities located within DEMHS Region 4 including TOWN OF PUTNAM – has created, and established bylaws for, the Region 4 REPT, a multi-disciplinary, multi-jurisdictional regional group to facilitate planning and resource coordination within DEMHS Region 4
6. TOWN OF PUTNAM is eligible to participate in those Federal Fiscal Year 2021 SHSGP regional allocations made through the Region 4 REPT and not included in the set-aside projects (unless otherwise noted), in the amount of \$385,306.80 for Region 4 REPT which will be made available to the jurisdictions in Region 4 in the manner recommended by the Region 4 REPT in accordance with its approved bylaws, upon execution of the grant application and as accepted by the SAA.

#### B. Purpose of Agreement

The SAA and TOWN OF PUTNAM enter into Part I of this MOA authorizing the SAA to act as the agent of TOWN OF PUTNAM and allowing the SAA to retain and administer grant funds provided under 2021 SHSGP for the nine regional set-aside projects listed above, and also for SECCOG to provide the financial and programmatic oversight described below.

#### C. SAA and TOWN OF PUTNAM Responsibilities.

The SAA agrees to administer the SHSGP grant funds of \$1,725,204.20 in furtherance of the nine regional set-aside projects listed above.

TOWN OF PUTNAM agrees to allow the SAA to provide financial and programmatic oversight of the \$1,725,204.20 for the purpose of supporting the allocations and uses of funds under the

2021 SHSGP consistent with the 2021 State Homeland Security Grant Application that has been reviewed and approved by the federal Department of Homeland Security and supported by the Initial Strategy Implementation Spending Plan (ISIP) as part of the Biannual Strategy Implementation Report (BSIR) approved by the Emergency Management & Homeland Security Council, now known as the DEMHS Advisory Council. TOWN OF PUTNAM \_\_\_\_\_ agrees to allow the SAA to hold, manage, and disburse the grant funds that have been reserved for the nine regional set-aside projects listed above.

**D. SECCOG and TOWN OF PUTNAM Responsibilities**

TOWN OF PUTNAM \_\_\_\_\_ also agrees to allow SECCOG to provide financial and programmatic oversight of the Federal Fiscal Year 2021 regional allocation in the amount of \$385,306.80 targeted to member municipalities in DEMHS Region 1 and recommended through the Region 1 REPT in accordance with its approved bylaws. Such funds will be applied to specific projects developed and approved by the Region 1 REPT and DEMHS.

**II. AGREEMENT REGARDING CUSTODIAL OWNERSHIP OF REGIONAL ASSETS**

**A. Introduction**

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of TOWN OF PUTNAM \_\_\_\_\_, the SECCOG (Fiduciary), and the DEMHS Region 4 Regional Emergency Planning Team (Region 4 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for grants awarded beginning in Federal Fiscal Year (FFY) 2004, up to the present time. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. TOWN OF PUTNAM \_\_\_\_\_ has agreed to operate as the custodial owner of the asset(s) described in Appendix A, on behalf of TOWN OF PUTNAM \_\_\_\_\_, the region, and if necessary, the State. (Please note: If a town takes ownership of assets, the Fiduciary will assist them in completing Appendix A. The Appendix will be added to this MOA).
4. The parties also agree that TOWN OF PUTNAM \_\_\_\_\_ may operate as the custodial owner of additional assets purchased on behalf of the Region from FFY 2021 grant funds, as approved by the Region 4 REPT, and DEMHS, which assets will be added to Appendix A by the Fiduciary within thirty (30) days of approval by the Region 4 REPT.
5. The Region 4 REPT has been established to foster regional collaboration and mutual aid through, among other things, collaborative plan development, resource sharing and coordination.
6. SECCOG (Fiduciary) has agreed to operate as the fiscal agent for the federal SHSGP grants awarded to DEMHS Region 4 for Federal Fiscal Year 2021;

**B. Purpose.**

DESPP/DEMHS, the Region 4 REPT, SECCOG (Fiduciary), and TOWN OF PUTNAM \_\_\_\_\_, enter into Part II of this MOA regarding asset(s) for which TOWN OF PUTNAM \_\_\_\_\_ agrees to be the custodial owner, and which are described in the approved 2021 Subgrant Application and will be added to this MOA as Appendix A.

**C. Agreements and Responsibilities of the Parties.**

**1. Definitions.**

As used in this MOA:

- The term "authorized training" means training that is authorized by DESPP/DEMHS.
- The term "custodial owner" means a political subdivision or tribe that has agreed to accept title and responsibility for the asset(s), subject to possible redeployment under the terms outlined in Paragraph C(4) below.

**2. Responsibilities of DESPP/DEMHS and SECCOG (Fiduciary)**

In its role as SAA, DESPP/DEMHS will subgrant funds to SECCOG which, as the Region 4 Fiscal Agent, will procure the asset(s) listed in their approved Subgrant Application (which will be added to Appendix A).

### 3. Appendix A.

The parties agree that decisions regarding the placement of regional assets in TOWN OF PUTNAM may be made after the execution of this agreement and that Appendix A shall be completed accordingly. TOWN OF PUTNAM agrees to be bound by the terms of this agreement for any asset added to Appendix A. The parties also agree that Appendix A must be signed by the DEMHS Deputy Commissioner, the chair of the Region 4 REPT, and the Chief Executive Officer, or his/her designee, of TOWN OF PUTNAM.

### 4. Responsibilities of Custodial Owner

TOWN OF PUTNAM understands that it is the Custodial Owner, on behalf of itself and the Region, of the asset(s) which will be added to Appendix A, as may be amended pursuant to Paragraph C(4) above. As Custodial Owner, TOWN OF PUTNAM agrees:

- a. To safeguard the asset(s) in a secure location, including, for example, providing refrigeration or protection from the elements, if appropriate;
- b. To regularly test, use and maintain the asset(s) in working order. It is understood by the parties that trained personnel of TOWN OF PUTNAM's municipal agencies may use the asset(s) for appropriate emergency response/emergency management purposes, including authorized training and exercise;
- c. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested: under the terms of this MOA; under a mutual aid agreement, including a civil preparedness mutual aid agreement approved by DESPP/DEMHS, as required by Conn. Gen. Stat. §28-7(d); under the terms of the intrastate mutual aid system, Connecticut General Statutes §28-22a; or at any time by the State of Connecticut, including DESPP/DEMHS;
- d. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested for authorized training and/or exercise;
- e. To maintain records of the use of the asset(s), including deployment for an actual incident or for authorized training, and to provide these records to DESPP/DEMHS as requested;
- f. To maintain an inventory of the asset(s), including a unique tagging system (including the DEMHS logo) so that the asset(s) can be easily identified as separate from the Custodial Owner's other property, and to provide that inventory to DESPP/DEMHS as requested.
- g. To maintain all necessary insurance regarding the asset(s) and their use;
- h. To cooperate with any state or federal audit of the asset(s) and/or their use;
- i. To abide by the bylaws and/or procedures established under any applicable State of Connecticut or regional plan;
- j. That the State, including DESPP/DEMHS, does not guarantee any further funding for, or provision of repairs to, the asset(s) beyond the terms of this MOA;
- k. That all maintenance and operations of the asset(s) by TOWN OF PUTNAM shall conform to the manufacturer's recommendations. If appropriate, TOWN OF PUTNAM shall maintain trained personnel available to transport and supervise the operation of the asset(s). All personnel or agents of TOWN OF PUTNAM performing any maintenance or repair services in connection with these asset(s) shall be fully qualified and authorized or permitted under federal, state, and local laws to perform such services.

### 5. Responsibilities of the REPT.

The Region 4 REPT understands and acknowledges that, in accepting responsibility as the custodial owner of the asset(s), TOWN OF PUTNAM is furthering regional collaboration and mutual aid on behalf of all of the members of Region 4.



**6. Assignment of Asset(s).**

if TOWN OF PUTNAM does not comply with the requirements under this MOA, or terminates its involvement in this MOA, then DESPP/DEMHS, in consultation with the REPT Chair, may redirect the asset(s), preferably to a different town within the Region. Whenever possible, DESPP/DEMHS will provide 60 days notice before re-assigning the asset.

**III. GENERAL TERMS OF AGREEMENT APPLICABLE TO ALL PARTS OF THIS MEMORANDUM OF AGREEMENT****A. Effective Date.**

The terms of this agreement will become effective when all parties have executed it.

**B. Authority to Enter Agreement.**

DESPP/DEMHS is authorized to enter into this Agreement through the Deputy Commissioner of the DESPP/DEMHS pursuant to the authority provided under Connecticut General Statutes §4-8 and Titles 28 and 29. The Municipality of TOWN OF PUTNAM is authorized to enter into this agreement through its Chief Executive Officer, authorized pursuant to the attached [original or certified copy of resolution, ordinance or charter provision]. The other persons executing this Memorandum of Agreement (MOA) on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this agreement on behalf of the entity for which they sign, as indicated by valid resolutions, if necessary.

**C. Duration of Agreement.**

Part I of this MOA, as modified with the consent of the parties, remains in full force and effect until the end of the grant period, or any extension thereof, covered by this MOA, unless cancelled by the SAA, giving TOWN OF PUTNAM written notice of such intention at least thirty (30) days in advance. Any party may terminate its involvement with Part II of this agreement upon sixty days' written notice to the other parties. DESPP/DEMHS reserves the right to cancel any funding under this MOA without prior written notice when the funding is no longer available.

**D. Amendment of the Agreement.**

This agreement may be modified upon the mutual written consent of the parties.

**E. Litigation.**

The Parties agree to good faith consultation with one another to resolve disagreements that may arise under or relating to this MOA before referring the matter to any other person or entity for settlement. The Parties agree that any disputes under Part II, Paragraph C.6 shall be resolved by DEMHS. The Parties also agree that the sole and exclusive means for the presentation of any claim against the State, including the SAA, arising from this agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Parties further agree not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.

**F. State Liability.**

The Parties agree to indemnify and hold harmless the State of Connecticut with regard to the activities described within this MOA, and recognize that the State does not waive its right to sovereign immunity with regard to any provision of this MOA. The State of Connecticut assumes no liability for funding under the terms of this MOA until TOWN OF PUTNAM, through the Region 4 REPT, is notified by the SAA that this MOA has been approved and executed by DEMHS and by any other applicable state agency.

### G. Confidential Information

a. **Confidential Information:** Any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that DESPP/DEMHS classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

b. **Confidential Information Breach:** Generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the Contractor, the Department or State.

### H. Audit Compliance.

If TOWN OF PUTNAM through the Region 4 REPT, agrees to serve as a host or custodial owner of equipment purchased with the grant funds referenced in this MOA, then TOWN OF PUTNAM must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156 and with the Connecticut Statutes §7-396a and 396b, and the State Single Audit Act § 4-230 through 236 inclusive, and the regulations promulgated thereunder.

TOWN OF PUTNAM agrees that all fiscal records, if any, pertaining to the projects shall be maintained for a period of not less than three (3) years from the date of the signing of this MOA. Such records will be made available to state and/or federal auditors upon request.

### I. Lobbying, Debarment, and Suspension.

TOWN OF PUTNAM commits to compliance with the requirements under 28 CFR Part 66 (Uniform Administrative Requirements for Grants to States); 28 CFR Part 69, New Restrictions on Lobbying; 28 CFR Part 67, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug Free Workplace (Grants); Office of Management and Budget (OMB) Circular A-87, addressing cost principles for grants to state

and local governments; 28 CFR Part 70 (Common Rules for Administrative Requirements for Grants to Non-Profits); OMB Circulars A-122 and A-21 addressing Cost Principles for Grants to Non-Profit Entities and requirements included in the Department of Homeland Security Office of Grants and Training Financial Guides.

**J. Executive Orders.**

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be cancelled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning non-discrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree and abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to non-discrimination, until the contract is completed or terminated prior to completion. TOWN OF PUTNAM agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that it will not discriminate in its employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner. This contract is also subject to the provision of Executive Order No. 16 of Governor John G. Rowland promulgated August 4, 1999 adopting a zero tolerance policy for workplace violence, and as such, this contract may be cancelled terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Sixteen is incorporated herein by reference and made a part thereof. The parties agree to abide by such Executive Order. The contract is also subject to provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such this contract may be cancelled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or non-compliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by such Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service. This contract may also be subject to Executive Order No. 14 and Executive Order No. 49. Executive Order of Governor M. Jodi Rell, promulgated April 17, 2016, concerning procurement of cleaning products and services. Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office in accordance with their respective terms and conditions.

**K. Non-Discrimination Clause.**

In accordance with Public Act 88-351, the Town agrees and warrants that, (a) For the purposes of this section, "minority business enterprise" means any small grantee or supplier of materials fifty-one percent or more of the capital stock, if any, or asset(s) of which is owned by person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. Sect. 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of the section, "Commission" means the Commission on Human Rights and Opportunities. For purposes of this section, "Public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway, or other changes or improvements in real property, or which is financed in whole or in part by the State, including but not limited to, matching expenditures, grants, loans, insurance or guarantees.

The Town agrees and warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group or persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, mental retardation or physical disability, including but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut.

The Town further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved: the Town agrees, in all solicitations or advertisements for employees placed by or on behalf of the Town, to state that it is an "affirmative action – equal opportunity employer" in accordance with the regulations adopted by the Commission; the Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract of understanding and each vendor with which Town has a contract of understanding, a notice to be provided by the Commission advising the labor union of workers' representative of the Town's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; the Town agrees to comply with each provision of this section and Conn. Gen. Stat. Sect. 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. Sect. 46a-56, as amended by Section 5 of Public Act 89-253, 46a-68e and 46a-68f; the Town agrees to provide the Commission of Human Rights and Opportunities with such information requested by the Commission, permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and section 46a-56. If the contract is a public works contract, the Town agrees and warrants that he will make good faith efforts to employ minority business enterprises as subgrantees and suppliers of materials on such public works project.

Determination of the Town's good faith efforts shall include but shall not be limited to the following factors: The Town's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

The Town shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

The Town shall include the provisions of subsection (b) of this section in every subcontract or purchase order entered into in order to fulfill any obligation or a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer, unless exempted by regulations or orders of the Commission. The Town shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Conn. Gen. Stat. Sect. 47a-56, as amended by Section 5 of Public Act 89-253; provided, if such Town becomes involved in, or is threatened with litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation prior thereto to protect the interest of the State and the State may so enter.

The Town agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Pursuant to Public Act 89-227, as amended, as of January 1, 1991, no agency of the State of Connecticut may purchase new products packaged in or composed in whole or part of polystyrene foam if such foam is manufactured using chlorofluorocarbons (CFC). Manufacturers are required by the Act to provide information regarding the CFC content of polystyrene foam used in such products or packaging to any person selling the product who requests such information. By submitting an offer to sell to or accepting an order from the State of Connecticut the vendor certifies that no CFC are used in the manufacture of polystyrene foam contained in such products or packaging.

**L. Non-discrimination on the Grounds of Sexual Orientation.**

1. The Town agrees/warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.
2. The Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract or understanding and each vendor with such Town has a contract or understanding and each vendor with which such Town or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Town's commitments under this section, and to post

copies of the of the notice in conspicuous places available to employees and applicants for employment;

3. The Town agrees to comply with each provision of this Section and Sections 46a-68f of the General Statutes and with each regulation or relevant order issued by said Commission pursuant to Sections 46a-56, 46a-68e and 46a-68f of the General Statutes;
4. The Town agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and Section 46a-56 of the General Statutes.
5. The Town shall include the provisions of paragraph (1) of this addendum in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Town shall take such actions with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Section 46a-56 of the General Statutes; provided, if such Town becomes involved in, or is threatened with, litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

**M. Points of Contact.**

1. The Point of Contact for the SAA	
<b>Name &amp; Title:</b> Deputy Commissioner Regina Y. Rush-Kittle	
<b>Address:</b> 1111 Country Club Road, Middletown, CT 06457	
<b>Email:</b> <a href="mailto:regina.rush-kittle@ct.gov">regina.rush-kittle@ct.gov</a>	<b>Phone:</b> 860-685-8531
	<b>Fax:</b> 860-685-8902
2. The Point of Contact for TOWN OF PUTNAM (Please fill in the following fields)	
<b>Name &amp; Title:</b> Scott Belleville Emergency Management Director	
<b>Address:</b> 200 School St., Putnam, CT 06260	
<b>Email Address:</b> scott.belleville@putnamct.us	<b>Phone:</b> (860) 963-6800 x112
	<b>Fax:</b>

**M. Other provisions.**

Nothing in this agreement is intended to conflict with current laws or regulations of the State of Connecticut or TOWN OF PUTNAM. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals on the dates written below:

THE TOWN OF PUTNAM \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Its Chief Executive Officer  
 Duly Authorized  
 Typed Name &  
 Title: Norman Barney Seney Mayor

**The Southeastern CT Council of Governments (SECCOG)**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Its Chief Executive Officer  
 Duly Authorized  
 Typed Name \_\_\_\_\_

**THE REGION 4 REGIONAL EMERGENCY PLANNING TEAM**

By: \_\_\_\_\_  
Its Chair  
Duly Authorized  
Typed Name: \_\_\_\_\_

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

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/  
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

By: \_\_\_\_\_  
Regina Y. Rush-Kittle  
Deputy Commissioner  
Duly Authorized

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

# MEMORANDUM OF AGREEMENT

REGARDING USE OF  
FEDERAL FISCAL YEAR 2021 STATE HOMELAND SECURITY  
GRANT FUNDING AND CUSTODIAL OWNERSHIP OF  
REGIONAL ASSETS IN DEMHS Region 4

## APPENDIX A

FOR THE \_\_\_\_\_ (name of municipality)

**Equipment Description**

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---Sample---

The Regional Fiduciary will complete this form(s) for custodial owners of equipment purchased under FY 2021 Homeland Security Grant Program.

(name of municipality)

\_\_\_\_\_  
Its Chief Executive Officer  
Duly Authorized  
Typed Name &  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

**THE Region 4 REGIONAL EMERGENCY PLANNING TEAM**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Its Chair  
Duly Authorized  
Typed Name: \_\_\_\_\_

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/  
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Regina Y. Rush-Kittle  
Deputy Commissioner  
Duly Authorized

AUTHORIZING RESOLUTION OF THE

**Insert Name Of Governing Body -- For Example, Town Council**

CERTIFICATION:

I, the Sara J. Seney, Town Clerk of the Town of Putnam, do hereby certify that the following is a true and correct copy of a resolution adopted by Town of Putnam at its duly called and held meeting on October 18, 2021, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Town of Putnam may enter into with and deliver to the **State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security** any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Norman B. Seney, as Mayor of Town of Putnam, is authorized and directed to execute and deliver any and all documents on behalf of the Board of Selectmen and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Norman B. Seney now holds the office of Mayor and that he/she has held that office since October 18, 2021.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 18th day of October 2021.

Sara J. Seney, Town Clerk of the Town of Putnam

