

MAYOR AND SELECTMEN'S MEETING AGENDA

November 15, 2021 @ 7:00 PM

Putnam Municipal Complex

Conference Room # 109

200 School Street

Putnam, CT 06260

Join Zoom Meeting

<https://zoom.us/j/98932309492>

1-646-558-8656

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 18, 2021 Board of Selectmen Meeting
  - B. Minutes from October 28, Special Board of Selectman Meeting
5. Petitions & Communications
6. Reports of Standing Committees
  - A. General Government Committee
7. Town Administrator Report
8. Reports of Special Committees
9. Unfinished Business
10. Grant Considerations and Updates
11. New Business
  - A. Consider the appointment of Jamie Soroka to the Putnam Arts Council
  - B. Consider the reappointment of Paul Grenier to the Putnam Redevelopment Agency with a term to expire 10/31/2026.
  - C. Accept the resignation of Diane Lavallee from the Zoning Board of Appeals.
  - D. Proposed 2022 Meeting Schedule
  - E. Inauguration & Swearing in Ceremony
12. Public Comment – 3- minute maximum per person
13. Executive Session - Sale of Property
14. Adjournment

To Be Approved

Town of Putnam  
Special Mayor and Selectmen's Meeting  
October 28, 2021

TOPIC	DISCUSSION
PRESENT:  ABSENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Rawson, Selectman Pempek, Selectman Hayes, and Selectman Paquin
1. Call to Order	Mayor Seney called the meeting to order at 4:01 PM
2. Pledge of Allegiance	Led by Mayor Seney
3. Executive Session	<p>Sale of Property</p> <p>Selectman Rawson made a motion to enter into Executive Session for the sale of property at 4:01 pm, inviting in Town Administrator Sistare, ECD Director Very and Town Attorney Rich Roberts. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>The Mayor and Selectman came out of Executive Session at 4:34 PM.</p> <p>No action was taken in Executive Session</p>
4. Adjournment	Selectman Hayes made a motion to adjourn at 4:35 PM. The motion was seconded by Selectman Pempek and passed unanimously.

To Be Approved  
 Mayor and Board of Selectman Meeting  
 October 18, 2021  
 Also via zoom meeting ID # 967 8484 1289

TOPIC		DISCUSSION	
PRESENT:		Mayor Seney, Deputy Mayor Simmons, Selectman Rawson, Selectman Paquin, Selectman Pempek, Selectman Hayes	
ABSENT:		Selectman Tarr	
1.	Call to Order	Mayor Seney called the meeting to order at 7:00 PM	
2.	Pledge of Allegiance	Led by Mayor Seney	
3.	Public Comment		None
4.	Approval of the Minutes	A.	Minutes from October 4, 2021 Board of Selectmen Meeting  Deputy Mayor Simmons made a motion to approve the minutes from the October 4, 2021 Board of Selectmen Meeting. The motion was seconded by Selectman Hayes and passed unanimously.
5.	Petitions & Communications	A.	None
6.	Reports of Standing Committees	A.	General Government Committee  None
7.	Reports of Special Committtees		None
8.	Town Administrator Report		The Town Administrator Report was included with the agenda packet.
9.	Staff Quarterly Reports		Staff Quarterly Reports were included in the agenda packet

10.	Unfinished Business	A.	<p>BOE Recovery Funds</p> <p>Superintendent Sullivan spoke to the Mayor and Selectman regarding his request for \$120,000.</p> <p>Selectman Rawson made a motion to approve \$60,000 from ARPA, provided it is an eligible use of funds, and provided the BOE uses \$60,000 from their contingency account. The motion was seconded by Deputy Mayor Simmons and passed unanimously.</p>
11.	Grant Considerations & Updates		None
12.	New Business	A.	<p>FFY 2021 Homeland Security Grant</p> <p>Selectman Hayes made a motion to allow Mayor Seney to apply for the 2021 Homeland Security Grant. The motion was seconded by Deputy Mayor Simmons and passed unanimously.</p>
13.	Public Comment – 3 minute maximum per person		Gloria Marion asked for clarification from Mayor Seney regarding the police department reimbursement. Mayor Seney stated that some of the expenses will be reimbursed by the Cares act. The remaining will be considered for the ARPA funding. The expenses will have to qualify for reimbursement
14.	Adjournment		Deputy Mayor Simmons made a motion to adjourn at 7:48 PM. The motion was seconded by Selectman Pempek and passed unanimously.

**Covid-19 Status**

## Recent

Continued monitoring of Eastern CT / Windham County metrics. Per data.ct.gov website, as of November 8, 2021, there have been 1,188 cases in Putnam; compared with 1,105 cases on October 12th. Putnam remains "red", meaning average daily rate of 15 or more cases per 100,000.

Coordination with Day Kimball for onsite vaccine and booster programs at Municipal Complex. Expect several future weekday afternoons by Day Kimball.

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

Continued efforts for the Church Street and Woodstock Ave Pavement and Sidewalk Improvements project. NECCOG and Town preparing intent to award letters to low-bidder B&W for \$1.78M. Following receipt of State LOTCIP Approval for Contract Award - planned Town and B&W contract execution.

## Recent

American Rescue Plan Act (ARPA): Continued planning and receipt of information for requests and projects. Contacting engineering consultants for Simonzi Park Streambank and Kennedy Drive Parking Lot Improvements.

New website live as of November 9th, including all Town departments and Boards and Commissions. Training with department and board/commission administrators for updating and posting agendas and minutes.

Continued Punch list for Municipal Complex, coordinating with Building Committee for final contract decisions.

Same as last month: Continued coordination with Real Estate Agent for Town Hall and Library properties for showings and information requests (Delpha Very lead).

Similar to last month: Union communications ongoing, union voted approval to split into three subgroups: 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.

## Upcoming

Continued research and discussion about ARPA funds, including vetting and considering outside agency requests with BOS. Federal Government extended the deadline for fund plan, which is now due April 2022.

Same as previous: 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. Consideration for final contract work. Ongoing coordination with various vendors and subcontractors.

Last month open house for community, and various small groups tours throughout space. Coordination for various uses of space including TVCCA meal program start, use of Community Rooms for voting, Commission on Aging activities in Community Room.

## Upcoming

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.

**Road and Sidewalk Improvements**

## Recent

Continued efforts toward contract award for Church Street and Woodstock Ave Pavement and Sidewalks Project.

Same as last month: Continued coordination 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

After receipt of state approval, Town/B&W Contract Execution 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, including discussions with railroad for adjacent trail and/or crossing.

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

Coordinate with our engineering consultant and DEEP regarding draft Permit for Town (closed) Municipal Landfill Stewardship Permit. Expect December 2021 public hearing with comment period closed January 2022.

## Upcoming

Participate in public review process and finalize Town's Stewardship Permit with DEEP.

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). Related to stormwater dry weather field sampling, evaluate possible cross connections with various isolation and field inspection techniques.

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.

Audio Visual Training for Complex' Conference Room

## Upcoming

Ongoing: CCM certified Connecticut municipal official - multi-year effort of various trainings  
CCM Annual Conference November 30th and December 1st.

Coordinate with newly elected: CCM offering Saturday January 8th workshop in Bristol. Other online training opportunities on subjects including public meetings, freedom of information act, municipal budgeting.

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

Name Jamie Soroka

Address 75 Vandale St, Putnam, CT 06260

Phone# 860.428.9664 Party Affiliation: Democrat

Email sorokajamie12@gmail.com

Board/Commission interested in: Putnam Arts Council

Why are you interested in serving? I was born in Putnam, attended the school system in Putnam, and,

when it came time to look for a home, purchased my home in Putnam. I have a love for my

hometown and a equal passion for the arts. The arts contrubite so much into a community and has a

way of shaping the people of that community in a positive way. I have witnessed this town transform over the years

because of the arts and I would love to be a part of that process going forward.

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

I am not a professional artist, but have always enjoyed exploring my artistic side in my free time.

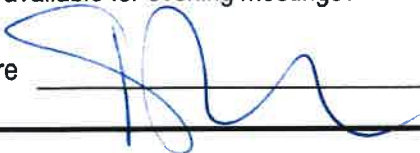
I served on the First Fridays committee for a few years and enjoyed being a part of creating and celebrating

the arts in our town every month during my time on that committee.

I look forward to contributing in the same way within the Putnam Arts Council.

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

Are you available for evening meetings? yes

Signature 

Date 8/13/2021



APPLICATION OF INTEREST  
PUTNAM BOARDS AND COMMISSIONS VACANCIES

Name PAUL GRENIER

Address 7 FREMONT ST PUTNAM CT

Phone# 860 928 9165 Party Affiliation: unaffiliated

Email PGRENIER616@gmail.com

Board/Commission interested in: PUTNAM Redevelopment Agency

Why are you interested in serving? I wish to continue to

serve as a member of this agency helping the  
town to identify depressed or underutilized  
properties or areas and to provide the  
resources for their Redevelopment.

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

Current member of the Redevelopment  
Agency and the economic development  
Commission. Past career in local  
banking.

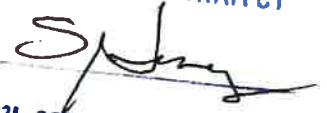
Are you willing to take training in field of yes

Board/Commission? Are you available for evening yes

meetings? Signature Paul Grenier

Date 10/22/2021

TOWN CLERK - PUTNAM CT



2021 OCT 25 P 3: 23

October 19, 2021

RE: Resignation from ZBA

Dear Ms. Seney:

This letter is to inform you of my resignation from the Zoning Board of Appeals. We have sold our home and no longer live in Putnam. Therefore I can no longer serve on the ZBA.

Sincerely,

Diane Lavallee

Board of Selectmen Meeting Schedule for 2022

Meetings are held the first and third Monday of every month, except for the summer

Meetings are at 7:00 PM

Conference Room # 109

Putnam Municipal Complex

January 3, 2022

January 18, 2022

February 7, 2022

February 22, 2022

March 7, 2022

March 21, 2022

April 4, 2022

April 18, 2022

May 2, 2022

May 16, 2022

June 6, 2022

June 21, 2022

July 18, 2022

August 15, 2022

September 6, 2022

September 19, 2022

October 3, 2022

October 17, 2022

November 7, 2022

November 21, 2022

December 5, 2022

December 19, 2022