



# TOWN OF PUTNAM

TOWN HALL  
200 SCHOOL STREET  
PUTNAM, CONNECTICUT 06260

## Planning Commission

Hybrid Meeting  
February 28, 2022 6:00 P.M.  
Conference Room 201 2<sup>nd</sup> Floor

### Join Zoom Meeting

<https://us06web.zoom.us/j/83718245186?pwd=SGtpa0NOSmg4QUd5MkdldFNpClB4QT09>

Meeting ID: 837 1824 5186

Computer Passcode: GS3bg9

One tap mobile

+13126266799,,83718245186#,,,,\*820510# US (Chicago)

+19292056099,,83718245186#,,,,\*820510# US (New York)

+1 929 205 6099 US (New York)

Meeting ID: 837 1824 5186

Phone Passcode: 820510

Roll Call:

Agenda:

Regular Meeting:

Review minutes of the November 22, 2021 meeting. VOTE REQUIRED

Correspondence:

Public Participation:

New Business: POSSIBLE VOTE REQUIRED

Elaine Sistare, Town Administrator - Recommendation from the Planning Commission for the Fiscal Year 2023 "Capital Improvement Plan"

Other Business:

Adjournment.

Planning Commission Hybrid Meeting Minutes  
November 22, 2021 6:00 P.M.  
Conference Room 201 Second Floor

Present: Edward Briere-Chairman, Patricia Gilman, Robert Greene, Warren Salvas

Agenda:

Regular Meeting:

Review minutes of the July 26, 2021 meeting.

Motion by Patricia Gilman to accept the minutes, second by Robert Greene. ALL WERE IN FAVOR

Correspondence: None

Public Participation: None

New Business:

Recommendation from the Planning Commission for the sale of a parcel of land located at 94 Oak Street.

Motion by Patricia Gilman for a positive recommendation, second by Warren Salvas. ALL WERE IN FAVOR.

Recommendation from the Planning Commission for the sale of a parcel of land located at 110 Groveland Ave

Motion by Robert Greene for a positive recommendation, second by Patricia Gilman. ALL WERE IN FAVOR.

Recommendation from the Planning Commission for the acquisition of 49 Front Street

Motion by Patricia Gilman for a positive recommendation, second by Warren Salvas. ALL WERE IN FAVOR.

Recommendation from the Planning Commission for the acquisition of 161 Kennedy Drive

Motion by Robert Greene for a positive recommendation, second by Patricia Gilman. ALL WERE IN FAVOR.

Recommendation from the Planning Commission for a proposed Zone Change from R-7 Residential to N/C Neighborhood Commercial

Motion by Robert Greene for a positive recommendation, second by Patricia Gilman. ALL WERE IN FAVOR.

Other Business:

Meeting Schedule for 2022

Motion by Patricia Gilman for meetings to be held on the fourth Monday of the month at 6:00 P.M., second by Warren Salvas. ALL WERE IN FAVOR.

Motion to adjourn by Robert Greene at 6:34 P.M., second by Warren Salvas. ALL WERE IN FAVOR

Respectfully submitted by Brenda Roy.

Please note these minutes have not been accepted by the Commission and will be placed on their meeting agenda.

Town of Putnam  
FY2023 5-Year Capital Improvement Plan

	Description	FY2023	FY2024	FY2025	FY2026	FY2027	5-Year Subtotal	FY2023 Category Subtotal
<b>Road Construction</b>								
	Woodstock and Church Street Road and Sidewalk Improvements	\$ 2,200,000	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000	
	Grove Street Sidewalks	\$ -	\$ 1,100,000	\$ -	\$ -	\$ -	\$ 1,100,000	
	School Street Sidewalks	\$ -	\$ 1,430,000	\$ -	\$ -	\$ -	\$ 1,430,000	
	Five Mile River Road	\$ 50,000	\$ 2,000,000	\$ 2,000,000		\$ -	\$ 4,050,000	
	Road Reconstruction (continued efforts toward Kennedy Drive, in addition to other roads) <sup>1</sup>	\$ 450,000	\$ 500,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 3,950,000	
							Subtotal:	\$ 2,700,000
<b>Bridges</b>								
	East Putnam Road Bridge (over Mary Brown Brook)	\$ 100,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,600,000	
	Danco Road Bridge	\$ 1,000,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 1,500,000	
	Bridge Improvements (Maintenance per DOT inspections)	\$ 76,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,276,000	
	Bridge Replacement Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	
	Bridge Projects, including culverts	\$ 40,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 4,040,000	
							Subtotal:	\$ 1,266,000
<b>Parks</b>								
	Rec & Athletic Fields	\$ 20,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 220,000	
	Playscape at town recreation fields	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	
	Simonzi Park - Streambank Stabilization <sup>5</sup>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
							Subtotal:	\$ 20,000
<b>Public Buildings</b>								
	Public facilities maintenance	\$ 40,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 340,000	
	Storage Facility	\$ -	\$ 20,000	\$ 100,000	\$ -	\$ -	\$ 120,000	
							Subtotal:	\$ 40,000
<b>Equipment <sup>2</sup></b>								
	Town equipment, including property maintenance equipment	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 90,000	
	Highway Roadside Mower [removed as funded]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Town of Putnam  
FY2023 5-Year Capital Improvement Plan

	Description	FY2023	FY2024	FY2025	FY2026	FY2027	5-Year Subtotal	FY2023 Category Subtotal
	Highway pickup with plow [removed as funded]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Highway Trailer-mounted leaf vacuum units, automatic operation [removed, included in Debt Service]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Parks Gators [removed as funded in FY22]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Fire Marshal Truck [removed as will be funded from Equipment Replacement Fund]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Building Department Vehicle [removed as funded in FY22]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
							Subtotal:	\$ 10,000
<b>Information Technology</b>								
	Tabulators - Elections	\$ 5,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 30,000	
	Replacement Hardware	\$ 5,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 85,000	
							Subtotal:	\$ 10,000
<b>Town Improvements</b>								
	Downtown Parking	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 2,000,000	
	Kennedy Drive Public Parking <sup>5</sup>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Providence Street Renewal Phase II [FY23 includes Town portion; future FY24 and FY25 include \$200k Town, plus State Grants]	\$ 100,000	\$ 900,000	\$ 1,890,000	\$ -	\$ -	\$ 2,890,000	
	Blight	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000	
	Transfer Station	\$ 10,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 210,000	
							Subtotal:	\$ 130,000
		\$ 4,176,000	\$ 9,695,000	\$ 7,630,000	\$ 3,540,000	\$ 2,540,000	\$ 27,581,000	\$ 4,176,000

Funding Legend

1	Ground Lease Revenues <sup>3</sup>	\$ 660,000	
2	Federal Aid - LOTCIP	\$ 2,200,000	Church & Woodstock
3	State Aid - Town Aid Road	\$ 236,000	
4	Federal Aid - Federal Bridge Program	\$ -	
5	State Aid - State Bridge Program	\$ 500,000	Danco Bridge 50%
6	State Aid - Municipal Projects	\$ 170,000	
7	Sticker Fund	\$ 10,000	
8	Ash Landfill STIF Account	\$ 100,000	
9	General fund - Unassigned Fund Balance	\$ -	
10	State Aid - LoCIP	\$ 100,000	
11	State Aid - Various Grants	\$ -	
12	State Grant - STEAP <sup>4</sup>	\$ -	
13	PILOT	\$ 200,000	
	Subtotal Check:	\$ 4,176,000	

Town of Putnam  
FY2023 5-Year Capital Improvement Plan

	Description	FY2023	FY2024	FY2025	FY2026	FY2027	5-Year Subtotal	FY2023 Category Subtotal	

**Notes**

- 1 FY2023 proposed road Improvements includes \$44,000 from Ground Lease Revenue; \$236,000 from Town Aid Road; and \$170,000 from Municipal Grant & Aid.
- 2 All equipment leases are included in the General Government Operational Budget. Direct purchases of equipment are paid from Equipment Reserves.  
Ash Revenue is estimated and allocated as follows: total FY2023 as \$2.64M. Per March 19, 2018 Special Town Meeting, \$1.9M is allocated to Operational Revenue. An additional \$80k is allocated to lease payment, and therefore the remaining value of \$660,000 is allocated towards CIP.
- 3 allocated to lease payment, and therefore the remaining value of \$660,000 is allocated towards CIP.
- 4 There is no expected use of STEAP funds this fiscal year. The State in 2020 opened availability for STEAP applications, but due to ongoing Urban Act Grants within Town, are not eligible for STEAP.  
The Simonzi Park Streambank project and the Kennedy Drive Parking project are no longer shown funded as part of the CIP. This is due to those projects being included in the American Rescue Act Plan (ARPA), which the Board of Selectmen have approved planning and design to be covered by those funds. Depending on final project costs and Selectmen approval, future 5 year CIPs may require partial funding.

# TOWN OF PUTNAM

## FY 2023 TOWN CAPITAL IMPROVEMENTS PLAN NARRATIVE

### Introduction

The Town has prepared its 5-year capital improvements plan based on review of ongoing and planned capital expenditures. Town Departments have provided input, especially from the Mayor's Office, Highway Department, Economic Development, and Recreation Department. The plan will be brought to the Planning Commission to request a positive recommendation of the plan, including considering goals of the Town's Plan of Conservation and Development (POCD).

This CIP will be reviewed by the Mayor, the Board of Selectmen, the Board of Finance, and the public prior to it being voted on at the Town Meeting. This document summarizes the items included under various categories and notes applicable modifications. The categories correspond with the FY2023 5-Year Capital Improvement Plan for the Town of Putnam. As with all long-term plans, the initial year (FY2023) is most accurate, with future years approximate based on today's knowledge and current planning documents and information. Recommendations for future years will be updated in future budget planning processes. Of course, availability of funding also drives any capital projects. Town Administration is watching the various federal and state programs to identify how local projects may be supported by new sources of funding. In upcoming years, the federal government will have higher levels of infrastructure funding than we have seen for years or even decades. We are working hard to be prepared for the Town's various infrastructure needs to best position ourselves for that type of funding.

The following sections summarize anticipated capital projects in FY2023 and beyond. This document also includes a summary of the anticipated funding sources for FY2023.

### Road Construction

Woodstock Avenue and Church Street Pavement and Sidewalk Improvements Project. This project has been designed by the Northeast Connecticut Council of Governments (NECCOG), had construction bids publicly opened in Fall 2021 and has been approved for award to the construction contractor funded by the Local Transportation Capital Improvement Program (LOTICIP). To most accurately show when the LOTICIP funding will be applied, we have included LOTICIP funding in FY23. Past years CIP funding will be used for efforts that are not eligible for LOTICIP, including engineering services during construction. As of February 2022, DOT has approved construction award to the low bidder, and this project is expected to be started and completed in the 2022 construction season.

Grove Street Sidewalks - The Town has applied for LOTICIP grant funding which would provide 100% funding for the construction costs. NECCOG has been progressing contract documents as part of the Town's participation in the Regional Town Engineer services provided by NECCOG. The Town has completed the required surveying costs. Sidewalk construction will require specific provisions for adjacent pavement restoration (about 1-foot from sidewalk edge) since the state recently repaved along this route. Similar to the Woodstock Ave and Church Street Improvements Project, the Town will have

to use local funds for the required design services during construction costs, as those are ineligible for LOTCIP funding. Those costs are included in FY2024 CIP.

School Street Sidewalks - The State DOT milled and repaved Route 44 from Kennedy Drive to the Interstate 395 intersection. Much of the sidewalk along this corridor are in severe deterioration. Similar to Grove Street, through NECCOG, the Town will be applying for LOTCIP grant funding which would provide 100% funding for the construction costs. The Town has previously contracted for design of the sidewalk replacement, which will require minor modification prior to bidding. The Town will have to contract for the required design services during construction costs, which are included in FY2024 CIP.

Five Mile River Road - The Town continues to coordinate with NECCOG regarding the possibility of eligibility for a Rural Collector grant for the reconstruction and repaving of Five Mile River Road. This project is likely to be divided into phases. Some areas of the road require full reconstruction, while other areas of the corridor require less base repair. The Rural Collector grant is a combination of Federal and State funding. Due to the expected large road length and associated cost, this effort remains as a FY 2023 start. The Town may contract initial project planning efforts including survey services, aerial photogrammetry, to take advantage of low-leaf coverage periods and be prepared for planning and design efforts to start.

Road Reconstruction - Road Reconstruction is for a number of identified roads that have been identified as requiring reconstruction/overlayment/chip seal. Continuing pavement improvement efforts completed in recent years; additional small lengths of roads may be reconstructed in FY2023. For FY2023, the priority road reconstruction project continues to be Kennedy Drive, which will include pavement reconstruction between Sunset Avenue and Providence Street. The next priority is between Route 44 and Bridge Street. Additional lengths of Kennedy Drive, extending towards Providence Street intersection will be continued in future years. This schedule is subject to change. The road reconstruction item also includes drainage, guide rail, and sidewalk improvements, as applicable and as funding is available.

## **Bridges**

East Putnam Road Bridge - Currently there are two galvanized culverts which are showing soil breakthrough. This project includes culvert replacement via relining for the East Putnam Road bridge (not full replacement). While past planning had identified the use of Local Capital Improvements Program (LOCIP) allocated funds for this bridge construction project, in recent years LOCIP has been used for Five Mile River Road Bridge (over Five Mile River), East Putnam Road Bridge (over Cady Brook), and Munyan Road Bridge. Since the LOCIP funding is limited, additional local funding is included in the FY2022 budget for this project. Recent DOT evaluation of other bridges also shows new calculations for load limits, so we will be coordinating for permitting and to ensure that improvements will allow for all legal vehicles without weight limit restrictions.

Danco Road Bridge – The state currently categorizing this bridge as an “under-20” foot span bridge, which means that the Town (rather than the state) is responsible for performing inspections every 2 years. The Town inspected in FY2021 and found that Danco Road Bridge is significantly deteriorated.



Load weight limit signage has been posted, and design is underway for full replacement. Per discussions with the state DOT, we expect this project to be eligible for state bridge 50/50 funding. Design is progressing and while the construction may be started in FY23, construction is not expected to be completed until FY24.

Bridge Improvements – There are 19 bridges throughout the Town of Putnam that are part of the road infrastructure. In addition to the recently completed and planned improvements, many of the Town’s bridges require relatively minor repairs including at grade and substructure improvements. This fund included proposed local funding to keep our bridges adequately maintained so that their full structure life can be realized, and State DOT inspections can report satisfactory or good conditions. FY2023 includes proposed local funding.

Bridge Replacement Fund – This fund is to create a capital fund to support eventual replacement needs of the Town’s bridges. As noted above, there are 19 bridges, and while a handful have recently been replaced so in their early expected life stages, other bridges, in addition to those currently identified, will need full replacement in future years. There is funding proposed for FY2023, and continued funding needed and shown in future fiscal years.

Bridge Projects, including culverts - This fund is to create a capital fund to support eventual project needs of the Town’s bridge projects including culverts and other road crossings. In order to maintain our Town’s roads and travel infrastructure, a fund designated to this maintenance is prudent. There is modest funding proposed for FY2023, but significant funding needed and shown in future fiscal years.

## **Parks**

Recreation and athletic fields will allow continued improvements and modifications to the Town’s properties including Sabin Street and Murphy Park. Additional areas may include the middle school field and the high school level field (driveway out to Woodstock Avenue). Murphy Park improvements may include various items including tennis courts, skatepark and playground area around the Armory. Related equipment like fencing, landscaping, and sitework could be covered by this fund. FY2023 proposes a modest amount of local funding, with future years increasing.

The playscape item is intended for Town recreation fields. Note that depending on discussions about a possible playscape at the new Municipal Complex, locations and types may change.

The streambank at Simonzi Park has significant erosion and will be addressed in future fiscal years. While this project has historically been shown funded as part of the Town’s CIP, with the historic American Rescue Plan Act of 2021 (ARPA), the Board of Selectmen have approved funding the planning and design of this project using those funds. Depending on the final design and funding need, this project may be fully funded by ARPA, or may need to be partially or more fully funded with future CIP.

## **Public Buildings**

In past years, this category included projects such as Armory improvements include the installation of an overhead vehicle access door. This fund will continue to be funded to enable capital project on any Town facility. One example of a potential upcoming project may be architectural improvements at the Kennedy Drive Public Restroom. Other work may include structural improvements, roof replacement/repair, gutter replacement/repair, and other facility projects on various Town properties. There is a modest amount of local funding proposed for FY2023, with increased funding projected for future years.

A new item added to this year's CIP is a Storage Facility. In future years, the Town will review its various properties and future needs for various departments equipment. Current locations include the Highway Department Fox Road facility, the Armory, the Church Street Garage, and Murphy Park. Several departments have equipment storage and maintenance needs, including Highway, Recreation and Parks & Grounds, Emergency Management and Maintenance.

## **Equipment**

Equipment capital costs are for Town Departments including the Highway Department and Recreation Department and enable replacement of equipment significantly past their useful life. Equipment will be replaced to balance repair costs, availability of replacement parts, and other lifecycle costs. Several items that were previously included for the Highway Department, have instead been leased rather than purchased, and therefore are included as part of our General Government operational budget. Generally, the Town balances the decision to lease equipment when the lifespan of that equipment is relatively short, and considers heavy use such as plow trucks that often see salt deterioration. Capital purchase of equipment is often selected for equipment that while necessary, may be infrequently used and expected to last 15 or 20 years, due to relatively low use hours. Outside of Highway and Recreation/Parks & Grounds, other Town departments' equipment may include vehicles for Building, Fire and Emergency Management.

For FY23, the equipment line item is meant to create a fund towards new and replaced equipment. As applicable, many of the Town's recent equipment leases are included in the Town's general government operating budget per recent Government Accounting Standards Board (GASB) requirements.

## **Informational Technology**

Several of the Town's tabulators have reached the end of their useful lives. This capital expenditure replaces two tabulators per year over the next several years.

Replacement hardware includes capital budget to allow planned replacement of older computer hardware, including network devices, printers, plotters, and other shared equipment.

## **Town Improvements**

Downtown parking includes potential improvements to the downtown area, including Union Square. These improvements would include revised pavement with a goal of increasing available number of parking spots. There is no proposed funding in FY2023, but significant funding planned for future years.

Kennedy Drive parking is the existing lot adjacent to DMV. The DMV has been closed and expected to reopen in another location in Town, which would mean removal of that structure from Kennedy Drive. The adjacent electrical equipment owned by Eversource has recently been dismantled, and the Town has been coordinating with Eversource regarding expanding the Kennedy Drive parking area to increase available parking spots. While this project has historically been shown funded as part of the Town's CIP, with the historic American Rescue Plan Act of 2021 (ARPA), the Board of Selectmen have approved funding the planning and design of this project using those funds. Depending on the final design and funding need, this project may be fully funded by ARPA, or may need to be partially or more fully funded with future CIP.

The Phase II Providence Street renewal program is a capital effort administered by the Economic and Community Development Department. Phase I has been completed and included pocket parks in prominent areas. Phase II will include enhancements including banners, facades, and infill efforts. The Economic and Community Development office recently completed and submitted a detailed application to the State for funding. The funding would be awarded at 80%, requiring 20% local funding. There is some proposed funding in FY2023, with increased funding planned for future years.

The Blight program is a capital effort to fund necessary Town efforts on blighted properties. There is a steady amount of local funding proposed for FY2023 and continued into future years.

A newly added item to Town Improvements is the Transfer Station. This project is being planned to appropriately permit and construct necessary transfer station facilities. Currently, the Fox Road Highway facility in many ways acts as a Transfer Station, accepting mattresses, tires, white goods and electronics. The onsite management has been overwhelmed by the Town's use, and future years require more appropriate planning and construction, as necessary of facilities that manage the handling of various wastes.

## **Funding Legend**

The Town plans its CIP based on a variety of local, state, and federal funding programs. For FY2023, there is \$660,000 dedicated local funding from the Ash Landfill Ground Lease Revenue for capital projects. This amount is significantly reduced from past recent years, to more accurately reflect the recent reduction in ash received at the Putnam Monofil operated by Win-Waste. Most of this reduction is due to the Hartford Trash Incinerator near the end of its useful life, so trash incineration has reduced from that facility. In addition, the planned revenue is expected to further reduce if/when the Hartford Incinerator ceases all operations. Town administration is watching this fund closely to ensure future revenue is estimated as accurately as possible, and as necessary, to identify other sources of funding so that the Town's CIP can continue to be appropriately funded. To continue practice from FY22, as part of our equipment replacement, approximately \$80,000 of that Ash Landfill Ground Lease Revenue is being

proposed as dedicated to the Highway Department's lease-to-own dump trucks (see General Government operating budget "Bonded Indebtedness").

Based on Local Transportation Capital Improvements Program (LOTICIP), we expect \$2.2M to be received as part of the Woodstock and Church Street Pavement and Sidewalk Improvements.

Based on state revenue for Town Aid Road (TAR) program, which the state has reported that they expect to maintain levels matching FY2022, the Town anticipates \$236,000 from Town Aid Road towards our FY2023 CIP. All TAR funding is directed towards the Road Reconstruction line item.

State bridge program funding is estimated as \$500,000 in FY23, as part of the construction cost of replacing the Danco Road Bridge.

Similar to TAR, the revenue from State Aid for Municipal Projects is anticipated as \$170,000 for FY2023. All State Aid for Municipal Projects funding is also directed towards the Road Reconstruction line item.

The Sticker Fund is a new funding source shown in the CIP, and will be directed towards the Transfer Station project. This Fund collects from the sale of municipal waste (trash) stickers; and is used to fund various municipal waste type costs, including bulky waste days, consulting, and is expected to fund the Transfer Station work as planning for that project continues.

The Ash Landfill STIF account is also a new funding source shown in the CIP. Per Town requirements, use of this Fund must be approved at Town Meeting, which is part of the budgeting process. Depending on future years revenue from the Ground Lease Revenues, continued and increased use of the STIF account may be requested so that appropriate funding can be maintained for the Town's CIP.

The State Local Capital Improvements Program (LoCIP) is an annual allocated value to the Town from the State. A simple application for use of these funds is necessary, and can be used for a variety of purposes. We estimate use of \$100,000 in FY23.

Finally, the use of payment in lieu of taxes (PILOT) is also a new fund for the CIP. In FY22, the Board of Finance approved using the recent increase in PILOT from the state towards bridge improvements projects. This FY23 CIP proposed continuation of that practice.