

MAYOR AND SELECTMEN'S MEETING AGENDA

March 21, 2022 @ 7:00 PM

Putnam Municipal Complex

Room 109

200 School Street

Putnam, CT

Also available via Zoom:

Join Zoom Meeting

<https://zoom.us/j/93830972844>

Meeting ID: 938 3097 2844

+1 646 558 8656 US (New York)

-
1. Call to Order by the Presiding Officer
 2. Pledge of Allegiance
 3. Public Comment – 3 – minute maximum per person
 4. Approval of the Minutes
 - A. Minutes from March 7, 2022, 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. Unfinished Business
 10. Grant Considerations and Updates
 11. New Business
 - A. First Friday Special Permit
 - B. Budget Discussion
 12. Public Comment – 3- minute maximum per person
 13. Executive Session - Contract Negotiations
 14. Adjournment

To Be Approved
 Mayor and Board of Selectman Meeting
 March 7, 2022
 VIA Zoom: Meeting ID# 979 6549 4124

TOPIC		DISCUSSION	
PRESENT:		Deputy Mayor Simmons, Selectman Rawson, Selectman Pempek, Selectman Hayes, Selectman Paquin, Selectwoman Marion	
ABSENT:		Mayor Seney	
1.	Call to Order	Deputy Mayor Simmons called the meeting to order at 7:00 PM	
2.	Pledge of Allegiance	Led by Deputy Mayor Simmons	
3.	Public Comment	None	
4.	Approval of the Minutes	A.	Minutes from February 22, 2022, Board of Selectmen Meeting Selectman Pempek made a correction to the minutes. #9 A. Regarding snowplow/sanding line item. Addition of : The motion passed unanimously. Selectman Paquin made a motion to approve the amended minutes. The motion was seconded by Selectman Pempek and passed unanimously.
		B.	Minutes from March 2, 2022, Special Board of Selectmen Meeting. Selectman Paquin made a motion to approve the minutes of the March 2, 2022, Special Board of Selectmen Meeting. The motion was seconded by Selectman Pempek and passed with Selectman Hayes abstaining.
5.	Petitions & Communications	A.	None
6.	Reports of Standing Committees	A.	None

7.	Reports of Special Committees		None
8.	Unfinished Business	A.	<p>Budget FY 22-23</p> <p>Ed Higgins from EMS presented the EMS Budget to the Selectmen.</p> <p>Selectman Pempek made a motion to put the amount of \$300,000 in the EMS line item of the proposed budget. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>Member Paquin made a motion to send the Selectmen's budget to the Board of Finance. The motion was seconded by Selectman Pempek and passed unanimously.</p>
9.	Grant Considerations & Updates		None
10.	New Business	A.	<p>Bandstand Roof – Waive Building Permit Fee</p> <p>Selectman Pempek made a motion to waive the building permit fee for the replacement of the Bandstand Roof. The motion was seconded by Selectman Rawson and passed unanimously.</p>
11.	Public Comment		3 minute maximum per person
12.	Adjournment		Member Rawson made a motion to adjourn at 7:49 PM. The motion was seconded by Member Pempek and passed unanimously.

Covid-19 Status

Recent

- Great news with continued lower case rates. Per state lifting/not extending requirements, there is no longer a requirement for unvaccinated individuals to mask in the Town's public spaces.
- Recent reduction in testing hours at the Murphy Park site. As of March 14th, open from 10AM-2PM. Sometime in April, the testing site will move to the Farmer's Market on Kennedy Drive, since warmer weather more easily accommodates outside testing.
- Eastern CT / Windham County metrics. Per data.ct.gov website, as of March 15, 2022, there have been 2,059 cases; compared with 2,040 cases as of February 15, 2022. Great news on continued lower case trend, Putnam (like many CT municipalities) finally leaves the "red" designation and is now a yellow, meaning average daily rate of 5-9 cases per 100,000.
- Same as last month: Regarding case numbers, per NDDH and other state/federal information; since many manage cases individually with home tests, the total case count is no longer as accurate.

Upcoming

- Ongoing coordination with DPH and testing provider for Town facilities.
- Hopefully less energy spent towards managing the pandemic.

Town Administration

Contract Updates

- Executed Contract with B&W Paving for Church Street and Woodstock Ave Pavement and Sidewalk Improvements. Notice to Proceed expected by early April.
- Reviewed submissions to RFQ issued for design services during construction for the Woodstock/Church Improvements. Negotiating with consultant to prepare scope and fee for our review - expect execute March 2022.
- Bid Opening for Bandstand Roof March 29th at 2PM. Expect to review bids and award to qualified low in April 2022.

Recent

- American Rescue Plan Act (ARPA): Ongoing planning and receipt of information for requests and projects. Ongoing conceptual design for Simonzi Park Streambank and reviewing construction cost estimates and alternatives for Kennedy Drive Parking Lot Improvements. First Project and Expenditure Report due by April 30, 2022.
- FY2023 Budget - finalized Mayor's general government Town budget components, and worked with Board of Selectmen to modify and prepare BOS budget to submit to Board of Finance.
- Same as last month: Continued Punch list for Municipal Complex, coordinating with Building Committee for final contract decisions. Approved to add irrigation system and under-review to add sitework and playscape behind Library.
- Ongoing Union communications. Town Hall Unit finalized. Negotiations ongoing with Highway and Parks & Rec. Final sub-group will be WPCA.

Upcoming

- Continued Town budget review and modifications with Board of Finance, and schedule of Public Hearing and final Town Meeting steps.
- Ongoing: research and discussion about ARPA funds, including vetting and considering outside agency requests with BOS. Spring 2022 report due to Federal Government.
- Continued Union negotiations expected for all three subgroups through first months of 2022.
- Same as last month: Expect closing on old Town Hall in late March 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/Ongoing

- Same as last month: 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; and use of the facilities. Expect final closeout late Spring/early Summer 2022.

Road and Sidewalk Improvements

Recent

- Executed Contract Documents for Church Street and Woodstock Ave Pavement and Sidewalks Project between the Town and B&W Paving.
- Received State's Project Authorization Letter (PAL) for the Grove Street Sidewalks Project, funded by LOTCIP. Ongoing: coordination with NECCOG and DOT for LOTCIP applications for School Street Sidewalks.
- [Same as last month: Note that Highway has various more standard paving projects ongoing and upcoming.]

Upcoming

- Negotiating contract based on submissions to the request for qualifications to provide engineering services during construction and inspection services for Church and Woodstock Improvements Project. Expect March 2022 consultant contract execution.
- 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

- Reviewed 25% design for Danco Road Bridge replacement. Plan to apply to State Bridge Program in April 2022 for 50/50 funding. Requires ACOE permit review. Planning for 2022 bidding with 2023 construction start.

Upcoming

- Ongoing: In-house minor repairs to bridges to comply with DOT inspection comments. Highway Department leading.
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- Ongoing: Continued project management for Town bridge repair/replacement. Reviewed recent inspection efforts for Thompson Ave and Woodstock Ave bridges - expect relatively minor improvements.
- Same as last month: Initiate planning and permitting with engineering consultant for East Putnam Road Bridge over Mary Brown Brook. (2022 or beyond construction). Recent DOT communications about load rating may require reevaluation of replacement vs. rehabilitation.

Athletic and Recreation

Recent

-
- Advertised for roof replacement project for Rotary Park Bandstand, and held mandatory pre-bid conference. Expect to replace with a metal roof, with bidding this Spring 2022, for construction by Summer 2022.
-
- Same as last month/ongoing: Coordinate with Land Use Agent and contractor for ongoing Sabin Street Recreation Field construction work, including excavation and gravel removal activities. Based on field conditions, including excessive boulders, Town expects to issue permission to the contractor for a no-cost change - to bring crusher onsite for boulder handling. Days, hours and school schedule to be limited to weekdays, daytime hours, and only when school is not in session.
-
- 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

- Public bid opening for Bandstand Roof Replacement.
- Present viable route for Putnam to Thompson Air Line Gap to the Trails Committee and plan for public outreach activities.

Other Town Responsibilities

Recent

-
- WPCA: Ongoing 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, with likely schedule extension due to generator cabinet material lead times.
- WPCA: Ongoing lead line service inventory work, including reviewing consultant's scope and coordinating with DPH.
- WPCA: Ongoing coordination regarding rate study and expected increase/modifications.
-
- Same as last month: Regarding draft Permit for Town (closed) Municipal Landfill Stewardship Permit - coordinating with DEEP and our engineer regarding responses to public comments received.

Upcoming

- NPDES Stormwater Annual Report finalized by Land Use Agent and submitted to DEEP. 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.
- Similar to last month: Land Use Agent reviewing draft ordinance for procedure for selling Town-owned properties. Expect draft Ordinance for Selectmen review sometime in 2022.
- Similar to 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), storm drain sampling and GIS updates.
- Same as last month: Execute contract extensions for municipal solid waste handling with Wheelabrator Lisbon.
- Same as last month: Planning for Sticker Price change for municipal solid waste - expect to issue updated flyer to all residents.
- Ongoing/long-term: Coordinate with Highway Superintendent regarding Fox Road planning for transfer station categorization and permitting as applicable.

Conferences and Training**Recent**

- CTCMA quarterly meeting.
- DOT webinar on sustainable winter road maintenance.

Upcoming

- CCM Annual Meeting.
- CCM seminars.



PUTNAM MUNICIPAL CENTER

TOWN CLERK

200 School Street
Putnam, CT 06260

860-963-6807



SPECIAL EVENT PERMIT APPLICATION

FOR OFFICIAL USE ONLY

Date Rec'd: _____ Date Issued: _____ Permit # _____

Review Required: Board of Selectmen, Building Official, Emergency Management, Fire Marshal,
Town Clerk, Parks & Recreation, Public Works, Putnam Police Department

*Town Clerk Approval: _____ Date: _____

EVENT MUST ADHERE TO ALL STATE OF CONNECTICUT COVID-19 REGULATIONS

Submit **completed** Special Event Permit minimum of 45 days prior to the event. The Special Event Permit \$100.00 non-refundable application fee is due at the time of application. Acceptable forms of payment: Cash, Certified Bank Check or Money Order. No personal checks. Applicant to be liable for any overtime for Town employees or other extraordinary expenses incurred by the Town as a result of the special event.

APPLICANT INFORMATION

Event Name	First Fridays	
Event Date/s	May 6, June 3, July 1, August 5	
Event Times:	5:00 – 9:00 pm	
Location (please be specific)	Main Street from Centreville Bank to Antiques Marketplace. Main Street from Saw Dust to Jessica Tuesdays, including Union Square.	
Applicant Name	Putnam Business Association / Sheila Frost	
Street Address	158 Main Street Suite 9	
Town, State, Zip Code	Putnam CT 06260	
Day Phone	860.428.9995	
E-Mail Address	coordinator@putnambusiness.com	
Sponsoring Organization	Putnam Business Association	
Contact Person On-Site Day of Event/Emergency Contact	Name Sheila Frost, PBA Cell Number 860.428.9995 Kayla Trant, FF Chairperson 860.884.2960	
Tax Exempt Id Number if Applicable	35-2398349	
Are You a Charitable/non-Profit Organization? Yes or No (circle one)	If yes, Enter Ct State Tax Exempt #	Please Include a copy of your current 501 (c)(3) with application.

EVENT TYPE

- CONCERT
- CYCLING EVENT
- FAIR/CARNIVAL
- FESTIVAL
- FUNDRAISER
- PARADE
- PERFORMING ARTS
- PROMOTIONAL
- RUN/WALK
- SPORTING EVENT
- OTHER: Please describe

*Board of Selectman Approval _____ Date: _____

EVENT HISTORY

Has this event been produced before? Yes/No
 If yes, when and where? 2011, – 2019 same locations
 Annual event? Yes/No

EVENT DESCRIPTION

Describe event, attach site map, indicate boundaries, location of tents, activity areas, portable restrooms etc. Event is free to the general public; fenced in areas will be for any alcohol-serving establishments, vendors and traffic flow. Vendor tents will be on Main Street and in Union Square. Entertainment will be under tents on the lawn of the Congregational Church and next to The Crossings. Request of picnic tables near food trucks in Union Square, next to Nikki's Dog House and on the Church Lawn. Portable restrooms will be near (formerly) The Chickering and Arts & Framing.

EVENT TIMELINE

Attach a timeline, sequence of events, including equipment deliveries, set-up and tear down.
 Traffic alert signs will be Set up at 7:00 am day of event. Streets will close off at 3:00 pm. Re-open for 10:00 pm.

ADMISSIONS/VENDORS

Will items or services be sold at the event? If yes, describe.

Food trucks, arts and crafts vendors

ALCOHOL/FOOD

Does event include the sale or consumption of alcohol? Yes/No If yes, describe and attach copy of your state permit.

Alcohol sales will be per establishment. Not by the PBA.

Will vendors cook or heat food? If yes, describe. **NOTE:** Compliance with Health Department required.

Popcorn, Ice cream, hamburgers and others. All food vendors will carry their own permit.

AMPLIFIED SOUND

Will the event have amplified sound? If yes, describe. Noise restrictions may apply.

Bands and music duos

ANIMALS

Will your event include animals (petting zoo, pony rides, dog/walk run) If yes, describe. No

FIREWORKS

Will there be fireworks at the event? If yes, provide company name, contact, email and phone. **No**

FIRST AID

Will you require additional fire department staffing? If yes, describe. The Town may require additional staffing. Please describe your First Aid plan of action.

No

INFLATABLES

Will event provide inflatables? If yes, describe. **NOTE:** No staking into ground. **Not planned at this time.**

POWER

Does the event require electricity? If yes, describe. **Yes, we will need the transportable power panel.**

Does the event require generators? If yes, describe and indicate provider **yes – food vendors will need to bring their own generator.**

Will there be handling of vehicle fuel? If yes, describe. **No**

POLICE/SECURITY

Are you requesting additional police staffing? If yes, describe. The Town may require additional safety measures. **Yes. Need traffic control.**

Does this event require overnight security? If yes, indicate provider. **No**

***Putnam Police Department Approval** _____

Date: _____

SIGNAGE

Will your event use and post signage, banners or a-frames? If yes, describe desired locations and timeline requested. **Yes – banner at 88 Main. A-frames on sidewalks. Banners on yellow fences.**

STAGES/STRUCTURES/TENTS

Main Street Events are limited to 10 x 10 popup tents. Special permission is needed otherwise.
Fire & Ice Events – a maximum of 2 Oversized tents permitted in Union Square Parking lot.

Does event include enclosures such as tents or canopies? If yes, describe, include dimensions and types of activities within the structure.

No

Will your event construct stages or other improvements? If yes, describe. **No**

Will there be any fenced areas? If yes, describe and indicate on site map/plan submitted with application. **Yes, on main Street to contain vendors and stop traffic. In Union Square to contain vendors and stop traffic.**

***Building Official Approval** _____

Date: _____

TRAFFIC CONTROL/IMPACTS

Please describe any requested street closures and/or sidewalk closures. Attach a traffic plan.

Name of Street	Date/Hour Start Time	Date/Hour End Time
Main Street	May 6, June 3, July1, August 5	3:00 pm shut down traffic, 10:00 pm reopen. Event time is 5:00 -9:00 pm
Union Square & Main Street	same	Same

***Putnam Police Department Approval** _____ **Date:** _____

VOLUNTEERS

Will your event function with volunteers? If yes, describe. Yes. Several volunteer organizations including Young Marines, PBA members and other non-profit groups.

WASTE/WATER

Will you provide portable restrooms, sinks, hand-washing stations? Yes/No If yes, how many? 2-4 restrooms, no sinks or hand washing stations.

Will you provide garbage/recycling? Yes/No If yes, how many? We would like to request trash assistance.

NOTE: Waste Management Inc., is the Town of Putnam waste provider.

APPLICATION CHECKLIST

- \$100. Application fee (non-refundable) Cash, Certified Bank Check or Money Order. No personal checks.
- Business License (copy)
- Certificate of Insurance
- Event Timeline Liquor Permit
- Parking Agreement
- Site Map
- State Permit – if Alcohol / Food
- Tent Permit - if needed
- Traffic Plan/Route

INSURANCE REQUIREMENT

A Certificate of Insurance naming the Town of Putnam as an Additional Insured in the minimum amount of \$1 million per occurrence and \$2 million general aggregate is required but may be more if the Town determines it necessary for the proposed event. This certificate must be submitted and be acceptable to the Town prior to receiving the Special Event Permit.

OTHER PERMITS AND FEES

Depending upon the nature and scope of the proposed event, other permits may be required as determined through the application process. Other fees may be assessed (i.e. fire, aid and/or police services). The Town of Putnam will make every effort to assist the applicant in determining complete permit requirements, though once identified, it will be up to the applicant to provide required and approved documentation where deemed appropriate.

EVENT MUST ADHERE TO ALL STATE OF CONNECTICUT COVID-19 REGULATIONS

HOLD HARMLESS STIPULATION – Must be submitted with application

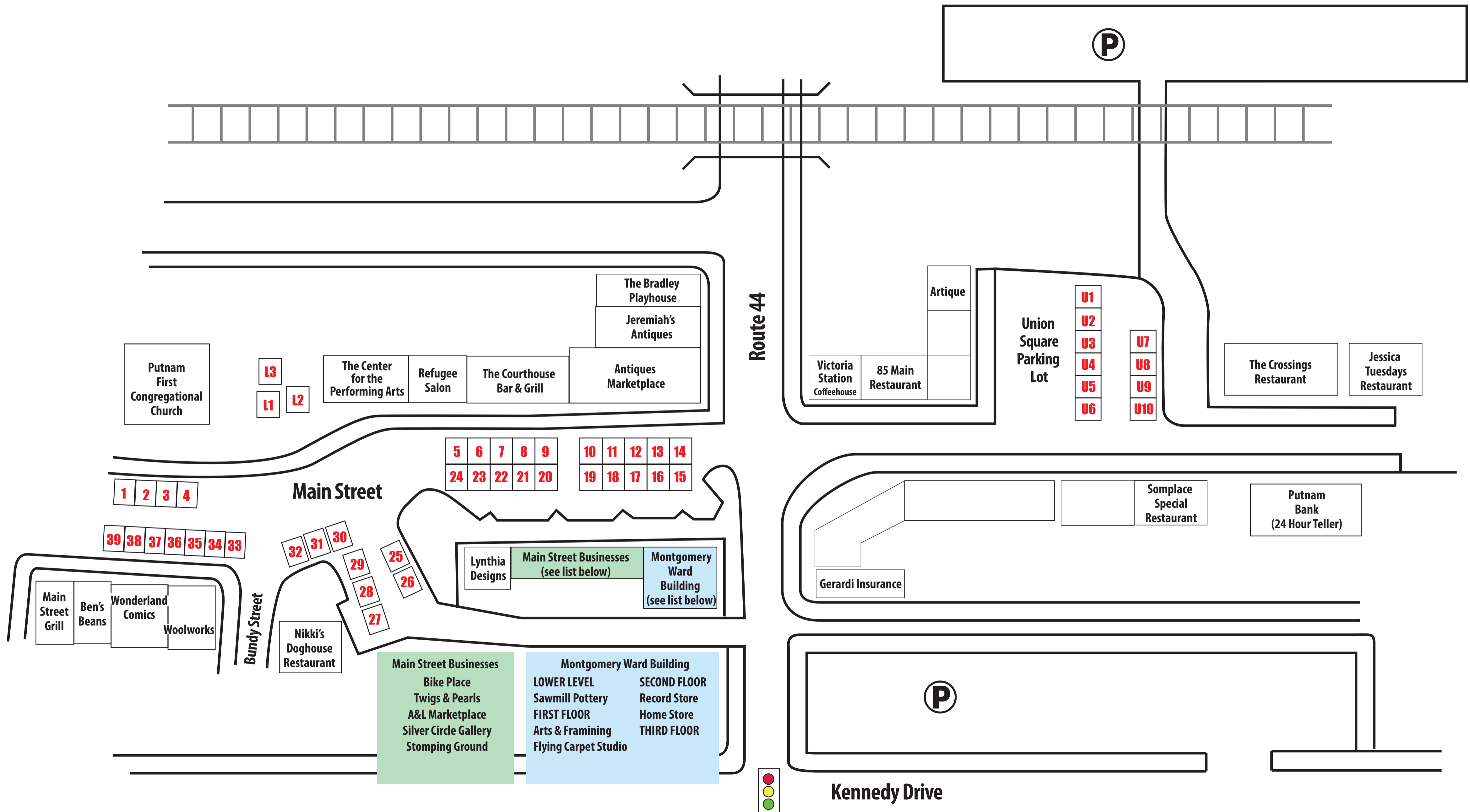
Permittee covenants and agrees to indemnify, defend and hold harmless the Town, its officers, agents and employees from any and all claims actions, damages, liability, cost and expense, including reasonable attorney’s fees in connection with or occasioned, in whole or in part by any act or omission of Permittee, its officers , agents, employees, customers or licenses, or arising from or out of Permittee’s failure to comply with any provision of the Special Event Permit granted as a result of this application, regardless of whether it is alleged or proven that the acts or omissions of the Town, its officers, agents or employees caused or contributed hereto.

Printed Name, Title

Date

Signature of Authorized Representative

NOTE: This application may be denied if the proposed activity disrupts traffic beyond practical solution; causes undue hardship to surrounding residents or businesses; requires the diversion of so many public employees that service is denied to the public at large; or fails to fall within Town standards. The permit may also be rescinded at any time if complete and accurate information was not provided on the application; if the event is not held within the terms of the permit; or if there is failure to comply with applicable legal requirements.



Putnam First Congregational Church

L3
L1 L2

The Center for the Performing Arts
Refugee Salon
The Courthouse Bar & Grill
Antiques Marketplace

The Bradley Playhouse
Jeremiah's Antiques

Route 44

Victoria Station Coffeehouse
85 Main Restaurant

Artique

Union Square Parking Lot

U1
U2
U3
U4
U5
U6

U7
U8
U9
U10

The Crossings Restaurant

Jessica Tuesdays Restaurant

P

1 2 3 4

Main Street

5 6 7 8 9
24 23 22 21 20

10 11 12 13 14
19 18 17 16 15

39 38 37 36 35 34 33

Bundy Street

Main Street Grill
Ben's Beans
Wonderland Comics
Woolworks

32 31 30
29 28 27
25 26

Nikki's Doghouse Restaurant

Lynthia Designs

Main Street Businesses (see list below)

Montgomery Ward Building (see list below)

Gerardi Insurance

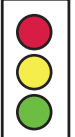
Somplace Special Restaurant

Putnam Bank (24 Hour Teller)

Main Street Businesses
Bike Place
Twigs & Pearls
A&L Marketplace
Silver Circle Gallery
Stomping Ground

Montgomery Ward Building
LOWER LEVEL
Sawmill Pottery
FIRST FLOOR
Arts & Framing
Flying Carpet Studio

SECOND FLOOR
Record Store
Home Store
THIRD FLOOR



Kennedy Drive

P