

MAYOR AND SELECTMEN'S MEETING AGENDA

April 18, 2022 @ 7:00 PM  
Putnam Municipal Complex  
Room 109  
200 School Street  
Putnam, CT  
Also available via Zoom:

Town of Putnam is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://us06web.zoom.us/j/82543552091>

Meeting ID: 825 4355 2091  
+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 April 4, 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. Staff Quarterly Reports
10. Unfinished Business
11. Grant Considerations and Updates
12. New Business
  - A. Fair Housing Compliance Documents
13. Public Comment – 3- minute maximum per person
14. Executive Session – Sale of Property
15. Adjournment

To Be Approved  
 \* Revised Mayor and Selectmen's Meeting  
 Minutes April 4, 2022  
 Also on Zoom: Meeting ID: 817 2826 3031

TOPIC	DISCUSSION	
PRESENT:	Deputy Mayor Simmons, Selectman Paquin, Selectman Hayes, Selectwoman Marion, and Selectman Pempek	
ABSENT:	Mayor Seney and Selectman Rawson	
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	<p>Normand Perron asked for clarification on Outside Dining. Town Administrator Sistare will get clarification from Attorney Roberts.</p> <p>Member Paquin made a motion to add item 10A. Town Administrator Report to the agenda. The motion was seconded by Selectman Pempek and passed unanimously.</p>
4.	Approval of the Minutes	<p>A. Minutes from March 21, 2022, Board of Selectmen Meeting          Selectman Paquin made a motion to approve the minutes of the March 21, 2022, Board of Selectmen Meeting as presented. The motion was seconded by Selectman Pempek and passed unanimously.</p>
5.	Petitions & Communications	None
6.	Reports of Standing Committees	A. General Government Committee
7.	Reports of Special Committees	None
8.	Unfinished Business	<p>A. Budget Update          Town Administrator Sistare updated the Deputy Mayor and Selectman regarding the BOF proposed budget cuts.</p> <p>B. Set the date for the Public Hearing on the budget (April 20, 2022, 7:00 PM)          Selectman Pempek made a motion to set the date for the Public Hearing on the budget for April 20, 2022, at 7:00 PM at PMS Auditorium. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>Update on Sale of 126 Church Street          Town Administrator Sistare informed the Deputy Mayor and Selectman that the closing is scheduled for April 15, 2022.</p>

9.	Grant Considerations & updates		None
10.	New Business	A.	Town Administrator Report Town Administrator Sistare informed the Deputy Mayor and Selectman that the Bandstand Roof bid opening was held, and the bid has been awarded to Commercial Roofing.
11.	Public Comment		3 minute maximum per person
12.	Executive Session		<p>Contract Negotiations</p> <p>Selectman Pempek made a motion to recess the Board of Selectmen's meeting at 7:33 PM to go into Executive Session for the purpose of Contract Negotiations, inviting in Town Administrator Sistare and HR/PR Director Clifford. The motion was seconded by Selectwoman Marion and passed unanimously.</p> <p>The Deputy Mayor and Selectmen came out of Executive Session at 7:55 PM.</p> <p>Selectman Hayes made a motion to approve the WPCA Proposed Contract as presented. The motion was seconded by Selectman Pempek and passed unanimously.</p>
13.	Adjournment		Selectman Pempek made a motion to adjourn at 7:56 PM. The motion was seconded by Selectman Paquin and passed unanimously.

## Covid-19 Status

### Recent

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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.

- Continued 4 hour/day testing hours at the Murphy Park site through April 29th. Following that, coordination likely to move the testing to Farmer's Market on Kennedy Drive.
- Eastern CT / Windham County metrics. Per data.ct.gov website, as of April 12, 2022, there have been 2,078 cases; compared with 2,059 cases as of March 15, 2022. Putnam remains this month in category yellow, meaning average daily rate of 5-9 cases per 100,000.

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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.

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### Upcoming

- Ongoing coordination with DPH and testing provider for Town facilities.

## Town Administration

### Contract Updates

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- Contracted with John Turner Consulting for inspection services for the Woodstock/Church Improvements (B&W is Construction Contractor). Work started early April 2022.
- Contract Award to qualified low bidder Commercial Roofing for Bandstand Roof Replacement.

### Recent

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American Rescue Plan Act (ARPA): Federal portal created and made live the online reporting templates for project status and the annual report due April 30th. Report will include approved efforts including design of Simonzi Park and Kennedy Drive Parking, construction of wastewater treatment generators; and assistance towards BOE personnel. Annual report will also include planned projects as applicable.

- FY2023 Budget - Submitted Board of Selectmen budget to the Board of Finance. Working with Board of Finance regarding their modifications and planning for Public Hearing.
- Continued minor Punch list for Municipal Complex, coordinating with Building Committee for final contract decisions. Approved to add irrigation system and recently also approved to add sitework and playscape behind Library.
- Three Union unit contracts finalized and executed; Town Hall Unit, Highway and Parks & Grounds Unit and WPCA Unit - contract terms are through June 30, 2024.

## Upcoming

- Continued Town budget review and modifications with Board of Finance, and schedule of Special BOF Meeting and final Town Meeting steps.
- Assessor's office personnel - currently only staffed with Clerk. Considering interim and permanent certified Assessor options.
- Ongoing: research and discussion about ARPA funds, including vetting and considering outside agency requests with BOS. April 2022 report due to Federal Government.
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- Post-union negotiations salary adjustments, including planned use of Contingency funds to cover raises.
- As per previous extension, closing on old Town Hall in mid-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/Ongoing

- Ongoing: 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.
- Based on recent approved playscape, and lead time of various associated materials, expect playscape to be finalized in Fall 2022; final project closeout following.

## Road and Sidewalk Improvements

### Recent

- Notice to Proceed, Pre-Construction Meeting and start of active construction work for Church Street and Woodstock Ave Pavement and Sidewalks Project between the Town and B&W Paving. John Turner Consulting as selected inspection firm.
- Same as last month: 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.
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[Same as last month: Note that Highway has various more standard paving projects ongoing and upcoming.]

### Upcoming

- Ongoing: Church Street and Woodstock Ave coordination between contractor, inspector, traffic control and scheduling.
- 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

- Using 25% design drawings for Danco Road Bridge replacement, submitted application to the State Bridge Program on April 1, 2022 for 50/50 funding. Project requires ACOE permit review. Planning for late 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.
- Continue bridge inspection, including two additional bridges in the under-20-ft span group.
- Same as last month: Initiate planning and permitting with engineering consultant for East Putnam Road Bridge over Mary Brown Brook. (2022 or beyond construction).

## Athletic and Recreation

### Recent

- Contracted for roof replacement project for Rotary Park Bandstand, expect construction Spring/early Summer 2022.
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- 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.
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- 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. Consultant presented to Putnam Trails Committee in March 2022, and plans to widely advertise and hold a Public Outreach Meeting at the May 24th Trails Committee meeting.

### Upcoming

- For Putnam to Thompson Air Line Gap project, advertise and hold a Public Outreach Meeting at the May 24th Trails Committee meeting.

## Other Town Responsibilities

### Recent

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- 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.
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- 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

Working with various Town departments and outside consultants to develop draft Zoning regulations for Cannabis. Expect to present draft to Board of Selectmen in upcoming months, with Zoning Commission review and action in late Summer 2022.

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Same as last month: 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.
- 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), 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

- CCM Union Training Webinar.
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### Upcoming

- CT Water Works Association conference.
- CCM Annual Meeting.
- CCM seminars.

April 12, 2022

Mayor Seney  
Town Administrator  
Board of Selectmen  
126 Church Street  
Putnam, CT 06260

RE: Building Official/Z.E.O. Report – 1st Quarter 2022 – (Jan-March)

Hours: Monday – Wednesday 7:30 – 4:30  
Thursday 7:00 – 6:00  
Friday 7:00 – 1:00

**ALL ITEMS BELOW, IN BOLD, ARE CURRENT ACTIVITY**

**ONGOING AND UPCOMING:**

**31 Highland Drive – Magnetic Tech – Final grade and landscape ongoing**  
**58 Highland Drive – Cableworks – Final grade and landscape ongoing**  
**3-5 Providence Street – Work is proceeding**  
**97 Providence Pike – Garden Center Area – Waiting on revised plans for Fire Sprinklers**  
**125 Mantup Road – new house – Final grade and apron ongoing**  
**60 River Junction Estates – new house – Framing ongoing**  
**51 River Junction Estates – new house – Framing ongoing**  
**44 Blood Road – new house – Framing ongoing**  
**314 River Road – Wheelabrator – Scale House and Office concrete ongoing**  
**314 River Road – Wheelabrator – Wheel Wash and Treatment Building in for permit**  
**45 Ridge Road – Expansion**  
**38 Ridge Road – Extruder relocation ongoing**  
**36 Ridge Road – Interior renovations ongoing**  
**123 Park Road – Additional buildings -**

**BLIGHT:**

62 Thompson Avenue  
394 Providence Pike  
80 & 88 Farrows Street  
72 Killingly Avenue – owner discussing options – will be rebuilt – waiting on permit application –  
Spoke to Attorney – working on demo – 7-1-2021 – Owner in contact weekly – unaware was  
not proceeding – Blight Fine issued – 11-10-21 – Permit obtained for demo – **Demo complete**



**BLIGHT CONTINUED:**

- 207 Killingly Avenue – clean-up started – **proceeding slowly**  
142 South Main Street – failing porch railing – pics taken – 3-7-18 – letter going out in July – clean-up of porch – **Order to Abate in April**  
344 Chase Road – complaint – pics - owner in process of clean-up - ongoing  
120 Pomfret Street – abandoned house – pics – 5-31-19  
16 Park Road – FM Belleville – unsafe, hoarding – water and electrical to be cut – 10-3-19 – working With FM Belleville – starting Blight proceedings – Fine issued – 11-10-2021– in process of Marshal Service of Process – Mail refused – **trucks removing items – 2-22-22 - 2<sup>nd</sup> Citation in April**  
115 North Street – One RV has been removed – 4-19-2021  
55 Van Der Noort Street – Unsafe Structure letter sent – 6-28-2021- demo permit applied for – Permit obtained for demolition – **Demo complete – Tank removal in April**  
48-50 Woodstock Avenue – Fines issued (owner and tenant) -11-10-2021 – clean-up started – 12-15-2021 – **2nd Citation in April**  
58 Thurber Road – phone complaint – 11-18-2021 – **Notice sent**  
52 Ring Street – mattress – 12-3-2021 – **gone 1-13-22**  
57 School Street – furniture – 12-5-2021 – **gone 3-9-22**  
46 School Street – furniture – 12-5-2021 – **letter 3-17-22**  
**13 Smith Street –**  
**127 School Street – couch – gone 3-23-22**  
**86 Smith Street –**  
**245 School Street – furniture – 1-12-22 – gone 1-19-22**  
**111 Mantup Road – bulk waste - 1-14-22 – gone 1-19-22**  
**432 Church Street – mattress - 1-18-22**  
**25-27 Memorial Terrace – - pallets - 3-4-22**  
**21 Dudley Street – collapsing – 3-9-22 – letter sent – 3-17-22 - check status mid-April**  
**25 Battey Street – chair - 3-9-22**  
**74 Smith Street –mattress - 3-9-22**  
**78 Smith Street – mattress – 3-9-22**  
**19 Battey Street – desk – 3-9-22**  
**13 Smith Street – mattress – 3-9-22**  
**12 Battey Street – bed – 3-9-22**  
**26 King Street – bulk waste – 3-21-22 – letter sent - 3-17-22 – gone 3-28-22**  
**115 Grove Street – couch – 3-30-22**  
**233 Providence Street – mattress – 3-31-22**  
**237 Providence Street – chair – 3-31-22**  
**2 Harris Street – letter sent 3-17-22**  
**119 School Street – couch – 3-15-22 – gone – 3-28-22**

**BLIGHT CITATIONS:**

- 76-80 Main Street – awning - # 22-102 for \$100.00 – 2-14-22 – PAID 3-3-22 – permit obtained and Work complete**  
**55 Providence Street – demo debris - # 22-101 for \$100.00 – PAID 3-3-22 - check status mid-April**

**POSSIBLE WORK WITHOUT PERMIT:**

17 Edmond Street – 1-5-22  
66 Thurber Road – McAllen Construction – is Eversource Contractor – no permit needed – 1-10-22  
500 Church Street – roof – 1-12-22  
100 Highland Drive – 1-13-22  
167 Walnut Street – 1-13-22  
48 Pleasant Street – 1-13-22  
305 Woodstock Avenue – 1-13-22  
113 Mantup Road – 1-14-22  
104 Sabin Street – 1-27-22  
135 Main Street – 1-22-22  
128 Mechanics Street – 1-22-22  
72 Perry Street – 3-9-22 – nothing found  
36 Vandale Street – 3-9-22  
9-15 Cloran Street – 3-9-22  
168 Munyan Road – 3-10-22  
424 Providence Pike – 3-15-22  
12-16 Harrison Street – 3-17-22  
30 Smithfield Street – 3-24-22  
11 Burnham Street – 3-24-22  
284 South Main Street – 3-24-22 – new owner obtained permit – 3-28-22  
46 Dewey Street – 3-28-22  
22 Flagg Street – 3-30-22  
15 Lamothe Street – 3-30-22

**LETTERS SENT FOR NO PERMIT:**

105 Cady Road – Demolition of fire scene – 1-10-22 – permit applied for 1-18-22  
185 Park Road – Fire renovations – 1-10-22 – permit applied for 1-14-22  
17 Edmond Street – interior renovations – 1-11-22, 2-17-22  
288 South Main Street – roof – 2-17-22  
267 Providence Street – egress stairs and decks – 2-17-22  
136 Main Street – interior renovations – 2-22-22  
5 Highland Drive – 2-17-22  
3-5 Memorial Terrace – bathroom - 2-17-22  
47 Wilkinson Street – - deck and stairs – 2-17-22  
56 Ring Street – Roof – 2-17-22  
14 Tourtellotte Road – interior renovations – 2-17-22  
100 Highland Drive – 2-17-22  
439 Woodstock Avenue – interior - 2-17-22  
36 Vandale Street – interior – 3-10-22  
110 Battey Street – rear stairs – 3-10-22  
424 Providence Pike – small addition – 3-15-22  
5-23 Grove Street – shed – 3-15-22

## **ZONING:**

Davis Street/Walnut Street – investigate site line obstruction – 1-5-22  
174 Park Road – research – non-buildable – 1-6-22  
Met with Chair regarding Downtown Mural – 1-13-22  
Bear Hands Brewery – patio/bar extension – 1-20-22  
Courthouse – patio/bar extension – 1-20-22  
394 Church Street – research sub-divide? – 1-28-22  
309-315 School Street – wants to add additional units – 2-4-22  
Gravel – 3-10-22  
23 Maple Street – fence – 3-30-22

## **MEETINGS:**

Department Head Meeting – 1-6-2022  
28 Prospect Street – met with owner regarding foundation issues – 1-12-22, 2-9-22  
97 Providence Pike – met onsite with FM Belleville regarding Fire Watch – 1-21-22  
46 Mechanics Street – met with new owner regarding proposed renovations – 2-1-22  
Department Head Meeting – 2-2-22  
Land Use/ECD Meeting – 2-2-22  
347-349 Kennedy Drive – met with owner – walk-thru of work performed – previous contractor walked off job – 2-10-22  
10 Mary Crest Drive – fuel spill – ongoing  
320 Pomfret Street – Site Super. onsite – 3-29-22

## **MISCELLANEOUS:**

3-5 Providence Street – research framing issues – 1-4-22  
436 Providence Pike – call regarding gas insert – referred to FM Perron – 1-14-22  
75-79 Pomfret Street – complaint from tenant regarding electrical – called owner – Will have fixed this PM – 1-25-22  
106-108 Woodstock Avenue – Fire – Basement – power and gas cut to bldg. – 1-10-22  
Town Garage – muffler repair – 1-16-22  
OEDM – missing training credits (15 hrs.) – will research and advise – 2-22-22  
320 Pomfret Street and 346 Pomfret Street – Eversource and FD – 3-1-22  
Town Garage – tires – 3-2-22

## **TRAINING:**

IRC Chapter 3 – Building Code College Webinar – 2 hrs. – 1-17-22  
Epoxy and Acrylic Fasteners – Simpson - .5 hrs. – 2-22-22

# TOWN OF PUTNAM

200 School St, Putnam, CT 06260 Phone: 860-963-6800  
www.putnamct.us

## Permit Listing Report

Permit Type: BUILDING

All Permit Years - 01-01-2022 - 03-31-2022

Permit #	Parcel Id	Issued	Owner	#	Location	Est. Cost	Fee	Work Description
22-10B	035 021 000~2895	01/20/2022	WALKER LUKE	44	BLOOD RD	150,000.00	1,699.00	new construction single fam house 2700 sq foot. 3 car attached garage
22-11B	016 072 000~1857	01/20/2022	ALVES MARQUES MARLY	15	FLORENCE ST	20,000.00	235.20	New roof and trusses, New insulation, Drywall, update bathroom fixtures, Update kitchen with new cabinets, kitchen window, new flooring in bathroom and kitchen
22-12B	007 265 000~775	01/20/2022	JWH PROPERTIES LLC & VIRTUS ROAD MANAGEMENT LLC	296	CHURCH ST	8,300.00	111.34	Flooring, Trim, Paint, & Drywall repair.
22-13B	020 035 000~2063	01/20/2022	WOOD MARCIA & MATHER SANDRA	185	GROVE ST	1,950.00	35.52	Installation of an insulated, stainless steel, Ventinox chimney liner system to a wood burning fireplace insert. Customer provided stove.
22-14B	018 020 000~2227	01/20/2022	BARNA JOHN & O'KEEFE REBECCA	529	POMFRET ST	900.00	35.26	Customer will provide a wood burning fireplace insert. We will install a 6 Ventinox stainless steel liner system to it and install / assemble the stove.
22-15B	038 049 000~3061	01/21/2022	PETERSON ANDREW P & SUSAN N	32	HURRY HILL RD	23,000.00	268.98	R & R garage roof, new concrete floor, new garage siding, new electric in 1 interior room, new interior walls
22-16B	035 007 000~2666	01/26/2022	PORTMAN DAWN M	845	FIVE MILE RIVER RD	30,000.00	347.80	Addition to garage-16' X 28'. Enclose existing breezeway 6' X 20'. Addition to existing shed 14' X 16'.
22-17B	038 072 000~3348	01/26/2022	31 HIGHLAND DRIVE LLC	31	HIGHLAND DR	240,832.00	2,723.66	237 KW SELF BALLASTED ROOFTOP SOLAR
22-18B	006 027 000~359	01/26/2022	HASSETT KIMBERLY	35	BONOSCONI DR	11,000.00	133.86	Remove existing roofing shingles, install two rows of Ice & Water under-layment at roof eaves, one row in any valleys, synthetic under-layment, drip edge, ridge vent, chimney lead, starter shingles, caps, and 15 sq of roofing shingles. If plywood deck, seal all seams with seam tape.
22-19B	011 084 000~1251	01/26/2022	VALASTRO GAYLE A	21	ROOSEVELT ST	4,800.00	66.30	Installation of 13 roof mounted solar panels, 5.2kW
22-1B	019 005 000~2018	01/11/2022	PALL CORPORATION	125	KENNEDY DR	100,860.00	1,147.26	Construction of an approx. 715 square foot expansion to the existing converting department. The new expansion shall be complete with all finishes and mechanical & electrical requirements. We will also construct a storage mezzanine over top of the new room.
22-20B	002 039 000~413	01/26/2022	PRISBREY NATHAN J & DIANNA	376	WOODSTOCK AVE	7,700.00	100.08	Rebuilding front porch. Replacement of damaged wood size for size
22-21B	002 039 000~413	01/26/2022	PRISBREY NATHAN J & DIANNA	376	WOODSTOCK AVE	10,000.00	122.60	Finishing attic. Making bedroom and living space. No additional units
22-22B	002 039 000~413	01/26/2022	PRISBREY NATHAN J & DIANNA	376	WOODSTOCK AVE	11,000.00	133.86	Bathroom remodel repair. Including replacement of damaged wood, flooring, plumbing and tile
22-23B	015 110 000~1549	01/27/2022	REESE JULIAN	28	PROSPECT ST	2,000.00	35.52	storage shed
22-24B	037 055 000~3172	01/27/2022	3 PARK ROAD LLC	3	PARK RD	156,500.00	1,777.82	Replace exterior siding on canopy. Replace water damaged exterior ceiling Gyp to Metal ceiling. Install new exterior signage on exterior of canopy.
22-25B	020 108 000~2077	01/27/2022	YOUNG STACY	288	SO MAIN ST	5,400.00	77.56	Installation of 15 roof mounted solar panels, 6kW. Structural upgrades required.
22-26B	003 144 000~239	01/27/2022	ROACH MICHAEL T	93	NORTH ST	17,700.00	212.68	Installation of 35 panel roof mounted solar/PV system, 14kW. Job #7545686



Permit #	Parcel Id	Issued	Owner	#	Location	Est. Cost	Fee	Work Description
22-27B	020 067 000~2061	01/27/2022	SABOURIN ERIC E & MARTHA J	209	GROVE ST	25,000.00	291.50	Demo old plaster, and remove insulation. Clean up, install new insulation, windows, framing interior walls, drywall, trim, paint, and install fixtures
22-28B	021 023 L00~185010	01/27/2022	SBA TOWER INC	154	SAYLES AVE	10,000.00	122.60	Install new emergency generator on new 4'x10' concrete slab. This is an eligible facilities request under part 64D9 of the Middle Class Tax Relief Act.
22-29B	012 044 000~957	02/14/2022	BABBITT LEWIS C III & MAURA E	14	ROWE ST	17,802.07	212.68	INSTALL TWO (2) REPLACEMENT BAY WINDOWS
22-2B	003 035 000~200	01/14/2022	TREMBLAY KENNETH A & KATHY A	33	DUFFY ST	3,000.00	43.78	Completion of renovations to bathroom. Previous contractor did not obtain a permit unknown to the owner and work was not completed.
22-30B	016 056 000~1866	02/16/2022	ANDREWS KATHLEEN J + GERARD C	22	FARROWS ST	8,641.87	111.34	Install six (6) double-hung vinyl replacement windows
22-31B	020 010 000~1991	02/16/2022	MCLAUGHLIN MATTHEW	53	FREMONT ST	5,266.00	77.56	Assembling a 8X12 Somerfield shed
22-32B	020 144 000~2091	02/17/2022	DEARY KRISTA K	331	SO MAIN ST	14,775.00	178.90	Replacing (13) 6000 series double hung windows. U-value of all windows in a heated space is .27 or lower. No structural changes anticipated.
22-33B	018 007 000~2221	02/17/2022	COMMUNITY HEALTH RESOURCES INC	391	POMFRET ST	45,750.00	527.96	construct a 9'x13' structure to house a commercial refriger freezer. this permit is for this item only. The staircase and ramp shown on the stamped drawings will be done at a later time and is part of a bigger renovation
22-34B	032 021 000~184366	02/17/2022	SHEA TARA	107	ALDRICH RD	1,400.00	35.52	Installation of a customer-provided used pellet stove and hearth pad. Pellet Vent Pro double wall pipe out the wall.
22-35B	038 079 000~3292	02/17/2022	GRADIE CHARLOTTE M	8	BRADLEY RD	6,000.00	77.56	remove the old pump house out building and replace with a new one, same size
22-36B	019 005 000~2018	02/24/2022	PALL CORPORATION	125	KENNEDY DR	75,000.00	854.50	Miscellaneous exterior masonry block repairs
22-37B	045 026 000~100266	02/24/2022	RIDGE TWO REAL ESTATE LLC	45	RIDGE RD	440,202.00	4,975.66	CONSTRUCTION OF A NEW ADDITION TO THE SOUTHEAST CORNER OF THE EXISTING BUILDING TO HOUSE A NEW EXTRUDER LINE AND REFRIGERATION UNIT.
22-38B	015 102 000~1618	02/24/2022	PUTNAM DEPOT LLC	45-47	MAIN ST	1,000.00	35.26	20' x 30' tent - Fire & Ice Festival Catered by G-7
22-39B	002 017 000~345	03/01/2022	LAMOTHE CHAD & NATASHA	44	MYERS ST	8,992.00	111.34	Installation of 22 roof mounted solar panels, 8.8kW. Structural upgrades required.
22-3B	012 195 000~185913	01/14/2022	CASEY BRENDON M & PATRICIA L	18	NICHOLS ST	50,000.00	573.00	Finish approximately 435 SQ. ft. of walk out basement for family room. Ceiling @ 7.3" soffit @ 6.6" Interior Single Family Home
22-40B	012 015 000~996	03/01/2022	JOHNSON MARY LIFE ESTATE	15	PROVIDENCE ST	10,565.00	133.86	Installation of 21 roof mounted solar panels, 8.4kW
22-41B	003 035 000~200	03/01/2022	TREMBLAY KENNETH A & KATHY A	33	DUFFY ST	8,300.00	111.34	Handicapped accessible bathroom modification
22-42B	020 108 000~2077	03/03/2022	YOUNG STACY	288	SO MAIN ST	11,500.00	145.12	Roof replacement
22-43B	026 007 000~3857	03/03/2022	PROVIDENCE PIKE PARKADE LLC	62	PROVIDENCE PIKE SUITE D	15,400.00	190.16	Interior Renovations - Partitions - Bathroom
22-44B	038 087 000~3164	03/03/2022	DMW PUTNAM LLC	63	INDUSTRIAL PARK RD	35,000.00	404.10	AT&T Wireless to replace 3 antennas w/ 3 new models, replace 3 remote radio units (RRU) w/3 new models, add 3 RRU's, remove 6 coax lines, add 6 Y cables, various ancillary equipment changes on existing concrete pad in the leases area.
22-45B	011 116 000~1135	03/03/2022	SOH LLC	47	WOODSTOCK AVE	5,000.00	66.30	outside staircase
22-46B	007 121 000~659	03/03/2022	TURENNE GARY T	48	HARRISON ST	30,000.00	347.80	Repair and maintenance of exterior porches. Insulate, sheetrock interior doors and flooring on the first floor. General clean up, new flooring on the second floor.
22-47B	030 020 000~2618	03/03/2022	BENOIT BARBARA A	100	R I LINE RD	5,324.89	77.56	Remove and replace roof on house only. Approximately 14 Sq.
22-48B	019 005 000~2018	03/03/2022	PALL CORPORATION	125	KENNEDY DR	15,000.00	178.90	Construction of pre fabricated smoke shelter and installation of concrete pad

Permit #	Parcel Id	Issued	Owner	#	Location	Est. Cost	Fee	Work Description
22-49B	020 067 000~2061	03/04/2022	SABOURIN ERIC E & MARTHA J	209	GROVE ST	4,000.00	55.04	Shore up beam install 6 2' x 2' x 1' footings and lolly columns remove existing basement stairs install new stairs
22-4B	030 003 000~2267	01/14/2022	WHITE JUSTIN C JR & RHONDA A	277	ELMWOOD HILL RD	20,075.00	246.46	Install rooftop solar: 29 panels / 10.3kW
22-50B	015 078 000~1626	03/04/2022	ICB ENTERPRISE INITIATIVE LLC	76-80	MAIN ST	300.00	35.26	clean up existing facade area.
22-51B	015 015 000~1595	03/04/2022	PUFFER CHARLES H	168-172	MAIN ST	1,000.00	35.26	doorway between 2 office units 164 & 166 Main Street - Chubby Dog Cafe
22-52B	008 124 000~100307	03/04/2022	EPIFANI CONSTRUCTION LLC	46	MECHANICS ST	35,000.00	404.10	Replace Broken Windows, Replace Exterior Doors, Reframe layout of top and bottom floor, add closets to the two bedrooms without closets, redo kitchen, redo bathrooms, sheetrock new walls, demo and sheetrock some old walls and ceilings, paint entire interior, repaint and re-trim exterior, refinish all hardwood possible with a stain and poly, lay vinyl plank flooring where it can't be saved.
22-53B	016 091 000~1787	03/04/2022	JGRL PROPERTIES LLC	7	GEORGE ST	16,000.00	190.16	Repairs to 2 existing decks-no enlargement: Removal of 3rd floor deck-no replacement reviewed with F.M. Perron - no breach of egress.
22-54B	011 038 000~1074	03/04/2022	PHONGSA CHANSAMONE	357	KENNEDY DR	25,000.00	291.50	Construct Roof over rear deck. Replace windows: 2 on the front, 2 on the side 2 on the rear. Install a rear door. PROPOSED USE: Nail Salon
22-55B	032 029 000~2778	03/04/2022	MARSHALL TONYA & STEER BRANDON	319	FOX RD	5,000.00	66.30	Installing outside wood boiler
22-56B	007 091 000~185175	03/04/2022	ROBINSON ZACHARY G A	122	DUFAULT ST	16,520.00	201.42	Installation of 14 roof mounted solar panels, 5.6kW. CRS# 7610667
22-57B	015 127 000~1633	03/04/2022	HISTORIC CARGILL FALLS MILL LLC	58	POMFRET ST	4,500.00	66.30	Two new signs installed. Building mounted sign at East Entrance and one roadside sign at West Entrance. Both signs are replacing previous signs prior to renovation.
22-58B	020 020 000~2065	03/04/2022	KING GREGORY B TRUSTEE	175	GROVE ST	19,200.00	235.20	Build a 24'x32' detached garage - unfinished single story
22-59B	008 113 000~533	03/07/2022	OLSEN CONNIELYNN	22	DEWEY ST	3,500.00	55.04	18'X 20' Carport
22-5B	015 110 000~1549	01/14/2022	REESE JULIAN	28	PROSPECT ST	40,000.00	460.40	Replacing old clapboard siding and trim with new sheathing, air / moisture barrier, weather sealing and installing vinyl siding.
22-60B	016 077 000~1853	03/07/2022	HEWS JESSICA ANNE & PINAULT MATTHEW JAMES	16	GEORGE ST	5,000.00	66.30	Installation of a safe and code compliant, grid-tied PV solar system on an existing residential roof. 17 Panels / 5.95 kW
22-61B	016 008 000~1395	03/17/2022	TARR OWEN	23-45	FLAGG ST	4,000.00	55.04	Sheetrock repair/trim AKA 34-37 Flagg
22-62B	011 075 000~1078	03/31/2022	PIPKIN SHARROD A	347-349	KENNEDY DR	650.00	35.26	Removal of existing deck and reconstruction with new wood
22-63B	038 015 000~3144	03/31/2022	DENARO RONALD & NEWTON-DENARO DOROTHY	88	KILLINGLY AVE	14,752.00	178.90	Replace 5 windows; no structural changes
22-64B	006 029 000~3144	03/31/2022	MORSE PETER C	104	WOODSIDE ST	13,022.00	167.64	Replace 6 windows; no structural changes
22-65B	015 165 000~2004	03/31/2022	RAWSON INDUSTRIES INC	99	CANAL ST	6,500.00	88.82	Two roadside signs and two building signs
22-66B	007 081 000~2804	03/31/2022	ELLIOTT WILLIAM R JR & FAHAN KEVIN R	12	DUFAULT ST	28,254.00	336.54	Replace 11 windows; no structural changes
22-67B	008 086 000~538	03/31/2022	DEARY PETER D & LANE KIMBERLY J	17	INTERVALE ST	2,000.00	35.52	remodel of kitchen and bath
22-68B	008 140 000~538	03/31/2022	GODLEY MELISSA M	15	MECHANICS ST	1,000.00	35.26	Replace Signage on existing sign - size for size
22-6B	011 038 000~1074	01/14/2022	PHONGSA CHANSAMONE	357	KENNEDY DR	7,000.00	88.82	removing a set of stairs, removing sheetrock. Chimney to be exposed. Filling in the floor where the set of stairs were located. Interior walls.
22-7B	026 138 000~2804	01/14/2022	LAMOTHE RICHARD W	325	WALNUT RD	17,000.00	201.42	3 Stall Garage 24'x32'
22-8B	020 159 000~2119	01/20/2022	NEWTON JOAN ELIZABETH	166	PARK ST	8,090.00	111.34	Installation of 18 roof mounted solar panels, 7.2kW.
22-9B	003 146 000~249	01/20/2022	BRIERE SHARON A	6	CHASE ST	8,576.00	111.34	Installation of 22 roof mounted solar panels, 8.8kW





# TOWN OF PUTNAM

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## Permit Listing Report

All Permit Years - 01-01-2022 - 03-31-2022

Permit Type: CO

Permit #	Parcel Id	Issued	Owner	#	Location	Est. Cost	Fee	Work Description
22-1CO	047 021	02/07/2022	VALADE COX JESSICA B & VALADE TROY	551	RIVER RD	0.00	0.00	Single Family Dwelling (new)
22-2CO	000~184021 015 063	02/07/2022	SDC VENTURES LLC	91	MAIN ST	0.00	0.00	Alteration/Renovation (Commercial)
22-3CO	000~1615 036 039 000~185170	03/29/2022	MANZI JOSEPH & PATRICIA ANN	125	MANTUP RD	0.00	0.00	Single Family Dwelling (new)

# of Permits: 3



# TOWN OF PUTNAM

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## Permit Listing Report

Permit Type: DEMO

All Permit Years - 01-01-2022 - 03-31-2022

Permit #	Parcel Id	Issued	Owner	#	Location	Est. Cost	Fee	Work Description
22-1D	007 320 000-807	01/14/2022	TARR JERREL D	57	VAN DEN NOORT ST	28,000.00	318.00	Demolition and removal of the entire structure, slab and foundation removal to two feet below grade, remaining foundation broken up for clean fill, import of backfill, placement of topsoil, site leveled to surrounding elevation. MBI will perform asbestos abatement per the asbestos report prior to building demo. MBI will also cut and cap utility lines inside the property limits.
22-2D	016 066 000-1859	01/20/2022	INIZIO INVESTMENTS LLC	7	FLORENCE ST	9,369.00	120.00	Removal of waste and debris within property, demolition of damaged drywall, ceilings, and fixtures in house

# of Permits: 2

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## Permit Listing Report

All Permit Years - 01-01-2022 - 03-31-2022

**Permit Type:** ELECTRICAL

Permit #	Parcel Id	Issued	Owner	#	Location	Est. Cost	Fee	Work Description
22-10E	020 108 000~2077	01/27/2022	YOUNG STACY	288	SO MAIN ST	12,600.00	156.38	Installation of 15 roof mounted solar panels, 6kW.
22-11E	003 144 000~239	01/27/2022	ROACH MICHAEL T	93	NORTH ST	41,300.00	482.92	Installation of 35 panel roof mounted solar/PV system, 14kW.
22-12E	045 046 000~185562	02/16/2022	L A EAST REALTY LLC	38	RIDGE RD	12,500.00	156.38	Wire "Bed Blast" Room with outlets and lights
22-13E	007 248 000~759	02/17/2022	COMEAU ANTHONY CHRISTOPHER JR	28	BATTEY ST	500.00	35.26	I just purchased this two family and am updating the bathroom. I have already had my plumbing inspection done but am now going to be fixing the wiring in the bathroom and changing the shower fan/light for a new one. Replacing/removing any damaged or wire that is not being used. Adding lights
22-14E	007 262 000~742	03/01/2022	ALBERT J BREAULT POST #1523 VFW INC	207	PROVIDENCE ST	15,000.00	178.90	upgrade electrical service in basement and install new additional light fixtures in main hall
22-15E	008 124 000~100307	03/01/2022	EPIFANI CONSTRUCTION LLC	46	MECHANICS ST	2,500.00	43.78	Repair riser, meter socket and SER entering building.
22-16E	045 008 000~3341	03/01/2022	LCN STP HAGERSTOWN (MULTI) LLC	15	RIDGE RD	65,000.00	741.90	Dumpster removal ripped the meter socket off the building. Lighting upgrade and retrofit in warehouse and office area's throughout the entire space.
22-17E	032 056 000~2990	03/01/2022	ELLIOTT BRUCE N & KATHLEEN H	281	LIBERTY HGWY	9,000.00	111.34	Generator install 20 KW automatic
22-18E	002 017 000~345	03/01/2022	LAMOTHE CHAD & NATASHA	44	MYERS ST	20,982.00	246.46	Installation of 22 roof mounted solar panels, 8.8kW. Structural upgrades required.
22-19E	026 047 000~2489	03/01/2022	PHONGSA KHAMPHANH & SUKPARSEUTH	604	SCHOOL ST	9,761.00	122.60	Fire Alarm System
22-1E	020 159 000~2119	01/20/2022	NEWTON JOAN ELIZABETH	166	PARK ST	18,878.00	223.94	Installation of 18 roof mounted solar panels, 7.2kW
22-20E	026 047 000~2489	03/01/2022	PHONGSA KHAMPHANH & SUKPARSEUTH	604	SCHOOL ST	2,300.00	43.78	CCTV - 8 Channel NVR, 4 bullet cameras, 4 dome cameras
22-21E	012 015 000~996	03/01/2022	JOHNSON MARY LIFE ESTATE	15	PROVIDENCE ST	24,652.00	291.50	Installation of 21 roof mounted solar panels, 8.4kW
22-22E	007 081 000~647	03/03/2022	ELLIOTT WILLIAM R JR & FAHAN KEVIN R	12	DUFAULT ST	12,000.00	145.12	Installation of 18kw Generac generator with 200 amp transfer switch.
22-23E	045 026 000~100266	03/03/2022	RIDGE TWO REAL ESTATE LLC	45	RIDGE RD	1,000.00	35.26	Relocate machine conduits
22-24E	016 077 000~1853	03/07/2022	HEWS JESSICA ANNE & PINAULT MATTHEW JAMES	16	GEORGE ST	16,000.00	190.16	Installation of a safe and code compliant, grid-tied PV solar system on an existing residential roof. 17 Panels / 5.95 kW
22-25E	014 059 022~183964	03/31/2022	PICARD CODY M	50 #22	RICHMOND RD	8,000.00	100.08	Install Generac standby generator
22-2E	003 146 000~249	01/20/2022	BRIERE SHARON A	6	CHASE ST	20,011.00	246.46	Installation of 22 roof mounted solar panels, 8.8kW
22-3E	016 143 000~1743	01/20/2022	NASON DONNA L	52-58	EDMOND ST	5,000.00	66.30	Electrical Upgrade small house rear of property 100 amp-200 amp. #58
22-4E	011 161 000~1150	01/21/2022	PUTNAM DOWNTOWN LLC	203-267	KENNEDY DR	2,500.00	43.78	Install (2) 20amp dedicated circuits for new recycling machines.
22-5E	031 054 000~2845	01/26/2022	BROWNELL GERALD + MAE ANN	66	HERITAGE RD	1,000.00	35.26	relocation of washer and dryer outlets and a ceiling light
22-6E	007 178 000~727	01/26/2022	COURNOYER WILLIAM &	64	SMITH ST	17,000.00	201.42	Installation of a 35 panel roof mount solar panel system, 11.55 KWDC

Permit #	Parcel Id	Issued	Owner	#	Location	Est. Cost	Fee	Work Description
22-7E	045 046 000-185562	01/26/2022	L A EAST REALTY LLC	38	RIDGE RD	16,500.00	201.42	Instal (1) 480 Volt 200 Amp feeder 3 phase 3 wire & ground for Mixico equipment at mezzanine. Terminate Line & control wiring. Install (6) duplex receptacles & (1) single pole switch controlling (4) 2x2 LED drop in troffers. Installation of 13 roof mounted solar panels, 5.2kW
22-8E	011 084 000-1251	01/26/2022	VALASTRO GAYLE A	21	ROOSEVELT ST	11,200.00	145.12	
22-9E	019 005 000-2018	01/27/2022	PALL CORPORATION	125	KENNEDY DR	28,505.00	336.54	Wire new area for power and lighting per drawings for building permit #22-1B

# of Permits: 25

# TOWN OF PUTNAM

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## Permit Listing Report

All Permit Years - 01-01-2022 - 03-31-2022

**Permit Type:** FIRE PROTECTION

Permit #	Parcel Id	Issued	Owner	#	Location	Est. Cost	Fee	Work Description	# of Permits
22-1F	038 073 000~100316	02/14/2022	OBERALLE PROPERTIES LP	58	HIGHLAND DR	66,500.00	764.42	New wet sprinkler system install	1

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## Permit Listing Report

**Permit Type:** FUEL GAS

All Permit Years - 01-01-2022 - 03-31-2022

Permit #	Parcel Id	Issued	Owner	#	Location	Est. Cost	Fee	Work Description
22-1G	008 134 000-530	01/14/2022	SKYZ BARBARA J	435	SCHOOL ST	300.00	35.26	Gas Pressure Test / Repair gas line - 2nd floor
22-2G	028 051 000-2329	01/20/2022	STACEY ADAM J & JENNIFER L	436	PROVIDENCE PIKE	614.98	35.26	Install a 120 gallon above ground tank to stub out at house for a fire place
22-3G	008 096 000-511	01/26/2022	KEY AMY L & CARLO F	42	GROVELAND AVE	800.00	35.26	Install of 1 120 gallon propane tank, set up in back of garage, connect to heater with gas lines to tank
22-4G	030 003 000-2267	02/17/2022	WHITE JUSTIN C JR & RHONDA A	277	ELMWOOD HILL RD	950.00	35.26	customer currently has (1) 120 g tank adding 1 more (1) 120 g lp tank and run line to generator
22-5G	038 089 000-185502	02/24/2022	BARRY STEVEN J & TANIA A	275	KILLINGLY AVE	2,793.00	53.78	run gas piping to customer supplied generator.
22-6G	011 116 000-1135	03/01/2022	SOH LLC	47	WOODSTOCK AVE	239.29	35.26	fix gas line going to the apartment - Unit # 1 or A - 2nd floor
22-7G	038 073 000-100316	03/31/2022	OBERALLE PROPERTIES LP	58	HIGHLAND DR	25,000.00	291.50	gas piping two unit heaters

**# of Permits:** 7



# TOWN OF PUTNAM

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## Permit Listing Report

Permit Type: MECHANICAL

All Permit Years - 01-01-2022 - 03-31-2022

Permit #	Parcel Id	Issued	Owner	#	Location	Est. Cost	Fee	Work Description
22-10M	045 019 000~3324	03/04/2022	SCIENCE HILL REALTY LLC	36	RIDGE RD	336,900.00	3,804.62	Controls, AHU, Exhaust Fan & Dampers, VAV & CAV and Chiller
22-11M	037 065 000~3354	03/31/2022	ZANGERL ROBERT & JILL	84	TOWN FARM RD	5,844.00	77.56	Replace 275 gallon oil tank in basement with new 275 gallon outdoor oil tank on concrete pad
22-1M	012 021 000~931	01/13/2022	SELMECKI SCOTT E	291-293	SCHOOL ST	3,100.00	55.04	Remove/Replace 275 gallon fuel oil tank and associated piping in same basement location
22-2M	020 029 000~1979	01/13/2022	THORNTON NANCY H	42	CENTER ST	9,000.00	111.34	Install natural gas furnace
22-3M	020 144 000~2091	01/20/2022	DEARY KRISTA K	331	SO MAIN ST	12,000.00	145.12	Remove current heating system, install new boiler and indirect water heater. Emergency - No Heat
22-4M	007 234 000~734	01/24/2022	DAUPHINAIS NEIL	52	BATTEY ST	3,885.00	55.04	Remove and replace 275 oil tank. Includes all venting and piping.
22-5M	045 018 000~3328	01/26/2022	CMG ENTERPRISES ON PARK LLC	146	PARK RD	6,500.00	88.82	Replace 5 ton rooftop gas/electric unit
22-6M	043 007 000~3408	02/17/2022	FAUCHER STEPHEN D + LEIA J	241	MODOCK RD	14,000.00	167.64	Mitsubishi ductless system
22-7M	008 056 000~479	02/24/2022	MURRAY DARLENE	100	BATES AVE	4,400.00	66.30	INSTALLATION OF A NEW 275 GALLON OIL TANK.
22-8M	037 016 000~3178	02/24/2022	BILLINGSLEY CARSON & TOTTEN ELIZABETH	10	RIVER RD	22,381.94	268.98	new ducted mitsubishi air source heat pump
22-9M	020 024 000~1995	03/03/2022	MAINVILLE LAURIE	38	CHAPMAN ST	2,700.00	43.78	Remove/replace 275 gallon fuel oil tank and associated piping in same basement location

# of Permits: 11

# TOWN OF PUTNAM

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## Permit Listing Report

Permit Type: PLUMBING

All Permit Years - 01-01-2022 - 03-31-2022

Permit #	Parcel Id	Issued	Owner	#	Location	Est. Cost	Fee	Work Description
22-1P	006 081 000~864	01/14/2022	MATILDA REAL ESTATE LLC	163	WOODSTOCK AVE	4,000.00	55.04	install a new water supply line from the existing curb stop into the dwelling unit
22-2P	019 005 000~2018	01/27/2022	PALL CORPORATION	125	KENNEDY DR	26,064.00	314.02	12-3/4 compressed air drops connecting to existing 2" building compressed air main.
22-3P	007 248 000~759	01/28/2022	COMEAU ANTHONY CHRISTOPHER JR	28	BATTEY ST	14,000.00	167.64	Re-plumbing 2 baths, 2 kitchens and 2 laundry. Replace water heater.
22-4P	031 054 000~2845	02/17/2022	BROWNELL GERALD + MAE ANN	66	HERITAGE RD	850.00	35.26	Install plumbing for washing machine and shower unit
22-5P	003 035 000~200	03/01/2022	TREMBLAY KENNETH A & KATHY A	33	DUFFY ST	6,000.00	77.56	Demolition of existing bathroom. Remove the existing tub, sink and toilet. Remove and reset the existing plumbing, supply and drain lines. Re-configure plumbing for new accessible roll in shower. Install new supply and drain lines. Install accessible shower up to 60" X 32". Commercial grade multi-piece shower blocked for grab bars. Supply new shower diverter, new fixed shower head, as well as hand-help shower and a shower pole. Reconfigure plumbing and install new comfort height toilet. Install new vanity sink and faucet
22-6P	045 019 000~3324	03/03/2022	SCIENCE HILL REALTY LLC	36	RIDGE RD	6,000.00	77.56	CHW Supply & Return Replacement, CHW Pipe Insulation, Compressed Air Piping, Reloc. ER Shwr

# of Permits: 6

# TOWN OF PUTNAM

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## Permit Listing Report

All Permit Years - 01-01-2022 - 03-31-2022

Permit Type	Total Est. Cost	Total Fees	# of Permits Issued
BUILDING	1,956,799.83	23,003.24	68
CO	0.00	0.00	3
DEMO	37,369.00	438.00	2
ELECTRICAL	373,689.00	4,582.06	25
FIRE PROTECTION	66,500.00	764.42	1
FUEL GAS	30,697.27	521.58	7
MECHANICAL	420,710.94	4,884.24	11
PLUMBING	56,914.00	727.08	6
<b>GRAND TOTAL ALL PERMITS:</b>	<b>2,942,680.04</b>	<b>34,920.62</b>	<b>123</b>





## EMERGENCY MANAGEMENT



# Quarterly Report 1<sup>st</sup> Quarter 2022 Putnam Emergency Management Agency (PEMA)

### WEATHER INCIDENTS

Preparation and coordination of the weather incident is one of the primary functions of PEMA. The most common role during the incident is communications liaison between first responders and public utilities. PEMA prioritizes utility outages with Eversource to ensure that critical facilities and infrastructure are minimally impacted. When warranted operational periods are established and situations status reports are created to keep all associated town departments informed.

- 1/17 Winter Storm
- 1/29 Winter Storm/Blizzard
- 2/3 & 2/4 Winter Storm
- 2/17 & 2/17 Strong Wind & Rain
- 2/25 Winter Storm
- 3/8 Winter Storm
- 3/12 WinterStorm

### PLANNING

#### Fire & Ice Festival

- Created a comprehensive Incident Action Plan (IAP) for the event.
  - Identifies roles and responsibilities, routes of travel, road closures, mutual aid, hospital capacity, communications planning, and more.
- Assets deployed for the festival:
  - LED Message Board
  - Numerous Generators

#### Putnam Schools All Hazard Plan

- Continued participation on the School Safety Committee.

#### Local Emergency Operations Plan (LEOP)

- Currently working with CT DEEP to create a certified debris management plan. Several locations have been identified as debris collection areas which DEEP will approve with a limit on how much can be stored until disposal.
  - The following sites have been requested:
    - Fox Rd. Garage
    - Armory/Keech St.
    - Corner of King St. & S. Main St.

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## MEETINGS

- Region 4 Emergency Support Plan (Monthly)
- Region 4 Regional Emergency Planning Team Steering Committee (Monthly)
- Region 4 Long Term Recovery Plan (Monthly)
- NECT Emergency Management Committee (Monthly)
- Region 4 Incident Management Team
- Eversource Quarterly Planning Meeting
- Emergency Meetings from the Mary Crest Dr. Fuel Oil Spill

## SPECIAL PROJECTS

### Region 4 Incident Management Team Support Trailer

- Current trailer is a 15' unit purchased in 2011
  - Approval to repurpose trailer into a traffic control unit.
  - Will contain traffic cones, signs, barrels, ect.
  - All equipment purchased by DEMHS Region 4 Grant Funds
- 2021 Grant Award of \$18,000 to purchase a new 24' unit.
  - Arrived in late March

Putnam will be receiving a second LED Message Board due to demand.

- Expected delivery is Spring 2022
  - Expected delivery in July

### Region 4 Incident Management Command and Communications Trailer (South – Red Trailer)

- New 8KW power plant to be installed
- Radios in process of upgrades
- New security cameras to be added (waiting on vendor)
- New Apple TV and new 4K UHD TVs to be installed
- 2020 Grant Award \$10,000 – 2021 Grant Award \$15,000

### Region 4 Incident Management Command and Communications Trailer (North – White Trailer)

- Removed from East Putnam Fire Station along with the Tow Vehicle
  - Trailer unit is now stored at the old Armory. No Power for Charging/No heat.
  - Tow vehicle is stored with the trailer
- Upgraded radios and updated frequencies
- 2020 Grant Award \$10,000 – 2021 Grant Award \$10,000

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John Turner  
Deputy Emergency Management Director  
Cell (860) 933-9191  
[John.Turner@putnamct.us](mailto:John.Turner@putnamct.us)



## SPECIAL PROJECTS CONT.

### Polaris UTV

- Addition of multi-head radio system for interoperability between agencies (Approval Pending)
- The Putnam Fire Department has added a pump/tank skid unit for brush fire response with partial funding through a DEEP Forestry Grant.

### Radio System Back-up Generator

- PEMA secured a generous donation from Win-Waste Innovation to aid in the much needed replacement of the emergency services radio system back-up generator located at the Richmond Hill water tower.

## TRAINING

- Eversource Municipal Hub (Web Portal for Incident Reporting)
- WebEOC – State of CT Portal for Emergency Management Activity

## COVID-19

### Personal Protective Equipment (PPE & Test Kits)

- 34 Cases of N95 masks were requested and received by PEMA. They went to the Following:
  - Putnam Schools
  - Putnam Science Academy
  - Local Fire, EMS, and Police
  - Day Kimball Hospital
  - Putnam Residents
- 61 cases of COVID Test Kits have been received by PEMA from CT Department of Emergency Management and Homeland Security. The first allotment was received on New Year's Day and was immediately distributed to Fire, EMS, Police, and Schools.
  - Kits were also distributed to elderly housing complexes and to the essential services to support the seniors
  - Public distribution events were held on January 5, 8, & 10.
    - A tremendous thank goes out to the Danielson Veterans Coffee House, Putnam VFW, and American Legion for their help with distribution on Saturday 1/8/22.
  - The kits that remain are reaching expiration and are available to the general public at the Municipal Complex.
    -
- 6 months PPE reserve is in storage for both the Town and first responders.
  - Masks (all types), Gowns, Eye Protection, & Gloves.

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## OTHER

Emergency Management has taken an offensive role in the Saveway/DCC Propane fuel spill. PEMA was able to receive and distribute 40 cases of bottled water to residents who may have been affected.

## **PEMA ASSET LIST**

### 2011 Ford F-450 Utility Body Tow Vehicle

- 8KW Hydraulic Generator
- East Putnam Fire has full use (Service 279)
  - House at East Putnam Fire
- Scene Lighting
  - Balloon Light
  - Portable Scene Lighting
  - Mounted 100' reel extension cord
  - 2 – 100' Portable reel extension cords

### 28' Incident Command and Communications Trailer

- Dispatch capabilities
- Dedicated Network Internet – Verizon and AT&T
- Surveillance Cameras
- Apple TV
- Drone Compatible
- Radio Communication Fx for ALL Windham and New London County
- 8KW Diesel Generator
- Heat and AC
- Housed at East Putnam Fire

### 15' Support Trailer

- 15x20 inflatable tent
- 8KW Generac portable generator
- Electric heat
- 2 – fully enclosed EZ-Ups with Heat and AC

### 2019 Polaris Ranger UTV

- With enclosed trailer
- 4x4 with medical transport
- Carries 6 passengers

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## EMERGENCY MANAGEMENT

- Putnam Fire has full use (UTV 178)



### Light Tower Trailer

- 15KW generator
- 50' heavy duty cord
- 50amp distribution box

### 2019 Message Board Trailer

- LED sign

\*2022 Message Board due in spring of 2022

\*Just Arrived – 24' Support Trailer

### Generators

- 3 – 1000w Honda
- 3000w Honda

### Portable Incident Command Center (NEW)

- Internet (Verizon)
- VOIP desk phone and cordless phone

### 20x20 Zumro Inflatable Shelter

- Recently Delivered\*
- 400 SqFt.
- Heat
- Air Conditioned\* (Currently on backorder. Expected delivery in August)
- Insulated
- Integrated LED lighting

### STOCS Box (2 Units)

- Statewide interoperable communications
- 3 channels available
- Interchangeable Frequencies

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## 2022 Facilities Quarterly Report

Prepared by Kevin Lamothe

January-March

Kinsley Generator service call for error code tripped on the Emergency Generator.

Cut back snow piles around the perimeter of the parking lot with the grasshopper snow blower, to maintain space for parking.

Meetings with ESC and Venture communications for quotes on installing 3 safety panic buttons to lockdown all office, library and entry/exit doors in the complex in case of any safety threats.

Installed 2 wall mounted information cabinets in the south corridor for the art display.

Downes had the tilers in to tile the walls below the paper towel dispensers, to keep a much cleaner look and prevent water damage to the sheet rock.

Remounted several tack boards under the credenzas in office areas/library that had fallen.

We received our 6 portable radios and they have been put into service.

We are trying out a couple of different solar sign illumination ideas, for the 2 signs along the sidewalk of the complex.

Installed 2 sets of racks in rm 209 storage.

Secured a quote with Quality Insulation Co. to install sound deadening insulation above the ceiling tiles from the recreation office / Finance office through the Administration offices. Worked scheduled to be completed on Friday 4/15.

Work has been done on the south corridor inside vestibule door, installing

An automatic door closer and ADA compliant push buttons on the wall. Work scheduled by Downes to be completed on Tuesday 4/12.

Ending the snow season with a few more snow events, the joint effort with the recreation dept went very well for our first season.

Also working with ESC on the technology upgrades in rm 109 and rm 201 conference rooms, waiting on back logged parts for install.

The Highway Department has erected the utility shed to house our snow removal equipment, ice melt and other various hand tools.

Paquette Electric installed the metal floor outlet cover plates.

The install time for the table and credenza for the 201-conference room has been delayed due to an issue in manufacturing. It is anticipated to be delivered and installed on the week of 4/18.

Denise has created a building use form for booking our public meeting spaces, this will help to coordinate and streamline the set up and breakdown for all events in the conference and community rooms.



# **Finance Department**

## **Quarterly Report (January – March 2022)**

April 2022

### **1. Summary**

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  
Continue reviewing the status of outstanding checks that have not been cashed by the different Vendors in the various funds.  
My accounts payable clerk processes the sticker requests for trash orders from the area stores.  
My Accounts Receivable clerk resigned this past January. This office is down one person.

### **2. Audit**

We have retained our current Auditors for another 5 years.

### **3. Budget**

Continuing monitoring of the FY22 budget as we are 3/4 of the way through the year and remain within budget.  
Continue monitoring the Capital Project Budgets in Infinite Visions for FY 2022.  
Work on preparing FY 2023 budget

### **4. Revenue**

Continuing work on prioritizing projects for the ARPA funding received in FY21 \$1,389,340.00. These projects will be submitted to the Department of the Treasury.  
LoTCIP State funding revenues were received - \$2,136,802.80.  
General government budget collected \$7,840,289.26 this quarter, broken down by the following, Educ Cost Share (ECS) \$2,017,963.00 and \$5,822,326.26 in revenue from Building dept permits, town clerk fees, Revenue office taxes.  
We have collected the budgeted amount for the Ash Landfill and from March thru June 30<sup>th</sup> the monthly payment will now be applied to the various Capital Projects that have been approved for FY 22.

Stickers for trash pickup took in \$52,404.00 this quarter.  
The daily deposit tickets are scanned into Infinite Visions after they are verified and posted.

## **5. Expenditures**

My staff has processed \$13,000 worth of scholarship payment requests from the students to their colleges.

Processed payments for the Municipal complex \$450,426.19 this quarter.

Continue updating the W-9's as needed.

Processed invoices & payroll totaling \$3,313,852.37 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.

Refresher class for calendar year end reports.

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

Fiscal Year 2023 budget.

Scholarship requests will be coming in around July time frame as students start prepare to return to college for fall semester.

Prepare for end of fiscal rollover and setting up files for the new fiscal year.

Maureen Benway

Finance Director



Putnam Fire Marshal's Office  
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STAFF REPORT  
1<sup>st</sup> QUARTER 2022

**INSPECTIONS**

- Shell Station 644 School St
  - Various
- Municipal Complex
  - Various
- School St. / Providence St.
  - Hazardous Structure
  - Illegal Burning
- 207 Sabin St
  - Fire Alarm Repairs
  - Building Number System
  - Numerous False Alarms
- 58 Pomfret St./Cargill Mill
  - Dry Hydrant Repair
  - Multiple Fire Alarms
- 97 Providence Pike
  - Addition to Store
  - Fire Alarm Upgrade
  - Sprinkler System Upgrade
- 45 Ridge Rd
  - Addition
  - Sprinkler System Upgrade
- 65 Smith St
  - Code Issues
- 9 Grove St
  - Code Issues

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- Courthouse Restaurant
  - Inspection
- Stomping Ground
  - Inspection
- Victoria Station
  - Inspection
- Giant Pizza
  - Inspection
- Breault St.
  - Fireplace Inspection
- Providence Pike
  - Heater Inspection
- Kings Inn
  - Inspection
- Hare & Hound
  - Fire Alarm Inspection
- Tatem St / Wood Stove
  - Inspection
- 85 Main
  - Inspection
- Generations
  - Inspection
- Fire & Ice Program
  - Inspection
- Saveway
  - Fuel Spill
- Providence Pike
  - Wood Stove / Inspection
- CT Nat'l Golf
  - Liquor License
- Crossing Restaurant
  - Liquor License

## **BURN PERMITS**

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- CT Golf
- Sayles Ave
- Liberty Highway
- Immaculate Conception
- Burn Official Re-certification
- East Putnam Rd
- 

### **ILLEGAL BURN**

- School St.
- Smith St
- Pomfret St
- School & Providence St
- Centennial St
- King St

### **Code**

- Stomping Ground
- Hare & Hound/ Fire Alarm System
- Victoria Station
- PES FA System
- PSA / Fire Alarm System
- Charlie Bravo / Multiple
- Haz Mat / Tier II
- Jessica Tuesday
- Chubby Dog / Roaster
- Bradley Playhouse / Chair Lift
- Courthouse / Code
- CHR / Milestone
- PSA – St. Mary School
- Providence St @ School St
- Burger King Construction
- Heritage Pines
- Generations
- Wards Building
- Little River Acres / Bldg Numbers
- Heritage Pines Parking

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- Powhattan St
- Putnam Science Academy / Multiple
- Aubuchon / Propane Tank Replacement
- Wood Stove / Regulations
- Industrial Park
- Country Kids / Day Care
- Fire Rating/ Overhead Doors
- Walgreen / Fire Alarm System
- FD Radio Equipment
- Haz Mat / Tank Removal Code
- Fire Prevention
- Gagnon Construction
- Park Rd Vacant House
- Pellet Stove Installation
- Cableworks
- Haz Mat Tier II
- Cargil Mill / Proposed Brewery
- 39 / 43 Woodstock Ave
- George St / Egress Stairway
- 85 Smith St
- 29 Woodstock Ave
- Antique Marketplace
- May St
- UST / Heritage Rd
- Generations / Propane
- Bradley Playhouse
- Antique Marketplace
- Providence Pike / Heater
- Van Den Noort / Propane
- School & Providence Sts
- Smith St. / Propane – UST
- Aldrich Rd. / Propane
- Heritage Pines
- Little River Acres
- Kings Inn
- VFW
- Foster Corp

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- Israel Putnam Apts
- Sth Main St / Blight
- Fire & Ice Program
- Heritage Pine / Pellet Stove
- 88 Main St
- Ward Bldg
- Putnam Bank
- Providence Pike / Propane Stove
- Putnam Elementary School
- Municipal Complex
- Ridge Road

### **Fre Investigations**

- Little River Acres
- Putnam Science Academy / Multiple
- Stomping Ground / Multiple
- Fire Prevention / WINY
- Fire Prevention / Parks & Rec
- Motor Vehicle / Woodstock Ave
- Sabin St
- Van Den Noort St
- Centennial St
- Woodstock Ave
- Ward Bldg
- Park Road

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## FM Training

- IAAI Certification
- International Fire Code
- NFPA

## MONTHLY HOURS

- FM Perron (Compensated for: 100 hrs / Monthly)
  - Jan – 109.0
  - Feb – 135.0
  - Mar – 137.5
- DFM Belleville (Compensated for: 95 hrs / Monthly)
  - Jan – n/a
  - Feb – n/a
  - Mar – n/a

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Staff Report  
 First Quarter 2022

**OPEN BURNING PERMITS**

31 <sup>st</sup> Quarter Permits: 13		Permits 2022: 13
ADDRESS		DATE ISSUED
136 Chase Rd (CT National)		1/11/22
87 Munyan Rd.		1/16/22
394 Chase Rd.		1/20/22
245 Heritage Rd.		2/7/22
241 Modock Rd.		2/9/22
280 Heritage Rd.		2/10/22
617 Liberty Hwy.		3/1/22
107 Aldrich Rd.		3/1/22
318 E. Putnam Rd.		3/12/22
600 Liberty Hwy.		3/14/22
688 Five Mile River Rd.		3/15/22
13 Fox Rd.		3/17/22
106 Liberty Hwy.		3/19/22
<p>*Permits are issued for 30 days.            *Spring is typically the busy season for open burning.            *All burn permits are suspended on days where the burn index is HIGH, VERY HIGH, or EXTREME. Notification is posted on the Fire Marshal FaceBook page in the morning after CT DEEP Forestry Division has made the daily determination.</p>		

**NATIONAL FIRE INCIDENT REPORTING SYSTEM (NFIRS)**

DEPARTMENT	JANUARY 2022		FEBRUARY 2022		MARCH 2022	
	INCIDENTS	FM REVIEW	INCIDENTS	FM REVIEW	INCIDENTS	FM REVIEW
<b>PUTNAM</b>	16	12	19	13	INC	INC
<b>EAST PUTNAM</b>	29	4	19	5	38	6
<p>*NFIRS is a national reporting requirement. Fire reports are created by the local fire department for every incident response. Reports are reviewed by the local Fire Marshal and submitted to the US Fire Administration (a division of FEMA).</p>						

## INSPECTIONS

ADDRESS	TYPE
644 School St.	New Commercial Hood System
366 Church St. (Multi-Family)	Gas Pressure Test Renovations Egress Updates
3 Dufault St. (Single Family)	Smoke/CO Certification (Real Estate)
38 Ridge Rd. (Foster Corp)	Sprinkler Alteration Hazardous Waste Storage
37 Kennedy Dr. (Country Kids)	Annual Inspection
97 Providence Pike (Tractor Supply)	Fire Alarm Testing Addition of Fire Pump (incomplete)
91 Main St. (Saw Dust Coffee Co.)	Fire Alarm Upgrades Lower-Level Commercial Kitchen Final/CO Inspection w/ Building Official
112 Main St. (Montgomery Ward)	Multiple Fire Alarms Entry Keys Updated (Created Master)
175 Main St. (Congregational Church)	Egress Issues/Fire & Ice
31 Highland Dr. (Magnetic Tech.)	Fire Alarm Testing Knox Box Final/CO with Building Official
1 Malloy Dr. (International Paper)	Quarterly Sprinkler Testing
328 Kennedy Dr. (US Button)	Removal of 15,000 Gallon Underground Fuel Oil Storage Tank
58 Highland Dr. (CableWorks)	New Building Addition Sprinkler Retrofit and New Fire Alarm Testing Sprinkler System Pressure/Flow Test
132 Grove St. (Single Family)	Smoke/CO Certification (Real Estate)
72 Church St. (Putnam Science Academy)	Nuisance Alarms Ongoing Inspections
55 Gilman St. (Putnam Science Academy)	Nuisance Alarms Ongoing Inspection

### PERMITS

ADDRESS	TYPE	DATE
Tech Park Drive (Rawson's)	Blasting	1/21/22
248 Providence St. (Henry's)	Annual Liquor	1/28/22
85 Main St. (85 Main)	Annual Liquor	2/3/22
Tech Park Dr. (Rawson's)	Blasting	2/22/22
58 Main St. (Hare & Hound)	Annual Liquor	2/23/22
91 Main St. (Saw Dust Coffee Co.)	Annual Liquor (New)	2/23/22
136 Chase Rd. (CT National)	Annual Liquor	3/21/22
45 Main St. (Crossings Brew Pub)	Annual Liquor	3/21/22
75 Main St. (Bear Hands Brewing)	Annual Liquor	3/30/22
Tech Park Dr. (Rawson's)	Blasting	3/30/22
*Blasting permits are issued for 30 days. *1 <sup>st</sup> Quarter permit fees collected = \$530		

### COMPLAINTS/INQUIRIES

ADDRESS	TYPE	DATE
716 Providence Pike	Illegal Burn (Complaint)	1/2/22
604 School St. (New Thai Rest.)	Commercial Kitchen Inquiry	1/4/22
44-48 Farrows St. (Multi-Family)	Smoke Alarm Issues (Complaint)	1/21/22
604 School St. (New Thai Rest.)	Fire Alarm Requirements	2/2/22
48 Woodstock Ave.	Unsafe Floors (Complaint) Possible Hoarding	3/7/22
207 Sabin St. Bldg. 7 (Little River Acres)	Fire Alarm Impaired (Complaint)	3/7/22
44-48 Farrows St. (Multi-Family)	Smoke Alarm Issues (Complaint)	3/7/22
136 Church St. (Single Family)	Illegal Burn	3/18/22

### INVESTIGATIONS

ADDRESS	TYPE	DATE
289 Elmwood Hill Rd.	Structure/Chicken Coop	1/27/22
332 South Main St.	Auto Fire	2/3/22
108 Woodstock Ave.	Structure/Occupied	2/10/22
625 School St.	Lithium Ion Battery (Cell Phone)	3/26/22

### HAZARDOUS BUILDINGS

ADDRESS	TAG	CLASS	HAZARDS
284 School St.	X	DNE	Vacant/Collapse
584 School St.	X	DNE	Vacant/ Unsafe Stair & Porches
55 Providence St.	X	DNE	Vacant/Open
76 Providence Pike	X	DNE	Vacant/Garage Unsafe
57 Pomfret St.	X	DNE	Vacant/Open
120 Pomfret St.	X	DNE	Vacant/Open/Holes Throughout
16 Park Rd.	X	DNE	Vacant/Collapse/Holes Throughout
158 Park Rd.		DNE	Fire Damage
8-12 High St.	X	DNE	Fire Damage/Collapse
432 Church St.	X	DNE	Vacant/Collapse/Holes Throughout
2 Harris St.	X	DNE	Vacant
62 Thompson Ave.		DNE	
3-5 Providence St.		DNE	Under Construction
107 Providence St.		DNE	Vacant/Heavy Timber Construction
29 Heritage Rd.		DNE	Vacant/Open

### OTHER

EVENT	DESCRIPTION
10 Mary Crest Dr. (Saveway/DCC Propane)	3/21/22 – Large Fuel Oil Spill Cleanup still in progress. Inspections ongoing in collaboration with CT State Fire Marshal, CT DEEP, & US EPA.
Blasting	Blasting occurred at the Rawson property on Technology Park Dr. on 1/26, 2/22, & 3/30 without incident. The blasting reports were reviewed with no irregularities.
Tier II Reporting	Any facility who meets the threshold limits for hazardous materials storage shall submit the quantities and location to the local Fire Marshal, Emergency Management Director, and the Local Emergency Planning Committee (LEPC) which is NECCOG. These Tier II reports are due for submission by March 1 annually. The Fire Marshals Office compiles the list and distributes it to the local fire departments.
Fire & Ice Festival	Permitting and safety planning for the fire performers. Inspections concerning overcrowding at indoor venues.

TO: Mayor Seney and Board of Selectmen

FROM: Travis Sirrine, Highway Superintendent

Re Quarterly Report

The following work projects were performed by the Highway Department. The Mechanic worked on scheduled and emergency maintenance.

## **February**

- Pothole patching and basin top cleaning
- Town building repairs
- Tree removal
- Equipment repairs
- Plow and Salt roadways
- Fire pot construction
- Process bulky waste and other dropped off materials

## **March**

- Pothole patching and basin top cleaning
- Repairs and maintenance of Town buildings
- Plow and salt
- Process dropped of waste.
- Assist tree removal contractors
- Tree trimming
- Treating roadways for icy conditions
- Fire pot construction is now finished, delivered to P & R
- Waterway cleaning
- Town wide metal pick up
- Install shed at municipal complex

## **April**

- Pothole patching and basin top cleaning
- Sweeping roadways

- Drainage pipes install
- Town wide Brush chipping
- Tree trimming
- Process dropped off waste.
- Waterway cleaning
- Catch basin repair and install



# TOWN OF PUTNAM

MUNICIPAL COMPLEX  
200 SCHOOL STREET  
PUTNAM, CONNECTICUT 06260  
Telephone: (860) 963-6800



## Human Resource and Payroll Department

January 2022 – March 2022 Quarterly Report

From: Mariah Clifford, Department Head

### Payroll:

- Federal/State Tax Update in Infinite Visions
- W2's Processed and Distributed to Employees
- W2's Uploaded to and Social Security
- Federal Tax Audit per Auditors – In Progress
- 1094B's (ACA) sent to applicable employees and IRS
- Retro pay for Town Clerk and, DPW/Parks & Recreation Union Units
- WPCA Budget Completed

### Workers Compensation:

- 1 employee on WC from 2/24/2022 – 3/20/2022

### Employment Changes:

- Library employee terminated.
- Hired Adult Clerk for Library
- Recreation employee hours increase – MOU with Union
- Union negotiations completed for Town Clerk Unit and DPW/Parks & Recreation
- Hep B Series (1 & 2) completed for DPW

### Insurance:

- Research on State Plan for potential 2024 FY

### Q2 2022 Expected Efforts:

- Completion of all Union Bargaining
- All Retro Pay completed
- FY Rollover
- Accrued Wages completion

Human Resources and Payroll Department  
Mariah Clifford

- Insurance plan audit
- Training in Finance Department to take on designated weekly tasks
- Update Employee Handbook
- Update Library Personnel Policy Handbook



# Land Use Agent Report

1st Quarter 2022

Update for 1st Quarter 2022, January, February, March

Bruce Fitzback Land Use Agent

## Inland Wetlands and Watercourses Commission

Jan: Dimitrios Moutoudis – 21 Providence Pike, Dunkin Donuts, still waiting for the plans to be filed with the Town clerk.

Plaza Street Fund 122, LLC – 51 Providence Pike, Burger King Wetlands Violation, waiting for plan submittal.

Mr. Hyatt – 532 Liberty Highway, Wetlands Violation, Cease and Desist Order, still waiting for Town Attorney.

Feb: Robert Darigan – 60 Aldrich Rd, Drainage and site work. Approved

Hyatt – 532 Liberty Highway, Cease and Desist Order, issued.

Hyatt, Show Cause Hearing, Cease and Desist Order, upheld.

Mar: Daniel Leveque – 481 River Rd, Notice of Wetlands Violation

## Planning Commission

Jan: No activity

Feb: Review of Capital Improvement Plan, approved/recommended

Mar: No activity

## Plan of Conservation and Development

No activity

## Aquifer Protection Agency

No activity

## Sabin St. Recreation Field

Sabin St Recreation Field gravel removal, ongoing project. Erosion and sedimentation barrier intact.

Due to unforeseen numbers of large boulders on site rock crushing will need to take place on site.

Stripping and stockpiling will continued through the winter as weather allows. Current, Hauling has started with two-three truck per day, total about 30 loads

## Stormwater

Jan: Scheduling for illicit discharge field investigation is on hold due to weather

Feb: MS4 Annual Report completed and posted to Town website.

Mar: MS4 Annual Report submitted to the CT DEEP

## 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 complete.

School St., Mobile Station site work is complete.

51 Providence Pike, Burger King - site work is complete, now dealing with the Wetlands Violation, Clear cutting trees along the bank of Little Dam Tavern Brook

21 Providence Pike, Dunkin Donuts site improvements, on hold.

## **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. Weston & Sampson has presented their options for trail routes, and are to prepare a document for Talks with the railroad company. Parties from Weston & Sampson and the Town meet with CT DOT Rails representatives. Very good information was gained for dealing with the Railroad. Weston & Sampson has submitted a draft Phase 1 Executive Summary. The number one step needed to be completed is meeting with the Railroad. March, Weston & Sampson update Trail Gap report and prep to meet with Railroad to discuss a trail on railroad property.

## **Town Projects/Other Issues**

- Jan: Town owned properties, dialog with Rich Roberts has started development of an ordinance for the Disposition of Town Owned Real Estate Property.
- Feb: Review of a proposed Ordinance Regarding the Disposition of Surplus Real Estate
- Mar: Oil spill on property owned by DCC, Inc. at the 10 Mary Crest Rd depot, 25,000 gal spill under the supervision of CT DEEP Emergency Response Unit and EPA Emergency Response Unit. Wetlands agent, assist with site investigation, and land records and land use research.

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

I have received a certificate of completion for the Certified Connecticut Municipal Official, (CCMO) program from Connecticut Conference of Municipalities

Attended webinars:

- Stormwater filtration – New technologies
- Public Meetings
- Cannabis Establishment Review
- ACIP Classroom
- Customer Service for Municipal Personnel

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)



Board of Selectmen Quarterly Report  
April 5, 2022

Bad libraries build collections, good libraries build services, great libraries build communities.  
R. David Lankes

It's very hard to believe that we have been in our new facility for half of a year! Thankfully COVID restrictions have lessened and we have been able to offer more programming to our community. We have issued 301 new cards and have circulated 40,848 items since the move in September, with a total circulation of 55,272 since July 1, 2021. Our walk-in numbers have been steadily rising to an average of 700 people per week.

The library is going through the process of applying for **E-rate**, which will greatly reduce our Internet connection cost. The Universal Service Schools and Libraries Program, commonly known as E-rate, helps ensure that schools and libraries can obtain telecommunications and Internet access at affordable rates. The program, which is administered by the Universal Service Administrative Company (USAC) provides discounts on these services. E-rate is a national program funded through FCC fees collected on consumer phone bills. When we moved into the new building we began using the CEN fiber line that was part of the municipal project. The library and town hall pay separately for their part of the fiber, and both of the LANs (local area networks) have a secure connection for staff and a guest connection for the public. Right now the library portion is \$369 per quarter (\$1,476 per year), but starting on July 1, 2022 we will only pay for 10% of that amount (\$147.60 per year) because Putnam has a 90% discount rate due to our high poverty index. In order to apply for erate we need to have a public hearing (April) to present the Internet Use and Safety policy and discuss the use of filtering with the community. I have already done the first steps of the process by sending a Letter of Agency to the State Library that was included in the fiber RFP (September), and filing Form 471 for internet services (February). In July I will file Form 486 to indicate that service has started and that is the form on which I will indicate that the library is CIPA (Children's Internet Protection Act) compliant.

The **study rooms** have been very busy from the beginning, with varied uses such as studying, virtual school/business sessions, DCF visits, reading and tutoring. We feel fortunate to have quiet rooms for people in the new library space, as there was no place in the old library building that people could close the door and concentrate! For safety and security the library staff is able to see into the study rooms because of the glass walls and doors. The **program rooms** are used for library programs (book discussions, craft and painting programs, teen programs) as well as meetings of groups from the community (Northeast Opportunities for Wellness, Little League, WPTP Football, Tri-Circle, Day Kimball Hospice of NE CT, meditation group, homeschool group, Knollwood Condo Association). The occupancy limit of the program rooms are:

Room 152- tables and chairs=23, standing room only=40 (352 square feet)  
Room 157- tables and chairs=16, standing room only=30 (252 square feet)

We were glad when the real estate closing of the old library happened, and look forward to seeing who will move in. The oil, boiler maintenance and electricity costs were unanticipated but necessary to keep the building functional so that it could be sold.

We have been fortunate to host VITA (Volunteer Income Tax Assistance) every year during the tax season. VITA is a volunteer arm of the IRS, and they receive their training from the IRS. We have two volunteers this year who are coming to the library on Wednesdays from 4:30-7:30 pm from February 2-April 13, and they will be able to assist 66 families with their tax returns this year. It's such a popular offering that all of the slots were full before the second week of February! People registered by either calling 2-1-1 (State information hotline) or going to [www.211ct.org](http://www.211ct.org) . We have the federal tax forms and instructions for the public also.

Downloadable audio, ebooks and magazines are available to Putnam residents through the library's Overdrive subscription. The library pays a yearly subscription to allow our residents to download items through Libby, Overdrive's app. In this fiscal year 2,952 books and magazines have been downloaded. Last fiscal year (2020-2021) the circulation of downloadable items at our library was 7% of the entire circulation, which means that many people are still taking advantage of our great print collection.

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, ebook and magazine service (Overdrive)**
- **Proctoring exams** for distance-learning students
- **Reference help** available in the library and through email
- **AARP Safe Driving Workshops** to assist older drivers with education and insurance reduction.(virtual at this time)
- **VITA (Volunteer Income Tax Assistance)** during the tax season.

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

## **Board of Selectman Quarterly Report – April, 2022**

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

**Community Development Block Grant (CDBG)** – Additional Program Income has been accrued since the last Quarterly Report, so we have been spending down that funding as mandated by the CT DOH. As of April 5<sup>th</sup>, 8 homes have been completed and 7 homes are on-going through the Program Income funding. The CDBG FY20 grant funding is supporting 11 home projects in various stages of the application process and construction.

**Blight** – The Redevelopment Agency continues to be concerned about blight problems within the Putnam community and its impact on Redevelopment and more importantly, Economic Development.

**Affordable Housing Study**- Tyche Planning and Policy and the Director have been in recent contact. The completion date will be met for admission to the CT Department of Housing by the deadline of October 1<sup>st</sup>.

**Subordination Requests** – The Agency is often asked to subordinate CDBG loans and there hasn't been a recent policy review since the current Director's tenure. The Agency is reviewing policies and procedures for subordination requests to bring them to more current program guidelines.

**Eastern CT Land Bank** - The Town has supported the ECLB through the approval by the Economic Development Commission and the Putnam Board of Finance of \$50,000 from the Economic Development Trust Fund. Land Bank functions and activities are performed on behalf of municipal partners and may include:

- Conduct site assessments and remediation planning
- Conduct structural analyses, historic preservation surveys, etc.
- Acquire, retain, secure, remediate, and sell brownfields for the benefit of municipalities
- Educate government officials, community leaders, economic development agencies and nonprofit organizations on best practices
- Serve as a liaison between Towns and the public, regulatory authorities, and other stakeholders
- Perform market analysis and redevelopment planning
- Resolve environmental orders and liens
- Enter properties into environmental liability relief programs and secure transferable covenants not-to-sue from regulatory agencies
- Clear titles
- Conduct public outreach and facilitate stakeholder involvement
- Market cleaned-up properties for sale and reuse

**Incubator Building** – The lease to Fluid Coating Technologies expires in September 2022. Conversations have started with the business owner for ideas of renewal.

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

### **Industrial Park:**

- The EDC would like to present the Power Point presentation to the BOS as soon as possible.
- Cableworks has applied for a building permit for their expansion
- Foster Corporation has begun their expansion for additional equipment for medical applications

**Enterprise Corridor** – Foster Corp at 45 Ridge Rd has applied for the ECEC benefits for their new addition. They are in the Pre-Application stage at this time.

**Putnam Trails Cmte** – The Trails Cmte hosted a Special Meeting with the Town of Thompson's Trail Cmte and the consultants of Weston & Sampson to discuss the alternative routes for the Putnam/Thompson Connection. The next steps will be looking at easement or acquisition opportunities and to include a meeting with the P&W Railroad through the CT DOT office. It has been suggested that we confer with the CT DOT Commissioner to keep his office in the planning conversation.

**Economic Development Strategic Plan** – The office is currently:

- Reviewing and updating its business data base
- Designing a new survey for current business reflecting any needs and changes since the pandemic
- Completing the Threats portion of the S.W.O.T. analysis

**Beautification** – A site walk took place in mid-December on the rear property on 55 Front Street with the Economic Dev Cmsn and Down to Earth Gardening and Design. We await the purchase of property by the Town should they wish to move forward and a maintenance plan of the property before the ED Commission moves forward to spend the funds.

**CT Communities Challenge Grant (CTCCG) Opportunity** – This grant was comprised of Phase II of the Providence Street Streetscape Project as a continuation of the Pocket Park installation completed as Phase I. Unfortunately, the Town was not awarded the grant. We will await the announcement of Round II and reapply. Awards were made to 12 Towns out of 58 applications.

**Cannabis Project-** I have been working Town Counsel regarding the proper procedures and guidance of various options for permitting, regulating and prohibiting cannabis establishments for its retail sales and cultivation of product. I have met with a cannabis cultivator from Massachusetts to learn of the challenges, opportunities and concerns that communities should

be aware of. We are moving forward with having a consultant draft regulations for the Board of Selectmen and Town Counsel to review and comment.

**Eastern Regional Tourism District (ERTD)** – The State Office of Tourism has allowed the ERTD to break into 3 separate sectors, each defining their own identity. For decades the region was known as Mystic Country which did not identify with northeastern CT or the New London/Groton area at all. Mystic seemed to carry the majority focus of marketing planning and funding. I am a member of the Marketing Cmte and the vote will be taking place this week between 'Green Valley Country' and 'Scenic Northeast'.

#### **Updates:**

- **Community Garden** will be opened in May. The fencing has been repaired due to damage over the Winter and new regulations and applications are being edited.
- **Saturday Farmers Market** applications are being accepted. The Market will open in June.
- Communicating with the new owner of the former Putnam Library for a tenant that will be signing a lease.
- **Putnam Beautification Day** – April 30<sup>th</sup>, 8:30 a.m. to 11:30 a.m. All teams meet in Rotary Park for assignments.
- **LL Bean has** contacted the office asking if we wish for them to make an appearance again for their Pop Up Program during the months of September – November. I filled out a survey that they provided.
- **Attended:**
  - FOIA Workshop
  - NE Commercial Real Estate Monthly meetings
  - ECEC State meetings
  - CEDAS Best Practices and Board of Directors meeting
  - Fire and Ice Committee
  - Land Bank Board of Directors
  - Advance CT meetings
  - CT Mainstreet meetings

**Tax Collector's Office**  
**Quarterly Report**  
**April 1, 2022**

Period from January 1, 2022 through March 31, 2022

Accomplishments

- The Revenue Office began collecting the second installment and supplemental motor vehicle taxes of the 2020 Grand List on January 1, 2022. Attached are collections through March 31, 2022.
- 990 notifications of Real Estate / Personal Property liens and Personal Property / Motor Vehicle Collection Bureau warnings were mailed to delinquent taxpayers during the first week of March.
- Revenue Office clerk Shannon O'Shea participated in a Customer Service seminar hosted by CCM.
- A date has not been set for the 2022 tax sale yet. Our office is waiting for Attorney Adam Cohen from Pullman & Comley to finish with his deed title research. When he finishes he will contact the Revenue Office and a date will be set. A current listing of tax sale properties is attached.
- The Suspense List has been sent to the Board of Finance, Special Services and East Putnam Fire Districts secretaries for hand out at the April 2022 meetings.

Classes / Meetings Attended by Department Head

- 2022 CTX Seminar March 23-25, 2022
- Windham / Tolland Collector / Assessor meeting February 8, 2022
- CTX / OPM meeting regarding upcoming State Statute legislation and its impact to Collectors and Assessors February 22, 2022

Upcoming Goals

- Prepping for upcoming tax collections in July 2022
- During the month of April 2022 all delinquent motor vehicle and personal property taxes of the current tax year will be sent to Rossi Law Firm LLC for further collection enforcement.
- During the month of May 2022 all delinquent real estate will be liened in the Putnam Town Clerk's office. The delinquent personal property will be liened at the State of Connecticut Commercial Code Division.



Taxpayer Name	Physical Address	Town	Special Services	East Putnam	West Putnam	Total
107 Providence Street Associates LLC	107 Providence St	\$ 17,128.82	\$ 7,429.90			\$ 24,558.72
1st Alliance Community Restoration LLC	88 Main St	\$ 8,849.34	\$ 3,831.19			\$ 12,680.53
Allain Sharon	67 Perry St Unit 120	\$ 4,207.20	\$ 1,904.77			\$ 6,111.97
Aye Thuyain Nyunt & Aung Yuyu Sint	72 Main St	\$ 6,635.36	\$ 2,917.77			\$ 9,553.13
Briere Sharon	6 Chase St	\$ 4,685.35	\$ 2,064.65			\$ 6,750.00
Chapman Jenny L	6 James St East	\$ 1,134.01	\$ 500.99			\$ 1,635.00
Day Kimball Healthcare	320 Pomfret St	\$ 31,769.26	\$ 13,838.97			\$ 45,608.23
Dessert Barbara A	35 Green St	\$ 5,947.42	\$ 2,570.45			\$ 8,517.87
Front Street Commons LLC	93-95 Front St	\$ 6,913.74	\$ 2,994.18			\$ 9,907.92
Haefele John J	394 Providence Pike	\$ 5,022.43		\$ 459.42		\$ 5,481.85
Haefele John & Dawn	7 Florence St	\$ 6,075.46	\$ 2,694.46			\$ 8,769.92
Lahaie Guy G & Donna 1/2 & Deary Shawn P 1/2	241 Killingly Ave	\$ 2,289.83		\$ 210.17		\$ 2,500.00
Leroy Guillaume	9 Mohegan St	\$ 4,543.23	\$ 1,951.25			\$ 6,494.48
Levesque Travis	106 R I Line Rd	\$ 7,238.34		\$ 574.78		\$ 7,813.12
Perdikomatis Simela & Andreas	65-67.5 Railroad St	\$ 4,802.97	\$ 2,082.75			\$ 6,885.72
Phonesavanh Ranly	96 Providence St	\$ 3,632.42	\$ 1,615.64			\$ 5,248.06
Venuji James	136 Church St	\$ 1,584.26	\$ 717.46			\$ 2,301.72
Viens Katherine	192 Providence St	\$ 9,832.12	\$ 4,364.30			\$ 14,196.42
Walsh Bruce D 1/2 Swanson Rebecca & Davis Hannah*	837 Providece Pike	\$ 1,516.94		\$ 110.86		\$ 1,627.80
Walsh Martin V & Linda M	17 Edmond St	\$ 5,240.60	\$ 2,332.88			\$ 7,573.48
<b>TOTALS</b>		<b>\$ 139,049.10</b>	<b>\$ 53,811.61</b>	<b>\$ 1,355.23</b>	<b>\$ -</b>	<b>\$ 194,215.94</b>

NAME BILLS SUBJECT TO TAX SALE	DUE TOWN/DISTRICT		UNIQUE #/ACCT#	ADDRESS	DEMAND SENT	NOTES	FINAL BID
	Town/Dist						
Chestnut Hill Insurance Group LLC	\$7,192.87		001088	197 Providence St	10/26/21		
D & M Group LLC	\$150,008.54		003490	55 Gilman St	10/26/21		
Gardner Estate of Anna L	\$10,632.74		001115	38 Park St	10/26/21		
Leroy Guillaume	\$12,563.80		000772	3 Woodstock Ave West	10/26/21		
McNulty Robin K	\$9,347.94		003513	35 Labossiere Lane	10/26/21		
PSA Education Inc	\$30,433.76		003492	26 Church St	10/26/21		
PSA Education Inc	\$319,398.04		003491	18 Maple St	10/26/21		
PSA Education Inc	\$290,852.84		003294	72 Church St	10/26/21		
PSA Education Inc	\$58,058.32		004185	15-23 Marshall St	10/26/21		
Ramos Christopher	\$14,274.22		003893	16 Decubellis Crt	10/26/21		
Tirrell Karl & Laura	\$12,242.42		001171	74 David Circle	10/26/21		
<b>Total Accounts 12</b>	<b>\$915,005.49</b>						
<b>UPDATED with March 2022 Balances (3/9/2022)</b>							

## Selectmen's Quarterly Report

### Water Pollution Control Authority

- We chose the engineering firm, CDM Smith to start working on the lead service line project. They will do an updated hydraulic model of the water system and an inventory of the lead service lines in Town. CDM Smith is currently working with several different communities in Connecticut on this lead service mandate by the state. The interview committee felt that, because they are already working with the DPH, their firm would give us a greater edge to receive more grant money.
- We met with our Engineers and G. Donovan (our construction company) on the status of the generator and building project last month. The generators should be delivered at the beginning of April. The building is to be delivered at the end of May. G. Donovan plans on pouring the concrete floor at the in the next coming weeks. Materials and equipment will begin showing up at the plant in a couple of weeks.
- We had two water line breaks on Underwood Road. The second break was about 75 feet farther down the hill from the first one. We informed all the customers about the interruptions (Winy and door tags), so they could be prepared. Service was offline for about 3 hours. We've had six water line breaks and one sewer line break this winter.
- There was a small electrical fire in an outlet at the Peake Brook plant last month. There was no damage to the building or equipment. A small heater has been used in the chlorine storage room, so pipes won't freeze. The plug into an outlet overheated, triggering the fire alarm. The fire marshal from Woodstock came down and inspected.
- The WPCA Commission passed the Sewer and Water budgets for the next fiscal year at the March meeting.

TOWN 2020 GL TOTALS

3/31/2022																
		Current Year		Suspense	Current Year	Suspense	Total Paid		Bounced		Final	Balance		Interest & Lien		
					Collections	Collections	Collections		Checks	Transfers	Balance	End of Year	Difference	Collection	Fees	
Year	Balance	Current	Additions	Deletions		Net of Refund		Refunds		*	After Adjustments	Computer			**	
2020		15,619,162.14	17,828.91	(38,904.66)			15,112,059.66	19,207.52	(5,138.22)	(4,314.96)	514,687.43	514,687.43	0.00	35,987.10	295.11	
2019	368,468.12		25.89	(1,981.55)			115,638.20	3,817.10	(230.12)	230.82	254,690.66	254,690.66	0.00	26,756.59	5,470.58	
2018	323,036.96			(56.47)			34,540.49			334.27	288,105.73	288,105.73	0.00	11,794.48	3,016.19	
2017	51,972.05			(190.37)			7,208.95	95.83		285.74	44,382.82	44,382.82	0.00	1,800.97	863.72	
2016	30,048.34						600.73			20.67	29,426.94	29,426.94	0.00	426.54	116.52	
2015	25,892.21			(1.27)			269.67	6.15		252.54	25,374.88	25,374.88	0.00	491.00	27.79	
2014	30,566.16			(1.07)			360.52				30,204.57	30,204.57	0.00	475.23	238.43	
2013	30,121.66						305.01				29,816.65	29,816.65	0.00	408.17	166.14	
2012	5,029.07						71.34	24.26			4,957.73	4,957.73	0.00	137.49	52.14	
2011	2,906.76										2,906.76	2,906.76	0.00			
2010	2,675.12										2,675.12	2,675.12	0.00			
2009	2,675.12									214.86	2,675.12	2,675.12	0.00	492.38	164.57	
2008	2,675.12									35.02	2,675.12	2,675.12	0.00	158.17	48.49	
2007	2,053.01									151.99	2,053.01	2,053.01	0.00	308.71	37.40	
2006	1,966.46									122.73	1,966.46	1,966.46	0.00	310.31		
											-					
	<b>880,086.16</b>	<b>15,619,162.14</b>	<b>17,854.80</b>	<b>(41,135.39)</b>	<b>-</b>	<b>15,271,054.57</b>	<b>548.86</b>	<b>15,271,603.43</b>	<b>23,126.60</b>	<b>(5,368.34)</b>	<b>(3,190.92)</b>	<b>1,236,599.00</b>	<b>1,236,599.00</b>	<b>0.00</b>	<b>79,545.14</b>	<b>10,497.08</b>

**Refunds Not Paid**

2020	11,908.83
2019	688.35
2018	768.70
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	
2008	
2007	
2006	

**2021/2022 Approved**

**Collected thru**

**3/31/2022**

**Compared to:  
3/31/2021**

Current	14,968,408.00	14,877,023.17	99.26%	97.84%	
Mvs	100,000.00	206,082.19	206.08%	98.00%	
Int / Liens	82,000.00	79,545.14	97.01%	166.07%	
Prior	150,000.00	154,845.71	103.23%	166.27%	
	15,300,408.00	15,317,496.21	100.11%	98.89%	1.22%
Over / Under		17,088.21			

\* transfers are monies moved from year to year, principal to interest, interest to principal, Town to District, District to Town  
 \*\* not all fee amounts are retained by the Town. Collection agency fees are collected by the Town and remitted to them monthly.

## AGENDA ITEM COVERSHEET

**Submitted by:** Delpha Very

**Date for Consideration:** April 18, 2022

**Town Attorney Review Required:** N/A

**Financial Summary:** N/A

**Staff Recommendation:**

Review and Approval of annual update of Compliance Documents

**Board Action Required:**

The Board is requested to:

Authorize Annual Updated Compliance Documents

**Supporting Materials (if yes, list attachments):**

See attached.

## ADA NOTICE

The Town of Putnam does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. The Town of Putnam does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Town of Putnam's designated ADA Compliance Coordinator.

Name: Norman B. Seney, Jr.

Title: ADA Coordinator

Office Address: 200 School Street Putnam, Connecticut 06260

Phone Number: 860-963-6800

E-mail Address: barney.seney@putnamct.us

Days/Hours: Monday – Wednesday 8:30 am -4:30 pm;  
Thursday 8:00 am -6:00 pm; Friday 8:00 am -1:00 pm

Individuals who need auxiliary aids for effective communication in programs and services of the Town of Putnam are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available upon request in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator.

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Norman B. Seney, Jr., Mayor

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Date

## **AFFIRMATIVE ACTION POLICY STATEMENT**

As Mayor for the Town of Putnam, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town's work force or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further state that this Town will comply with the anti-discrimination provisions on the State and Federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of Putnam will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of Putnam to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but, not limited to blindness, sexual orientation, gender identity or expression, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring,

referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

The Town of Putnam will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders listed below: 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup> Amendments of the United States Constitution, the Civil Rights Act of 1866, 1870, 1871, the Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, amended by 11375, (non-discrimination under federal contracts), Act 1 Sections 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (Section 46a-63-64), Discrimination against Criminal Offenders (46a-80), Connecticut General Statutes, Connecticut Code of Fair Accommodations Law (46-63-64), definition of Blind (46a-51(1)), definition of Physically Disabled (46a-51(15)), definition of Mentally Retarded (46a-51(13)), cooperation with the Commission on Human Rights and Opportunities (46a-77), Sexual Harassment (46a-60(a)-8), Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and the Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992.

This policy statement will be given annually to all Town of Putnam employees and will also be posted throughout the Town. I also expect each supplier, union, consultant and other entity(s) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations. The Town of Putnam will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or federal anti-discrimination law.

The responsibility to achieve the successful implementation of our goals and objectives is Norman B. Seney, Mayor, 860-963-6800 x 103, [barney.seney@putnamct.gov](mailto:barney.seney@putnamct.gov).

April 18, 2022

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Norman B. Seney, Jr.  
Mayor

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE FROM JACKIE LEFEVRE, THE ADA-504 COORDINATOR BY CALLING 860-963-6834.



## **ARMSTRONG/WALKER “EXCESSIVE FORCE” CERTIFICATION**

The Town of Putnam has adopted and will enforce a policy to prohibit the use of excessive force by law enforcement agencies within its jurisdiction. That policy prohibits the use of excessive force against any individuals engaged in nonviolent civil rights demonstrations.

Therefore, I certify that the above-mentioned policy:

- will stand a practicable test of use;
- will be available for review by the Department of Housing;
- will be enforced by the Town of Putnam; and
- is in compliance with the ARMSTRONG/WALKER “Excessive Force” Amendment (P.L. 101-144).

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Norman B. Seney, Jr.  
Mayor  
Town of Putnam

April 18, 2022

## **TOWN OF PUTNAM**

### **COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

The Town of Putnam does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The Town of Putnam seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color, or national origin in programs and activities receiving Federal financial assistance. Title VI provides that “No person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program” covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town’s Fair Housing Action Plan and is fully implemented to ensure compliance by the Town as the recipient, and by subrecipients. The cooperation of all Town personnel is required.

April 18, 2022

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Norman B. Seney, Jr.  
Mayor  
Town of Putnam

## Fair Housing Policy Statement

It is the policy of the Town of Putnam to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Putnam or any sub-recipient of the Town will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town.

The Putnam Mayor's Office is responsible for the enforcement and implementation of this policy. Jackie LeFevre, Fair Housing Officer may be reached at 860-963-6834 or [jackie.lefevre@putnamct.us](mailto:jackie.lefevre@putnamct.us).

Complaints pertaining to discrimination in any program funded or administered by the Town of Putnam may be filed with the Mayor's Office. The Town's Grievance Procedure will be utilized in these cases.

Complaints may also be filed with the Commission on Human Rights and Opportunities, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone (617) 994-8300 or 1-800-827-5005, TTY (617) 565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her own expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

A copy of this policy statement will be given annually to all Town employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Norman B. Seney, Jr., Mayor

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting Jackie Lefevre, Fair Housing Officer, 156 Main Street, Putnam, Connecticut 06260, Telephone 860-963-6834.

**FAIR HOUSING RESOLUTION  
TOWN OF PUTNAM**

**WHEREAS**, all persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

**WHEREAS**, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing related opportunities, and be allowed to make free choices regarding housing location; and

**WHEREAS**, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

**WHEREAS**, the Town of PUTNAM is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Putnam hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

**BE IT FURTHER RESOLVED**, that the Mayor of the Town of Putnam or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory

housing practice in the Town of Putnam and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the FT Fair Housing Center, legal services, or other fair housing organizations to protect his/her right to equal housing opportunities.

**PUTNAM BOARD OF SELECTMEN**

Norman B. Seney, Jr.  
Mayor

Dated at Putnam, Connecticut  
this 18th day of April 2022.

## **TOWN OF PUTNAM'S SECTION 3 PLAN**

This Plan will serve as the Town of Putnam's Section 3 Plan in compliance with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects covered by Section 3, are, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations directed to low- and moderate-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

### **APPLICABILITY**

This Section 3 Plan applies to all of Putnam's federally funded activities for housing and community development that are over the mandated thresholds.

### **PURPOSE**

The purpose of the Section 3 Plan is to provide to the greatest extent feasible economic opportunities for low- and very low-income persons in the form of training, employment, contracting and other economic opportunities arising in connection with the expenditure of housing assistance (including Section 8 assistance), and community development assistance used for the following projects:

- (i) Housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair and replacement).
- (ii) Housing construction; and
- (iii) Other public construction.

Economic opportunities provided under this Section 3 Plan will be consistent with Federal, State and local laws and regulations, including employment and contracting procedures established by the State for all state agencies.

### **EMPLOYMENT AND CONTRACTING GOALS**

The Town of Putnam will comply, to the greatest extent feasible, with the goals established in this section, when awarding contracts or conducting new hires resulting from activities or projects subject to the requirements of Section 3.

The goals apply to housing and community development activities for which the amount of assistance received from HUD exceeds \$200,000; and the contract or subcontract exceeds \$100,000.

### EMPLOYMENT GOALS

Training and employment opportunities will be made available to Section 3 residents as follows:

- (i) thirty percent (30%) of the aggregate number of new hires for the one year period beginning in FY1999 and continuing thereafter.

The following order of preferences will be maintained in meeting the goals established above.

- (i) first priority will be given to Section 3 residents in the service area or neighborhood in which the Section 3 covered project is located
- (ii) second priority will be given to participants in HUD Youthbuild Programs
- (iii) third priority will be given to homeless persons residing in the service area or neighborhood in which the Section 3 covered project is located for housing constructed under the Stewart B. McKinney Homeless Assistance Act
- (iv) other Section 3 residents.

Persons requesting consideration for the above preferences will be required to submit the appropriate documentation to demonstrate their eligibility. Acceptable documentation includes, but is not limited to the following:

- proof of residency in a public housing development;
- evidence of eligibility for Section 8 certificate or voucher;
- evidence of eligibility for a federally assisted program for low/mod income (e.g. Jobs, JTPA, Jobs Corps.);
- evidence of eligibility for a State or local assistance program for low/mod income, or receipt of AFDC; or
- self-certification statement of income eligibility.

### CONTRACTING GOALS

This section applies to contractors and subcontractors performing work on Section 3 covered project(s) where the amount of the contract or subcontract exceeds \$100,000.

The Town of Putnam commits to award to Section 3 business concerns:

- (1) at least ten percent (10%) of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, housing construction and other public construction; and
- (2) at least three percent (3%) of the total dollar amount of all other Section 3 covered contracts.



The following order of preference will be followed when providing contracting opportunities to Section 3 businesses:

- (i) first priority will be given to Section 3 business concerns that provide economic opportunities for Section 3 residents in the service area or neighborhood in which the Section 3 covered project is located, and
- (ii) second, applicants selected to carry out HUD Youthbuild Programs.

Procurement activities from this award will be conducted in a competitive manner, consistent with 24 CFR 85.36(c)(2).

Businesses requesting consideration for the above preferences will be required to submit the appropriate documentation to demonstrate their eligibility.

### **SECTION 3 COVERED PROJECT AREA**

The area for Section 3 covered project(s) will be the following ten (10) towns:

Putnam	Brooklyn	Pomfret	Woodstock	Sterling
Plainfield	Thompson	Killingly	Canterbury	Eastford

### **SECTION 3 RESIDENT**

A Section 3 resident means:

- (i) A public housing resident; or
- (ii) An individual who resides in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended, and who is:
  - a. A low-income person, as this term is defined in Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary...
  - b. A very low-income person, as this term is defined in Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 50 per centum of the median income for the area, as determined by the Secretary...
  - c. A person seeking the training and employment preference provided by Section 3 bears the responsibility of providing evidence (if requested) that the person is eligible for the preference. Section 8 assistance means assistance provided under Section 8 of the 1937 Act (42 U.S.C. 1437f) pursuant to 24 CFR Part 882, subpart G.

### **SECTION 3 BUSINESS CONCERN**

A business will qualify as a Section 3 Business Concern if it meets one or more of the following criteria:

- (i) At least 51% of the legal owners of the business qualify as Section 3 residents; or
- (ii) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
- (iii) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (i) or (ii).

### **MECHANISM TO BE ADOPTED TO COMPLY, TO THE GREATEST EXTENT FEASIBLE, WITH THE EMPLOYMENT AND CONTRACTING GOALS**

The Town of Putnam commits to do the following:

1. Send notices of job availability subject to these requirements to recruitment sources and organizations which are capable of referring eligible Section 3 applicants.
2. Send out letters to community organizations requesting their assistance in recruiting qualified Section 3 residents for specific, state employment certification lists.
3. Work with the State of Connecticut's Department of Administrative Services Recruitment Division in recruiting qualified Section 3 residents for specific, state employment certification lists.
4. Inform all developers, bidders, contractors and sub-contractors performing work on a Section 3 funded activity of their responsibility to comply with the federal requirements.
5. Maintain a record of all communications, statements, advertisements and contract provisions directed at disseminating the Town's commitment to these requirements.
6. Refrain from knowingly doing business with any developer, bidder, contractor, sub-contractor or supplier of materials upon notification from HUD that the entity has been found to be in violation of the Section 3 mandates.
7. Network and cooperate with State agencies including the Department of Labor and the Department of Social Services to create training and employment opportunities for low- and very low-income residents.
8. When determining the responsibility of potential contractors, consider their record of Section 3 compliance as evidenced by past actions and their current plans for the pending contract.

9. Contact business assistance agencies, minority contractor's associations and community organizations utilized as resource centers to inform them of contracting opportunities and request their assistance in identifying Section 3 businesses that may be interested in bidding for work in connection with Section 3 covered assistance.
10. Provide written notice to known Section 3 business concerns of contracting opportunities. The notice will allow sufficient time for the Section 3 business concerns to respond to the bid invitation or request for proposals.
11. Follow up with Section 3 business concerns that have expressed interest in participating in contracting opportunities.
12. Advise Section 3 business concerns where they might seek assistance to overcome limitations such as inability to obtain bonding, lines of credit, financing, or insurance.
13. Where appropriate, break out contract work items into economically feasible units to facilitate participation by Section 3 business concerns.
14. Contact agencies administering HUD Youthbuild programs to notify them of contracting opportunities.
15. Advertise contracting opportunities through trade associations, newspaper(s) of general circulation and minority newspapers.
16. Support businesses that provide economic opportunities to low-income persons by linking them to support services available through the Small Business Administration (SBA), the Department of Commerce and comparable agencies at State and local levels.
17. Support joint ventures with Section 3 business concerns.

**ALL CONTRACTS SUBJECT TO THE SECTION 3 REQUIREMENTS WILL  
INCLUDE THE FOLLOWING CLAUSE**

Section 3 Clause

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of the contract, the parties

to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 125 regulations.

- C. The contractor agrees to send each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker's representative of the contractor's commitments under this Section 3 Clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth the minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, the name and location of the person(s) taking applications for each position and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 Clause in every subcontract subject to compliance with the regulations in CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 Clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 required employment opportunities to be directed; were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

### **ANNOUNCEMENT OF PROGRAM AVAILABILITY**

All Putnam's programs are subject to the requirements of Section 3, for which awards are made on a competitive basis for housing rehabilitation, construction, or other public construction, and where the amount to be awarded to the applicant exceeds \$200,000 will include in the announcement a Section 3 statement, informing the prospective applicants that the funds are subject to these requirements.

The following statement will be included: in accordance with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, to the greatest extent feasible training, employment and contracting opportunities, derived from these funds must be given to Section 3 residents and Section 3 businesses.

**FILING AND PROCESSING COMPLAINTS**

Any individual or business concern alleging that the Town of Putnam or any of its funding recipients are in violation of the requirements of this Act, may file a complaint with the Town Administrator's Office. Complaints filed with this Office will follow the internal grievance procedure.

**CONCLUDING STATEMENT**

As Mayor of the Town of Putnam, I pledge the Town's commitment to fully comply to the greatest extent feasible with the objectives of this Plan.

March 15, 2021

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Norman B. Seney, Jr.  
Mayor  
Town of Putnam

**TOWN OF PUTNAM**  
**RELOCATION POLICY**

The Town of Putnam shall minimize the displacement of persons as a result of activities assisted with funds provided directly or indirectly by the US Department of Housing and Urban Development (HUD). However, in the event a project requiring displacement is undertaken, the Town will comply with its Residential Anti-Displacement and Relocation Assistance Plan and this Relocation Policy.

The Town shall provide relocation assistance to each low- or moderate-income household that is **permanently displaced** by demolition or the conversion of their dwelling unit to another use as a direct result of an activity assisted under through HUD Programs. Relocation assistance shall comply with the implementing regulations of 49 CFR Part 24 (Uniform Relocation Act (URA)) or Section 104(d) of the Housing and Community Development Act of 1974 as amended, and Section 570.606, whichever is most beneficial to the tenant. The low- or moderate-income household shall receive relocation assistance pursuant to 24 CFR Part 42 (HUD's regulations implementing the URA) to include advisory services, moving and related expenses, and replacement housing assistance.

If a low- or moderate-income household is required to **temporarily relocate** from their dwelling unit as a direct result of a HUD-assisted activity (e.g. housing rehabilitation/lead paint hazard control), the Town of Putnam may provide relocation assistance. When necessary, temporary relocation assistance shall be provided as follows:

**Owner-occupant:** Relocation assistance is not required for homeowners by law. Therefore, the Town will strongly advocate for homeowners to temporarily relocate with family or friends during the rehabilitation process. If the homeowner is low- or moderate-income and is unable to relocate with family, the Town may provide a cash stipend in lieu of relocation expenses to offset relocation expenses. The stipend amount will be based on household size, period (in days) of relocation and work scope (relating to moving personal items).

The Town may make an exception for elderly and/or very low-income homeowners. In these cases, the Town may provide relocation services in excess of a cash stipend to include moving and related expenses and replacement housing assistance.

**Tenant households:** Tenant household will receive relocation benefits as detailed in the Uniform Relocation Act (49 CFR Part 24).

April 18, 2022

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Norman B. Seney, Jr.  
Mayor  
Town of Putnam

## RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The Town of Putnam shall minimize the displacement of persons as a result of activities assisted with funds provided directly or indirectly by the US Department of Housing and Urban Development (HUD).

However, in the event that a project requiring displacement is undertaken, the Town of Putnam, in compliance with Section 104(d) of the Housing and Community Development Act of 1974 as amended will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than as low- and moderate-income housing as a direct result of activities assisted with federal funds, as described in 24 CFR 42.301 and in Section 570.606.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the Town of Putnam will make public and submit to the State of Connecticut's Department of Housing the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low- and moderate-income dwelling unit for at least twenty (20) years from the date of initial occupancy.

The Town of Putnam will provide relocation assistance, as described in 24 CFR 42.350, to each low- and moderate-income household displaced by the demolition of housing or by the conversion of a low- and moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the Act, the Town of Putnam will require the following to minimize the displacement of people from their homes:

The owner of the property shall certify adherence to the following conditions for participation in the Putnam Small Cities Block Grant Program:

1. That no tenant has been, or will be, dislocated without due cause, for the purpose of evading terms of the agreement.
2. When a low- and moderate-income tenant occupied unit, or vacant unit is assisted under the Program, that unit will continue to be occupied by a low- and moderate-income household for five (5) years following the close of the work.
3. The rent collected from assisted units will be limited to the maximum allowed by the Fair Market Rent determined by the US Department of Housing and Urban Development (HUD) or the State's Department of Economic and Community Development (DECD) for a period of three (3) years following the completion of the work. \*
4. The property owner shall not refuse to rent to tenants holding HUD Section 8 Housing Certificates or Vouchers, State Chapter 707 Housing Certificates, or any other recognized housing voucher certificate except for good cause such as tenants who failed to pay the rent, maintain the dwelling unit, or otherwise are in violation of the terms and conditions of the tenancy.
5. The property owner shall exercise affirmative fair housing marketing for the units in the subject property when they become vacant and shall not discriminate in housing on the grounds of race, color, national origin, ancestry, age, religion, welfare status, children, marital status, physical handicaps, sexual orientation or sex.
6. Dwelling units in the subject property will be maintained in a decent, safe, and sanitary condition.

\* The "Barney Frank" amendment to Section 104(d) of the Housing and Community Development Act of 1974 requires that the rent of a low- or moderate-income tenant cannot be raised to exceed 30% of their income for a period of five (5) years after the unit has been assisted with Small Cities Block Grant monies.

April 18, 2022

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Norman B. Seney Jr.  
Mayor  
Town of Putnam



**TOWN OF PUTNAM**  
**RELOCATION POLICY**

The Town of Putnam shall minimize the displacement of persons as a result of activities assisted with funds provided directly or indirectly by the US Department of Housing and Urban Development (HUD). However, in the event a project requiring displacement is undertaken, the Town will comply with its Residential Anti-Displacement and Relocation Assistance Plan and this Relocation Policy.

The Town shall provide relocation assistance to each low- or moderate-income household that is **permanently displaced** by demolition or the conversion of their dwelling unit to another use as a direct result of an activity assisted under through HUD Programs. Relocation assistance shall comply with the implementing regulations of 49 CFR Part 24 (Uniform Relocation Act (URA)) or Section 104(d) of the Housing and Community Development Act of 1974 as amended, and Section 570.606, whichever is most beneficial to the tenant. The low- or moderate-income household shall receive relocation assistance pursuant to 24 CFR Part 42 (HUD's regulations implementing the URA) to include advisory services, moving and related expenses, and replacement housing assistance.

If a low- or moderate-income household is required to **temporarily relocate** from their dwelling unit as a direct result of a HUD-assisted activity (e.g. housing rehabilitation/lead paint hazard control), the Town of Putnam may provide relocation assistance. When necessary, temporary relocation assistance shall be provided as follows:

**Owner-occupant:** Relocation assistance is not required for homeowners by law. Therefore, the Town will strongly advocate for homeowners to temporarily relocate with family or friends during the rehabilitation process. If the homeowner is low- or moderate-income and is unable to relocate with family, the Town may provide a cash stipend in lieu of relocation expenses to offset relocation expenses. The stipend amount will be based on household size, period (in days) of relocation and work scope (relating to moving personal items).

The Town may make an exception for elderly and/or very low-income homeowners. In these cases, the Town may provide relocation services in excess of a cash stipend to include moving and related expenses and replacement housing assistance.

**Tenant households:** Tenant household will receive relocation benefits as detailed in the Uniform Relocation Act (49 CFR Part 24).

April 18, 2022

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Norman B. Seney, Jr.  
Mayor  
Town of Putnam