

MAYOR AND SELECTMEN'S MEETING AGENDA

May 16, 2022 @ 7:00 PM
Putnam Municipal Complex
Room 109
200 School Street
Putnam, CT

Join Zoom Meeting
<https://us06web.zoom.us/j/86710614197>

Meeting ID: 867 1061 4197
+1 646 558 8656 US (New York)

-
1. Call to Order by the Presiding Officer
 2. Pledge of Allegiance
 3. Public Comment – 3 – minute maximum per person
 4. Approval of the Minutes
 - A. Minutes from May 2, 2022 Board of Selectmen Meeting
 5. Petitions & Communications
 6. Reports of Standing Committees
 - A. General Government Committee
 7. Reports of Special Committees
 8. Town Administrator Report
 9. Unfinished Business
 - A. Outside Dining
 - 1) Stomping Ground
 - 2) Courthouse Bar and Grille
 10. Grant Considerations and Updates
 11. New Business
 12. Public Comment – 3- minute maximum per person
 13. Adjournment

To Be Approved
 Mayor and Board of Selectman Meeting
 May 2, 2022
 Also Via Zoom: Meeting ID# 832 7471 2785

TOPIC	DISCUSSION	
PRESENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Rawson, Selectman Pempek, Selectman Paquin, Selectwoman Marion	
ABSENT:	Selectman Hayes	
1.	Call to Order	Mayor Seney called the meeting to order at 7:00 PM
2.	Pledge of Allegiance	Led by Mayor Seney
3.	Public Comment	<p>3 minute maximum per person</p> <p>Michael Morrill spoke in support of the school budget. He stated the Selectmen are the voice of Putnam and need to show their support of the school.</p> <p>The owner of Arts and Framing spoke against outside dining. She feels there is not a lot of support for retailers in Putnam and outside dining hurts the retail business.</p>
4.	Approval of the Minutes	A. Minutes from April 18, 2022 Board of Selectmen Meeting Selectman Paquin made a motion to approve the minutes from the April 18, 2022 Board of Selectmen Meeting as presented. The motion was seconded by Selectman Pempek and passed with Deputy Mayor Simmons abstaining.
5.	Petitions & Communications	None
6.	Reports of Standing Committees	A. General Government Committee Nothing to report
7.	Reports of Special Committees	None

8.	Unfinished Business		None
9.	Grant Consideration and Updates		None Selectwoman Marion made a motion to add item 10 D. Assessor to the agenda. The motion was seconded by Selectman Pempek and passed unanimously.
10.	New Business	A.	Saw Dust Coffee House and Dessert Bar – Pergola Selectman Pempek made a motion to approve the installation of a Pergola at 91 Main Street, Saw Dust Coffee House and Dessert Bar. The motion was seconded by Selectman Paquin and passed unanimously.
		B.	Outside Dining No applications have been received for outside dining.
		C.	Annual Meeting Selectwoman Marion made a motion to hold the Annual Town Meeting on May 11, 2022 with adjournment to referendum on May 21, 2022. The motion was seconded by Deputy Mayor Simmons. Selectwoman Marion amended her motion to include the addition of advisory questions “too high” or “too low”. The motion was seconded by Deputy Mayor Simmons and passed unanimously.
		D.	Assessor Selectwoman Marion asked for an updated status on the Assessor’s position. Mayor Seney and Town Administrator Sistare stated they have been in contact with area towns as well as NECCOG to see what is the best option for Putnam. A decision will be made in the next couple of weeks.
11.	Public Comment		3 minute maximum per person
12.	Executive Session		Contract Negotiations Deputy Mayor Simmons made a motion to recess the Board of Selectmen Meeting and go into Executive Session at 7:42 PM for the purpose of Contract Negotiations, inviting in Town Administrator Sistare. The motion was seconded by Selectman Paquin and passed unanimously. The Mayor and Selectmen came out of Executive Session at 8:04 PM. Deputy Mayor Simmons made a motion to approve the Town Administrator contract as written. The motion was seconded by

			Selectman Paquin and passed unanimously.
13.	Adjournment		Deputy Mayor Simmons made a motion to adjourn at 8:08 PM. The motion was seconded by Selectman Paquin and passed unanimously.

Covid-19 Status

Recent

- Great news with continued lower case rates. Per state lifting/not extending requirements, there is no longer a requirement for unvaccinated individuals to mask in the Town's public spaces.
- Moved the testing to Farmer's Market on Kennedy Drive, new state vendor offering on Mon/Tues from 10AM-2PM.
- Eastern CT / Windham County metrics. Per data.ct.gov website, as of May 6, 2022, there have been 2,117 cases; compared with 2,078 cases as of April 12, 2022. Putnam currently in orange category, meaning average daily rate of 10-14 cases per 100,000.
- Same as last month: Regarding case numbers, per NDDH and other state/federal information; since many manage cases individually with home tests, the total case count is no longer as accurate.

Upcoming

- Ongoing administration associated with any employee cases. Ongoing availability of home test kits.

Town Administration

Contract Updates

- Planning advertisement and bid schedule for Grove Street Sidewalks Replacement Project (LOTICIP funded, expect June/July bid opening, with contract award in Fall, construction through 2023).
-

Recent

- American Rescue Plan Act (ARPA): Prepared and submitted first annual reporting information to the US Treasury, prior to the April 30th due date. Reported on approved efforts including design of Simonzi Park and Kennedy Drive Parking, construction of wastewater treatment generators; and assistance towards BOE personnel. Annual report also includes planned projects as applicable.
- FY2023 Budget - Public Hearing Completed, with Special BOF Meeting for additional changes. Planning and preparation for Annual Town Meeting and Referendum.
- FY2022 Budget - coordinating closely with Town Departments regarding expected expenditures through fiscal year end. Coordinating with Finance Director for various transfers between departments. Expenditure budget is close to approved, so close monitoring and pullback in some cases may be necessary.
- Created emails for all Town employees, working on introductions and internal information sharing.

Upcoming

- Continued Town budget efforts for Annual Town Meeting and Referendum.
- Assessor's office personnel - currently only staffed with Clerk. Offering local assessor contracted hours in the interim as we plan for a permanent position. Considering options for part-time and/or contracted position.
- Town Clerk's office personnel - recently received retirement notice from Town Clerk. Considering options for future staffing and position advertisements as applicable.
- Ongoing: progress on projects using ARPA funds, including conceptual plans and construction cost estimates for Simonzi Park and Kennedy Drive Parking.

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. Playscape and irrigation projects last of the more significant construction efforts - expect into Fall/Winter 2022.

Road and Sidewalk Improvements

Recent / Ongoing

- Ongoing: active construction work for Church Street and Woodstock Ave Pavement and Sidewalks Project between the Town and B&W Paving. John Turner Consulting providing inspection services.
- Coordinating with NECCOG for bid period for the Grove Street Sidewalks Project, funded by LOTCIP. Ongoing: coordination with NECCOG and DOT for LOTCIP applications for School Street Sidewalks.
-

[Same as last month: Note that Highway has various more standard paving projects ongoing and upcoming.]

Upcoming

- 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

- Waiting for State response to the 50/50 Bridge program application submitted in April 2022 for the Danco Road Bridge replacement. Project requires ACOE permit review. Planning for late 2022 bidding with 2023 construction start.
- Ongoing: In-house minor repairs to bridges to comply with DOT inspection comments. Highway Department leading.
- Ongoing/same as last month: Continued project management for Town bridge repair/replacement. Reviewed recent inspection efforts for Thompson Ave and Woodstock Ave bridges - expect relatively minor improvements.
- Same as last month: 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 / Ongoing

- Coordination with Commercial Roofing for Rotary Park Bandstand roof replacement.
- Coordinated with Land Use Agent and contractor for ongoing Sabin Street Recreation Field construction work, including modification to allow contractor to bring crusher onsite for boulder handling, which will start following the school year end (June 14th).
-
- 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. Public Informational and Outreach Presentation at the May 24th Trails Committee meeting.

Upcoming

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

Other Town Responsibilities

Recent

-
- WPCA: Ongoing monthly construction progress meeting with USDA and G. Donovan for wastewater treatment plant storage building and generator project (USDA funding, and some ARPA 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 for consultant contract approval.
- WPCA: Ongoing coordination regarding rate study and expected increase/modifications. Public Hearing on May 12th.
- Similar to last month: Regarding draft Permit for Town (closed) Municipal Landfill Stewardship Permit - waiting for DEEP final execution of Permit.
- Coordinating with vendors for new priced stickers for municipal solid waste. Flyer created to be inserted in the May 12th Putnam Crier.

Upcoming

- Same as last month/ongoing: 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.
-
- 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.
- Same as 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.

- 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.
- Intro Session by State regarding National Electric Vehicle Infrastructure Formula Program

Upcoming

- CCM Annual Meeting.
- CCM seminars.



TOWN OF PUTNAM
OUTDOOR ACTIVITIES APPLICATION
(Per Executive Order 7MM)
(860) 963-6800 EXT. 111

OFFICE USE ONLY
Date Received 5/4/2022
Application #

Submit completed application and supporting documentation to:
Chad.Sessums@putnamct.us

Property Address: 132 Main St, Putnam CT 06260

Zoning District: Downtown

Business Name and Owner: The Stomping Ground, LLC; Terrence Paquette

Applicant's Name: Terrence Paquette

Property Owner(s) Name: Town of Putnam

Proposed Outdoor Activity (circle): Outdoor Dining Outdoor Dining with Alcohol Outdoor Retail Sales

(1) Electronic copy of application and all data and plans in support of application to include:

- Narrative Describing Proposal to include: Days of the week, hours of the day, # tables, # of seats, occupancy of bar or restaurant, service plan, liquor service, social distancing plans and details of any temporary signage.
Sketch Plan (at a reasonably accurate scale) for the proposed layout including the: location of all improvements, electricity, dimensions, seating plan, bathroom locations, barriers/protection between vehicles and seating areas, lighting, tents/umbrellas, traffic flow, trash receptacles and all proposed signage.
If the Outdoor Activity will occur on land or parcel not owned by the applicant, written evidence of consent of the owner of that land.
If the Outdoor Activity will occur on a road, right-of-way or sidewalk, proof of approval of that use by the relevant governmental authority or official.
Such other information required by the Town after the application is reviewed.

The Town requires that a complete and detailed application be submitted to ensure the safety of customers, employees the public and the environment. Therefore, any incomplete application may be denied. The Town reserves the right to deny an application where it is deemed that the proposed activity would result in undue impacts on public health, safety, and welfare.

By signing this document, I hereby certify that the above information and plans submitted are true and correct. The undersigned hereby authorizes the application requested and authorizes Town of Putnam staff and the department of public health staff the right to enter the subject property for the purposes of inspection associated with this application.

By signing this document, I affirm that the business will adhere to all state executive orders, rules or guidelines established for this Outdoor Activity.

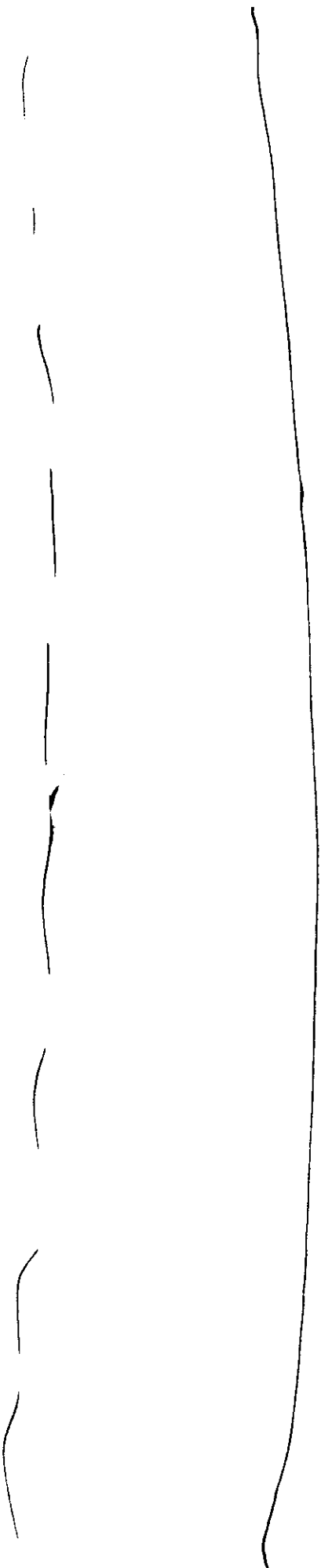
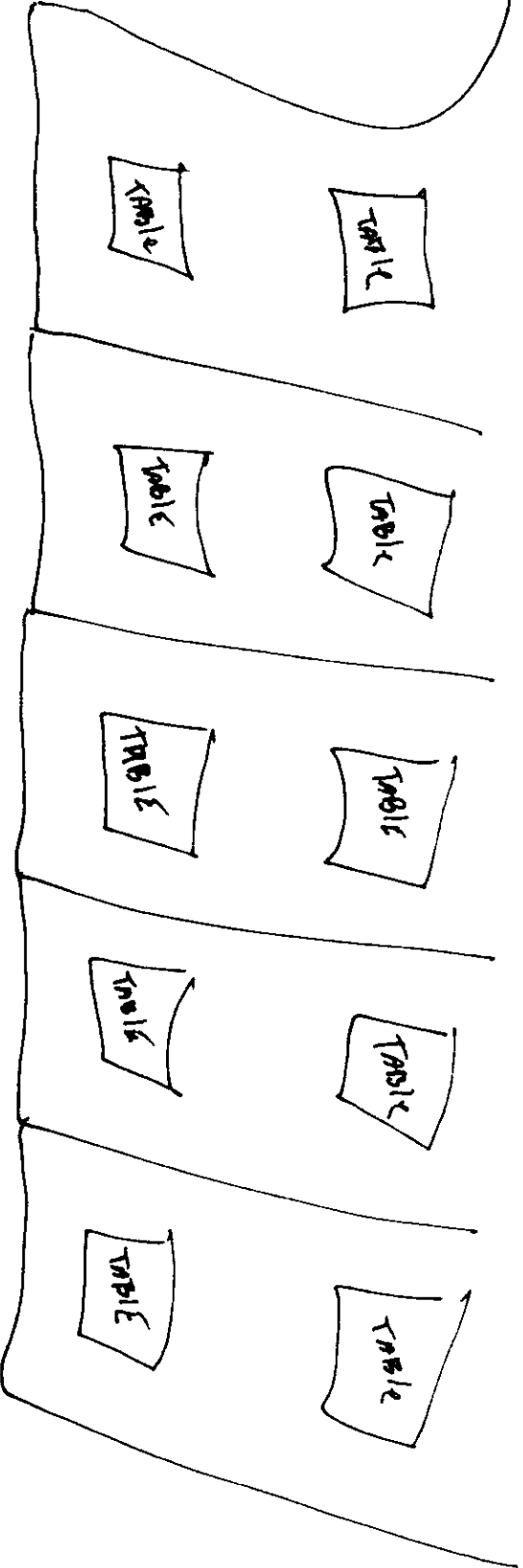
SIGNATURE OF APPLICANT (S)

SIGNATURE OF PROPERTY OWNER (S)
(Or attach letter consenting to this application)

[Handwritten signature of Terrence Paquette]

Town of Putnam

Handwritten text along the left margin, possibly a page number or date, including "7. 21. 2010".





TOWN OF PUTNAM
OUTDOOR ACTIVITIES APPLICATION
(Per Executive Order 7MM)
(860) 963-6800 EXT. 111

OFFICE USE ONLY

Date Received

Application #

Submit completed application and supporting documentation to:
Chad.Sessums@putnamct.us

Property Address: 121 Main Street

Zoning District:

Business Name and Owner: Courthouse Bar and Grille, LLC

Applicant's Name: James Frost

Property Owner(s) Name:

Proposed Outdoor Activity (circle): Outdoor Dining Outdoor Dining with Alcohol Outdoor Retail Sales

(1) Electronic copy of application and all data and plans in support of application to include:

- Narrative Describing Proposal to include: Days of the week, hours of the day, # tables, # of seats, occupancy of bar or restaurant, service plan, liquor service, social distancing plans and details of any temporary signage.
Sketch Plan (at a reasonably accurate scale) for the proposed layout including the: location of all improvements, electricity, dimensions, seating plan, bathroom locations, barriers/protection between vehicles and seating areas, lighting, tents/umbrellas, traffic flow, trash receptacles and all proposed signage.
If the Outdoor Activity will occur on land or parcel not owned by the applicant, written evidence of consent of the owner of that land.
If the Outdoor Activity will occur on a road, right-of-way or sidewalk, proof of approval of that use by the relevant governmental authority or official.
Such other information required by the Town after the application is reviewed.

The Town requires that a complete and detailed application be submitted to ensure the safety of customers, employees the public and the environment. Therefore, any incomplete application may be denied. The Town reserves the right to deny an application where it is deemed that the proposed activity would result in undue impacts on public health, safety, and welfare.

By signing this document, I hereby certify that the above information and plans submitted are true and correct. The undersigned hereby authorizes the application requested and authorizes Town of Putnam staff and the department of public health staff the right to enter the subject property for the purposes of inspection associated with this application.

By signing this document, I affirm that the business will adhere to all state executive orders, rules or guidelines established for this Outdoor Activity.

SIGNATURE OF APPLICANT (S)

SIGNATURE OF PROPERTY OWNER (S)
(Or attach letter consenting to this application)

[Handwritten signature of applicant]

[Blank line for property owner signature]

May 10, 2022

Town of Putnam Zoning Office
Attn: Chad Sessums
126 Church Street
Putnam, CT 06260

To whom it may concern:

I am the Managing Member and Permittee (LIR. 0015630) of Courthouse Bar and Grille, LLC. Attached is our application and sketch for a temporary patio within the parking spaces located directly across the street from our location at 121 Main Street. We would like to do basically the same thing as we have done for the past two years with some minor changes to the size and dates we are requesting. The past two years The Courthouse and The Stomping Ground used all 12 parking spaces across the street from us from mid-May until mid-October. In an effort to compromise with some of our neighbors, we would like to propose that we split 9 of the spaces with The Stomping Ground and leave 3 spaces open for parking. The Courthouse would also be willing to shorten our outdoor season and only use our designated space from June 1 through September 5. We would request that the town set up the cement barriers and yellow fencing as in years past. We anticipate that we will offer our full menu, including alcohol service, 7 days a week beginning at 11:30 am and will be open as late as 11 pm – likely earlier most nights. We plan to have approximately 10 tables with umbrellas within the “patio” with a total of approximately 50 seats. We will also have 4 small tables with 2 seats each located on the sidewalk up against our building. Those tables will be set to allow at least 6 feet of space for people to pass by on the sidewalk. Our service plan will be exactly the same as it is for our normal inside dining and as it has been the past two years outside. We will have a hostess stand on the sidewalk and the hostess will seat patrons. Our servers will wait on tables as they normally would. We will have a table/station near our door and/or on the patio for bus buckets and trash that will be serviced and cleaned frequently. Each day we will sweep/clean the “patio” area as needed. We have two sets of bathrooms inside our restaurant that will of course be available to our outdoor customers. We will continue to follow all current CDC, government, and health department guidelines. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'James W. Frost', written over a horizontal line.

James W. Frost, Managing Member and Permittee

- SIDEWALK -

PARKING

BARRIERS

COURTHOUSE BAR & GRILLE

ROAD

TRAFFIC
FLOW

MAIN STREET

entry

STREET STOP -

Table

Table

Table

Table

SIDEWALK

BAR

THE
COURTHOUSE
Bar & Grille
121 Main St • Putnam, CT • 960-983-0074

Dining ROOM

Dining ROOM

W/ Bath

Table

Table

Table

Table

Table

Table

Table

Table

Table

Table

TRASH

entry

entry

Outdoor Activity Per Executive Order 7MM Application Checklist and Guidance Document

I. Municipal Approvals:

- A. Mandatory: Zoning Permit _____ I
 1. If Outdoor Activity involving modifications in vehicular traffic pattern: traffic safety review and approval _____
 2. If involving improvements or activities requiring a building permit: Building permit issuance: _____

II. Other approvals and reviews that may be required that are not issued by the Town of Putnam.

It is the responsibility of the business to comply with any other regulatory requirements applicable to the Outdoor Activity and obtain any necessary permits or certifications. Possible approvals may include but may not be limited to:

- A. Northeast District Department of Health
- B. State Liquor Control Commission
- C. Certification or self-certification by CT DECD

You should also carefully monitor future Executive Orders or guidance regarding Executive Order 7MM and any guidance from the State DECD's Reopen Connecticut website for specific requirements that apply. The most recent DECD instructions are found at

https://portal.ct.gov/-/media/DECD/Covid_Business_Recovery/CTReopens_Restaurants_C5_V1.pdf?la=en