

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).
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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.
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- 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.
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- 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.
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[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).
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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. 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

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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, 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.
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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.
- 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.