

**Covid-19 Status**

## Recent

Continued monitoring of Eastern CT / Windham County metrics. Per data.ct.gov website, as of December 13, 2021, there have been 1,380 cases in Putnam; compared with 1,212 cases on November 12th. Like the majority of towns in the state, Putnam remains "red", meaning average daily rate of 15 or more cases per 100,000.

Coordination with Day Kimball for onsite vaccine and booster programs at Municipal Complex. Upcoming coordinating with local schools for vaccination.

Same as last month: Continued requirements for unvaccinated being masked. Watching recommendations for masking/testing regardless of vaccination status, and will modify if federal or state requirements change.

## Upcoming

Continued monitoring and mask compliance for non-vaccinated.

**Town Administration**

## Contract Updates

Pending state approval, expect December 2021 Award for the Church Street and Woodstock Ave Pavement and Sidewalk Improvements project to low-bidder B&W for \$1.78M.

Preliminary design contract for Kennedy Drive Parking Lot Stormwater (ARPA) with J&D Civil Engineers.

Coordination with Highway Dept for purchase of Freightliner vehicle including wing plow. Superintendent to request BOF approval in December 2021 to pay deposit from Auction and Replacement Account.

## Recent

American Rescue Plan Act (ARPA): Ongoing planning and receipt of information for requests and projects.

Coordinating design for Simonzi Park Streambank and Kennedy Drive Parking Lot Improvements.

Additions to new website, including ARPA subpage with project information, links to federal and state guidelines and created Town funding application form.

Same as last month: Continued Punch list for Municipal Complex, coordinating with Building Committee for final contract decisions.

Continued coordination with Real Estate Agent for Town Hall and Library properties (Delpha Very assist).

Ongoing Union communications, first subgroup negotiation will be with Town Hall staff (followed by Highway/Parks&Grounds, then WPCA). Updated Town's proposals based on the subgroup and expect Union review/feedback in early 2022.

## Upcoming

Fox Road Highway Department site review of ongoing waste dropoff (mattresses, electronics, white goods, etc) and planning for long-term modification/possible transfer station categorization and permitting as applicable.

Ongoing: research and discussion about ARPA funds, including vetting and considering outside agency requests with BOS. Spring 2022 report due to Federal Government.

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

Same as last month: Final construction activities including punch list, coordinating with architect, construction manager and Building Committee. Consideration for final contract work. Ongoing coordination with various vendors and subcontractors.

Ongoing coordination for various uses of space including TVCCA meal program start, use of Community Rooms, Commission on Aging activities in Community Room.

## Upcoming

Same as last month: Coordination with Building Committee for expected startup and commissioning efforts over next several months; with expected project file closeout activities in 2022.

**Road and Sidewalk Improvements**

## Recent

Continued efforts toward contract aware for Church Street and Woodstock Ave Pavement and Sidewalks Project.

Same as last month: Continued coordination with NECCOG for LOTCIP applications for School Street Sidewalks and Grove Street Sidewalks. SHPO application for Grove Street

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

## Upcoming

After receipt of state approval, Town/B&W Contract Execution for Church Street and Woodstock Ave Pavement and Sidewalks Improvements.

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

Ongoing: Continued planning and design for Danco Road Bridge replacement. Expect 2022 construction start.

## Upcoming

Ongoing: In-house minor repairs to bridges to comply with DOT inspection comments.

Ongoing: Continued project management for Town bridge repair/replacement.

Same as last month: Initiate planning and permitting with engineering consultant for East Putnam Road Bridge over Mary Brown Brook. (2022 or beyond construction)

Same as last month: Coordinate with State DOT to explore options for federal or state financing assistance with future replacement of Danco Road Bridge.

**Athletic and Recreation**

## Recent

Ongoing: coordination with consultant Weston & Sampson for Airline Trail Improvements project Trail Bed Improvements including connection to Putnam River Trail at Quinebaug River (Town of Pomfret leading).

Ongoing: Project with Weston & Sampson for alternative analysis and planning for DEEP-funded planning project for River Trail connection to Air Line Trail in Thompson.

## Upcoming

Continued trail alternative analysis and planning activities, including discussions with railroad for adjacent trail and/or crossing; and DOT for road-side corridor.

**Other Town Responsibilities**

## Recent

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.

WPCA: 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.

DEEP provided Final Decision on December 14th on Wheelabrator Expansion, related to Wheelabrator's application for stormwater permit and other environmental permitting - DEEP to finalize and issue permits. Coordinate with our engineering consultant and DEEP regarding draft Permit for Town (closed) Municipal Landfill Stewardship Permit. Prepare and review presentation for December 15th DEEP public hearing. Comment period closed January 5, 2022.

## Upcoming

Participate in public review process and finalize Town's Stewardship Permit with DEEP.

Land Use Agent drafting procedure for Town-owned properties, including process for possible sale of properties without long-term need or benefit. Expect draft Ordinance for Selectmen review in 2022.

WPCA coordination for quality based selection and advertisement for consulting services, as applicable for state funding.

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). Related to stormwater dry weather field sampling, evaluate possible cross connections with various isolation and field inspection techniques.

Same as last month: Execute contract extensions for municipal solid waste handling with Wheelabrator Lisbon. In upcoming months+, continue discussions for increase to sticker pricing.

**Conferences and Training**

## Recent

Recurring Virtual meetings with NECCOG municipal leaders.  
Obtained CCM Certified Connecticut Municipal Official.  
Attended CCM Annual Conference Nov 30-Dec 1.

## Upcoming

Coordinate with newly elected: CCM offering Saturday January 8th workshop in Bristol. Other online training opportunities on subjects including public meetings, freedom of information act, municipal budgeting.