

Town of Putnam
Special Board of Selectmen's Meeting Agenda
June 23, 2022 @ 5:00 PM
Putnam Municipal Complex, Room 109
200 School Street, Putnam, CT
Also available via zoom:

Join Zoom Meeting
<https://us06web.zoom.us/j/82989488856>

Meeting ID: 829 8948 8856
One tap mobile
+1 646 558 8656 US (New York)

-
1. Call to Order
 2. Pledge of Allegiance
 3. Town Administrator Report
 4. Resignation of Normand Perron, Fire Marshal
 5. Cannabis
 6. Adjournment

Covid-19 Status

Recent

- Same as last month: Per state lifting/not extending requirements, there is no longer a requirement for unvaccinated individuals to mask in the Town's public spaces.
- Same as last month: 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 June 16, 2022, there have been 2,224 cases; compared with 2,2117 cases as of May 6, 2022.
- 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

- Grove Street Sidewalks Replacement Project bid opening scheduled for June 29th (LOTICIP funded, expect contract award in Fall, construction through 2023).
-

Recent

- FY2023 Budget - Annual Town Meeting and two Referendums.
- Introduced emails for all Town employees, and coordinating with HR for information sharing tool.
- Assessor's office personnel - currently only staffed with Clerk. Local assessor contracted hours in the interim. Recently advertised as part-time position.
- Town Clerk's office personnel - recently advertised for part-time position.

Upcoming

- FY22 Year End budget management, including transfer requests to BOF. Preparation of FY23 approved budget for July 1st start.
- 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

- Same as last month: 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

- Same as last month/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 activities for the Grove Street Sidewalks Project, funded by LOTICIP.
- Ongoing: coordination with NECCOG and DOT for LOTICIP applications for School Street Sidewalks.
-

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

Upcoming

- Address DOT comments to School Street sidewalks design submittals. Reviewing J&D proposal for design finalization efforts for School Street design (update ~5 year ago School Street sidewalk design documents).

Bridges

Recent

-

Upcoming

- Same as last month: 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.
- Ongoing/same as last month: 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

- Continued coordination with Commercial Roofing for Rotary Park Bandstand roof replacement. Due to contractor schedule, will likely be between summer events.
- Same as last month: 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.
- For Putnam to Thompson Air Line Gap project, Public Outreach Meeting at the May 24th Trails Committee meeting. Good public attendance and presentation.

Upcoming

- Identify State DOT and Railroad officials to discuss alternatives.

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: Public Hearing on May 12th, increased rates approved by Board.
- 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 inserted in the May Putnam Crier. July 1st sticker prices change.
- Coordinated with various Town departments, legal counsel and outside consultants to develop draft Zoning regulations for Cannabis. Presenting draft to Board of Selectmen in June, with Zoning Commission review and action in late Summer 2022.
- BOS review and planning for Town Meeting for Land Use Agent draft ordinance for procedure for selling Town-owned properties.

Upcoming

- 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: 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 Small and Minority Business Contracting
- CIRMA Annual Meeting

Upcoming

- CCM seminars.
- DEEP Commissioner Dykes trash seminar, municipal solid waste handling in CT.



Putnam Fire Marshal's Office
126 Church St.
Putnam, CT 06260
(860) 963-6800 Ext. 112



June 16, 2022

Mayor Norman Barney Seney
Town of Putnam
200 School Street
Putnam, CT 06260

Mayor Seney,

Please be advised that after a very, long and stressful consideration, I have made the decision to submit a formal notice of my resignation after 37½ years of service from the my position as the Town of Putnam Fire Marshal - to be effective on Thursday, June 30 at midnight.

My decision to resign my position as Fire Marshal has been very, very difficult. Representing the Town of Putnam during this term has been an exceptional experience that has awarded me as Fire Marshal valuable experience and opportunities.

I am very grateful to have served you Mayor Seney, and including all of the past Mayors, Town Managers, Board of Selectmen, and to include all of the Town of Putnam Department Managers and their Employees of their various departments, and also including the Putnam Fire Chief Bob Campbell, East Putnam Fire Chief Abe Walker and all of their Firefighters and Police Chief Chris Ferace and the Putnam Police Officers. Thank You!

Respectfully,

Norm Perron / FM

Norm Perron, FM
Cell 860-377-6928
Normand.Perron@putnamct.us

Scott E. Belleville, DFM
Cell 860-336-7054
Scott.Belleville@putnamct.us

AGENDA ITEM COVERSHEET

Submitted by: Bruce Fitzback, Elaine Sistare, Delpha Very **Date for Consideration:** 6-21-22

Town Attorney Review Required:

Input from Attorney Rich Roberts regarding the draft regulation has been incorporated.

Financial Summary:

See attached, per State regulations, for retail, there includes a 3% sales tax dedicated to the Town

Staff Recommendation:

Request for input from BOS, and if applicable, support to recommend that the Zoning Commission implement the proposed regulation (A Zoning text amendment process includes a Public Hearing, Planning Commission review and CGS 8-24 recommendation request, NECCOG notification, and other required steps.)

Notes:

- Proposed Retail Zones allowing Special Permit applications match retail/liquor store zones
- Proposed regulation has no cap on number of retail locations. Original state requirement was going to limit to 1 per municipality the size of Putnam, but as part of the budget-implementer bill that passed in May 2022, the State lifted the “cap” on the number of allowable cannabis facilities per community. While there have been internal discussions on having a municipal cap included in the regulations, Town Counsel advises using a separation distance, which is included in the proposed regulations (1,500-ft from each retail location, along with other distance requirements from existing uses like schools and churches).

Supporting Materials (if yes, list attachments):

Draft Regulations – 4 pages

Zoning Map, Entire Town – 1 page

Zoning Map, including retail areas proposed – 1 page

Ct.gov Q&A on Tax components – 1 page

NEW Section 713 – Cannabis Facilities

A. Purpose: The purpose of this Section is to regulate Cannabis Facility uses, which because of their nature, may be recognized as having potentially objectionable operational characteristics. Special regulation of these uses is necessary to ensure that these potential adverse effects will not contribute to the blighting or downgrading of the surrounding neighborhood. These Regulations protect health, general welfare and property values in the Town of Putnam.

B. Definitions: For purposes of this Section, the following terms shall have the meanings set forth herein:

1. “Cannabis Facility” shall mean either a Dispensary Facility, a Hybrid Retailer, a Micro-Cultivator or a Retailer, as those terms are defined herein.
2. “Dispensary Facility” shall have the meaning ascribed to it in Section 21a-420(19) of the Connecticut General Statutes.
3. “Hybrid Retailer” shall have the meaning ascribed to it in Section 21a-420(29) of the Connecticut General Statutes.
4. “Micro-Cultivator” shall have the meaning ascribed to it in Section 21a-420(36) of the Connecticut General Statutes.
5. “Retailer” shall have the meaning ascribed to it in Section 21a-420(45) of the Connecticut General Statutes.

C. Qualifications: A Special Permit for a Cannabis Facility may be granted provided that:

1. No Cannabis Facility shall be located within five hundred feet (500') of the property line of any public, private or parochial school, day care center, library, park, playground or other recreational facility in any zone. Nor shall any Cannabis Facility be located within five hundred feet (500') of the property line of any church, convent, monastery, synagogue or other similar place of worship. In addition, no Cannabis Facility shall be located unless the entrance to such Facility is located outside of a one thousand five hundred feet (1,500') radius from any entrance to any other Cannabis Facility.

- a. For the purposes of this Section, distances shall be measured in a straight line, without regard to intervening structures or objects from the nearest portion of the building containing or proposing to contain these facilities to the nearest boundary of the uses specified.
 - b. Any Cannabis Facility, once established at a location, shall not be disallowed if any of the uses described in this section should locate within five hundred feet (500') of such facility following its establishment.
2. Cannabis Establishments, as defined in Section 21-420(4) of the Connecticut General Statutes, other than Cannabis Facilities specifically referenced in this Section shall not be permitted within the Town of Putnam.

D. Standards and Requirements: A Special Permit to operate a Cannabis Facility may be granted provided that the following criteria are met in addition to the standards, criteria and conditions stated in Sections 114.F and 114.G:

1. Signage:

- a. Cannabis Facilities shall be obligated to adhere to the signage requirements for the underlying zoning district in which they are located.
- b. Notwithstanding any other requirements, any windows allowing visibility into a Cannabis Facility shall retain at least 50% open visibility to the store interior.
- c. Any advertisement or signage located outside of a Cannabis Retailer which is not permanent affixed to either the ground or the building shall be removed and placed out of sight during all hours the business is not in operation.
- d. The violation of this subsection of the Regulations shall be cause to terminate the Special Permit, following a hearing.

2. Parking requirements shall comply with Section 601 of these Regulations.

3. Any deliveries of cannabis products leaving a Cannabis Facility and sold directly to the consumer shall occur between the hours of 8:00 a.m. and 10:00 p.m. daily.
4. Consumption either orally, topically, or by inhalation of any cannabis products outdoors on the premises of any Cannabis Facility is prohibited.
5. Any Cannabis Facility must demonstrate sufficient measures to comply with Performance Standards of Section 608 of these Regulations, including demonstration of methods for proposed abatement of noise and odors.

E. Procedures: The applicant shall follow the procedures set forth in Section 114 of these Regulations in addition to the following:

1. The applicant shall submit a map showing all the properties and uses located within five hundred feet (500') of the property proposed to contain a Cannabis Facility.

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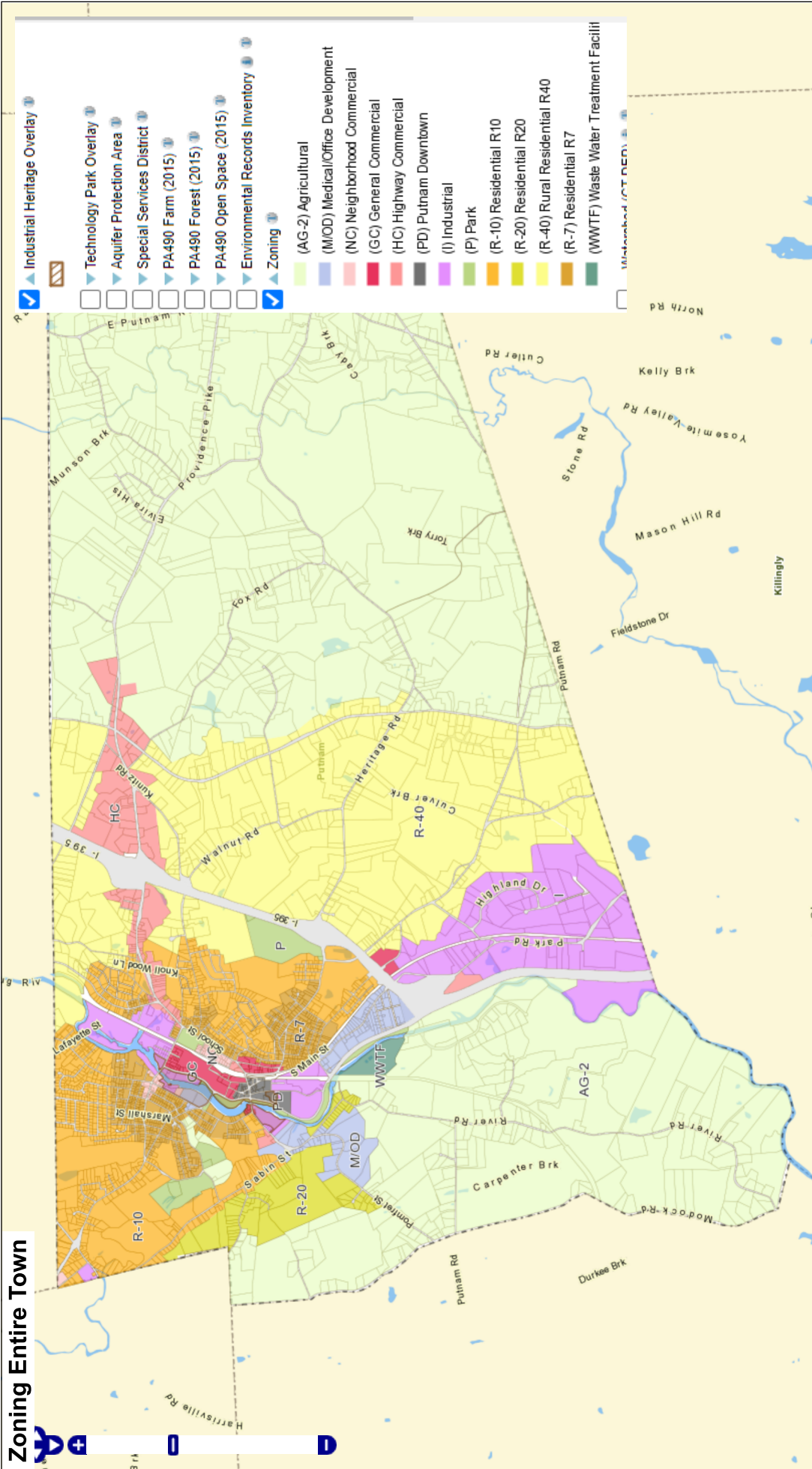
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Table III-1 Schedule of Uses and Districts

Dispensary Facilities, Hybrid Retailers and Retailers (See Section 713)

Also, bear in mind that Micro-Cultivators will be conducting their business entirely inside a building, so it may be more of an industrial or manufacturing use than an agricultural use

| Agriculture, Livestock, and Domestic Animals | AG2 | R40 | R20 | R10 | R7 | HC | GC | NC | PD | M/OD | I | P | WWTF | IHOD |
|--|-----|-----|-----|-----|----|----|----|----|----|------|---|---|------|------|
| | S | S | N | N | N | N | N | N | N | N | S | N | N | S |
| Retail | AG2 | R40 | R20 | R10 | R7 | HC | GC | NC | PD | M/OD | I | P | WWTF | IHOD |
| | N | N | N | N | N | S | S | S | S | N | N | N | N | S |



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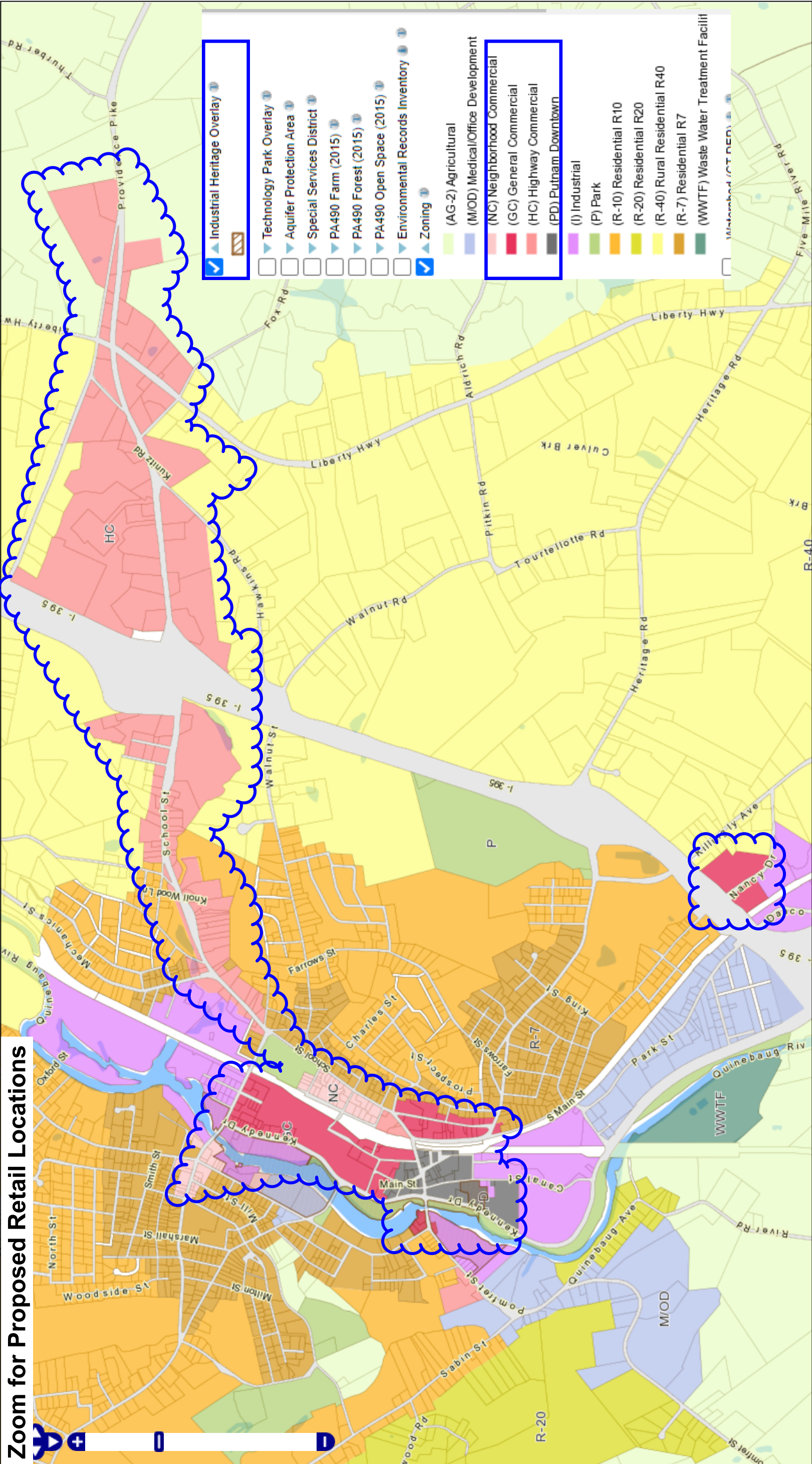
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Town of Putnam, Connecticut



Zoom for Proposed Retail Locations



Town of Putnam, Connecticut



200 m
1000 ft

MainStreetMaps
MainStreetGIS, LLC
www.mainstreetgis.com

Printed on 6/16/2022

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Cannabis Information

How can we help?

English

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How will cannabis be taxed?

 Date: December 16, 2021

Read time: 0 minutes

There will be three (3) taxes on retail sale of cannabis: the state’s usual 6.35 percent sales tax, a 3 percent sales tax dedicated to the city or town where the sale occurs, and a tax based on THC content that will cost approximately 10 to 15 percent of the sale price. In total, the tax rate is expected to be approximately 20 percent of the retail price of cannabis, in line with the tax rates in Massachusetts.



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