

\*Revised MAYOR AND SELECTMEN'S MEETING AGENDA  
Monday, September 19, 2022 @ 7:00 PM  
Putnam Municipal Complex  
Room 109  
200 School Street  
Putnam, CT  
Also Via Zoom:

Join Zoom Meeting  
<https://us06web.zoom.us/j/87078352568>

Meeting ID: 870 7835 2568

+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 September 6, 2022 Board of Selectmen Meeting
  5. Petitions & Communications
  6. Reports of Standing Committees
    - A. General Government Committee
  7. Reports of Special Committee
  8. Unfinished Business
    - A. Town Employee Update
  9. Town Administrator Report
  10. Grant Considerations and Updates
  11. New Business
    - A. LL Bean
  12. Public Comment – 3- minute maximum per person
  13. Executive Session – Real Estate Matters
  14. Adjournment

To Be Approved  
 Mayor and Board of Selectman Meeting  
 September 6, 2022  
 Also Via Zoom  
 Meeting ID: 882 0917 5700

TOPIC		DISCUSSION	
PRESENT:		Deputy Mayor Simmons, Selectman Rawson, Selectman Hayes, Selectman Paquin, Selectman Pempek, Selectwoman Marion	
ABSENT:		Mayor Seney	
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		None
4.	Approval of the Minutes	A.	Minutes from August 16, 2022, Board of Selectman Meeting  Selectman Pempek made a motion to approve the minutes from the August 16, 2022, as presented. The motion was seconded by Selectman Paquin and passed with Deputy Mayor Simmons abstaining.
5.	Petitions & Communications		None
6.	Reports of Standing Committees		None
7.	Reports of Special Committees	A.	General Government Committee  None

8.	Unfinished Business	<p data-bbox="532 191 613 222">None</p> <p data-bbox="532 275 1435 436">Selectman Pempek made a motion to add item 10 E. Consider the appointment of Cynthia Dunne to the Inland/Wetlands Commission. The motion was seconded by Selectwoman Marion and passed unanimously.</p>
10.	New Business	<p data-bbox="477 447 1463 606">A. 192 Park Road – Lease Agreement Extension Selectman Pempek made a motion to approve the proposed Lease Agreement Extension as presented. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p data-bbox="477 659 1425 816">B. Town Department Employment Update Town Administrator Sistare updated the Selectman regarding the current employment opportunities at the Town and the status of those positions</p> <p data-bbox="477 869 1430 984">C. Water Ban As of today, September 6, 2022, the mandatory water ban for the Town of Putnam has been lifted.</p> <p data-bbox="477 1037 1463 1283">D. Accessory Dwelling Units Town Administrator Sistare discussed the Accessory Dwelling Units Act, included in the 2021 Legislative Session regarding adoption of regulations or opt out procedures. Zoning official Chad Sessums will be asked to attend a Board of Selectman meeting to explain the changes and procedures</p> <p data-bbox="477 1335 1430 1623">E. Consider the appointment of Cynthia Dunne to the Inland/Wetlands Commission with a commission to expire May 6, 2024  Selectman Hayes made a motion to appoint Cynthia Dunne to the Inland/Wetlands Commission. The motion was seconded by Selectwoman Marion and passed unanimously.</p>
11.	Public Comment	<p data-bbox="532 1633 1451 1749">David Pomes thanked Delpha Very for her many years of service to the Town of Putnam. The Selectman echoed the comments and thanked Delpha Very for her dedication and service.</p>
12.	Adjournment	<p data-bbox="532 1791 1390 1906">Selectman Pempek made a motion to adjourn at 7:18 PM. The motion was seconded by Selectman Paquin and passed unanimously.</p>

**Covid-19 Status**

## Recent/Ongoing

- Continued status quo for monitoring any employee cases, and coordinating with state vendors for continued testing at Kennedy Drive Market Place. Due to lack of numbers, state vendors have stopped vaccination clinics at the site.
- This update will be the last monthly numbers update for this report. Eastern CT / Windham County metrics. Per data.ct.gov website, 2,316 cases as of September 13, 2022 in Putnam compared to 2,268 cases as of July 28, 2022. (Like everywhere, data is much less complete due to home testing procedures.)

**Town Administration**

## Contract Updates

- Grove Street Sidewalks Replacement Project - received state approval to award to B&W (contract value \$1,578,930 LOTCIP funded). Preparing Contract Documents for execution, and planning a Notice to Proceed date of March 1, 2022. Construction inspection services will be by John Turner Consulting, continuing under previous RFQ effort.
- School Security: same review status for agreement between Town, SSD and BOE. Town Finance Office has been managing start-up costs (equipment, uniform) via designated fund.
- Fire Marshal Services: final review and execution efforts for agreement between four towns for emergency and non-emergency coverage.

## Recent

- Town Clerk Christine Bright starts full-time Monday September 19th.
- Finance Office accounts receivable clerk position: recent hire and filling part-time role.
- Re-advertised for full-time Town Assessor department head position. All eligible applicants to date did not negotiate to an accepted offer. Coordinating with OPM and State Assessor's Organization for input and options, including train-to-certification possibilities. Assessor's office personnel - continued per recent, currently only staffed with Clerk. Local assessor contracted hours in the interim.
- Advertisement for part-time Fire Marshal and Economic Development Director ongoing through September. Expect interviews in October. (Also WPCA roadman hiring.)

## Upcoming

- Pomfret St residential property: The Town has met or exceeded the temporary housing statute requirement for all tenants. Continued management of issues, including anticipated lien against property for reimbursement.
- Working with Finance Director for updated purchase requisition instructions, prioritizing planning, maintaining budget, appropriate quotes and other applicable backup. Department Heads and their designees to follow procedure.
- New employee onboarding, continued advertisement and employment efforts as applicable. Expect opening in Parks & Grounds department - internal and external advertisement as applicable.
- Ongoing: progress on projects using ARPA funds, including final design progression on Kennedy Drive Parking, and drafting scope of Simonzi Park final design, including permitting.

**Municipal Complex**

## Recent/Ongoing

- Documented outstanding issues prior to the 1-year timeline from substantial completion. Most significant issue is library roof, which contractor has a plan to rectify (will be installing additional/doubling over of all existing installed battens).

- Building Committee recently approved change order to install doors on the 1st and 2nd floor restrooms, and to install lettering above the Veteran's, Historical Society and Art Corridor walls.
- Same as last month: Final construction activities including punch list, coordinating with architect, construction manager and Building Committee. Playscape and irrigation projects last of the more significant construction efforts - expect into Fall/Winter 2022. Library roof concerns being addressed by installer and manufacturer. Facilities Director Kevin Lamothe leading.

**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.
- Received state approval to award to B&W 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: J&D moving forward to final design for School Street sidewalks, which will include DOT requirements. Expect design through 2022, with 2023 bidding and construction start.

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

Upcoming

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**Bridges**

Recent

- Initial planning for continued under-20 ft span bridge inspections.

Upcoming

Similar to 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. Based on continued wait for state funding determination - expect bidding to be Spring 2023 at the earliest, with construction following.

- 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: 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. Contractor has received all materials as of early September. Due to contractor schedule and Town events (Zombie fest), will likely by October 2022 construction - with onsite activities 2-3 weeks.
- Ongoing: Gravel excavation by contractor for Sabin Street Recreation Field construction work. Land Use Agent leading. While crushing activities were requested and approved for Summer 2022; contractor did not perform and instead plans to perform crushing in Summer 2023.

- 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). Design contract close to execution, with initial design activities including survey planned for late Fall 2022.
- Same as last month: 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

- Identify State DOT and Railroad officials to discuss alternatives, and build support for Putnam-to-Thompson trail connection.

## 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 Fall 2022.
- WPCA: Ongoing lead line service inventory work, including coordinating with consultant to provide data on water services and record drawings. Coordinating with DPH for funding and loan forgiveness components. Public information flyers, and media/radio efforts planned for early October.
- Cannabis: Zoning Commission approved text amendment to allow cannabis establishments in specific zones.
- Accessory Dwelling Unit regulations with Zoning Commission: planning for review of state regulations, and options to allow, opt-out or some hybrid zoning modification. Opt-out requires Selectmen to also vote.
- Casella (new owner of Willimantic Waste) requested and we granted per contract terms fuel adjustment costs.

### Upcoming

- Regarding Accessory Dwelling Units with the Zoning Commission: Commission's September 21st at 7PM meeting includes information session. Zoning Commission to consider and act, as applicable, prior to January 1, 2023 deadline for state regulations to take effect.
- 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

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### Upcoming

- CCM webinars towards CCMO certification.
- CCM annual conference November 1-2.
- CWWA conference October 18.