

MAYOR AND SELECTMEN'S MEETING AGENDA
Monday, November 21, 2022 @ 7:00 PM or immediately following Special Town Meeting
Putnam Municipal Complex
Room 109
200 School Street
Putnam, CT

Join Zoom Meeting
<https://us06web.zoom.us/j/82255993165>

Meeting ID: 822 5599 3165
+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 November 7, 2022 Board of Selectmen Meeting
 - B. Minutes from November 14, 2022 Special Board of Selectman Meeting
 5. Petitions & Communications
 6. Reports of Standing Committees
 - A. General Government Committee
 7. Reports of Special Committee
 8. Unfinished Business
 9. Town Administrator Report
 10. Grant Considerations and Updates
 - A. EMPG Grant application for Emergency MGMT.
 11. New Business
 - A. Consider the reappointment of Ronald Coderre to the Redevelopment Agency, with a term to expire of 10/31/2027.
 - B. Consider the reappointment of Dawn Krasnecky to the Economic Development Commission, with a term to expire 11/29/2027.
 - C. Consider the reappointment of Angela Kneeland to the Trails Committee with a term to expire 11/29/27.
 - D. Consider the reappointment of Scott Morehead to the Trails Committee with a term to expire 11/29/27.
 - E. Consider the reappointment of Bruce Fitzback to the Trails Committee with a term to expire 11/29/27.
 - F. Consider the reappointment of Susan Phaneuf to the Trails Committee with a term to expire 11/29/27.
 - G. Consider the reappointment of Michael Rocchetti to the Trails Committee with a term to expire 11/29/27.
 - H. Consider the Special Event Permit Application for the Courthouse O'Putnam 5K Road Race.

12. Public Comment – 3- minute maximum per person

13. Adjournment

To Be Approved
 Mayor and Selectmen's Meeting
 November 7, 2022
 Also Via Zoom: Meeting ID # 832 2182 2885

TOPIC	DISCUSSION	
PRESENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Hayes, Selectman Rawson, Selectman Pempek, Selectwoman Marion, Selectman Paquin	
ABSENT:		
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	None
4.	Approval of the Minutes	A. Minutes from October 17, 2022, Board of Selectman Meeting. Deputy Mayor Simmons made a motion to approve the minutes of the October 17, 2022, Board of Selectman's Meeting. The motion was seconded by Selectman Paquin and passed with Selectwoman Marion abstaining.
5.	Petitions & Communications	None
6.	Reports of Standing Committees	A. General Government Committee None
7.	Reports of Special Committees	None

8.	Unfinished Business	<p>A. Personnel Update</p> <p>Town Administrator Sistare informed the Board that the new Assessor Rachel Ferreira started work today, along with ECD/Redevelopment Director Carly Deluca.</p>
9.	Grant Considerations and updates	<p>Mayor Seney stated the Town is waiting to hear about the Brownfield grant recently applied for.</p>
		<p>B. Transfer Station Update</p> <p>Town Administrator Sistare updated the Selectman on the proposed transfer station. The Highway is still receiving an abundance of bulky waste and various items, mostly dropped off over the weekends. The Town is working on the provisions of drop off, including the addition of construction fencing to limit the area available for drop off.</p> <p>C. Airline Trail</p> <p>Town Administrator Sistare updated the Selectman on the Airline Trail and presented a copy of the trail map.</p>
10.	New Business	<p>A Hydrant Payment – SSD</p> <p>SSD Chairman Normand Perron spoke regarding the WPCA charge of \$30,720.00 for flushing hydrants. Mr. Perron stated there is a lack of maintenance of the hydrants, stating 7 hydrants are out of order at the present time, the hydrants are rusty and they are not being color coded. Mayor Seney stated that he spoke with Superintendent Lynch regarding the hydrants and all hydrants are fully operational.</p> <p>B. Proposed 2023 Meeting Calendar</p> <p>Deputy Mayor Simmons made a motion to approve the Proposed 2023 Meeting Calendar as presented. The motion was seconded by Selectman Paquin and passed unanimously.</p>
11.	Public Comment	<p>None</p>
12.	Executive Session	<p>Purchase of Property</p> <p>Deputy Mayor Simmons made a motion to go into Executive Session for the purpose of Purchase of Property at 7:23 PM, inviting in Town Administrator Sistare and ECD/Redev. Director Very. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>Deputy Mayor Simmons made a motion to reconvene the Board of Selectman meeting at 7:37 PM. The motion was seconded by Selectwoman</p>

		<p>Marion and passed unanimously.</p> <p>Deputy Mayor Simmons made a motion, pending BOF approval, to set the date for a Public Hearing to purchase a portion of 49 Front Street, on December 5, 2022 at 6:30 PM, and Special Town Meeting on December 5, 2022 at 7:00 PM. The motion was seconded by Selectwoman Marion and passed unanimously.</p>
		<p>Respectfully submitted: Denise A. Geeza Executive Assistant</p>

To Be Approved
 Mayor and Selectmen's Meeting
 November 14, 2022
 Also Via Zoom: Meeting ID# 827 9770 3745

TOPIC	DISCUSSION
PRESENT:	Deputy Mayor Simmons, Selectman Rawson, Selectman Hayes, Selectman Paquin, Selectwoman Marion
ABSENT:	Deputy Mayor Simmons, Selectman Pempek
1.	Call to Order Deputy Mayor Simmons called the meeting to order at 5:00 PM
2.	Pledge of Allegiance Led by Deputy Mayor Simmons
3.	<p>Board of Education HVAC Indoor Air Quality Grant for Public Schools</p> <p>A) Authorize Superintendent to submit to DAS the grant application for the HVAC Indoor Air Quality Grant for Public Schools.</p> <p>Selectman Hayes made a motion to authorize Superintendent Sullivan to submit to DAS the grant application for the HVAC Indoor Air Quality Grant for Public Schools. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>B) Consider the appropriation of up to \$244,260.00 towards the Board of Education HVAC Indoor Air Quality Grant for Public Schools Project.</p> <p>Selectman Hayes made a motion to recommend the appropriation of up to \$244,260.00 towards the Board of Education HVAC Indoor Air Quality Grant for Public Schools Project to the Board of Finance and Town Meeting. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>C) Establish a Building Committee</p> <p>Selectwoman Marion made a motion to Establish a Building Committee. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>D) Authorize the preparation of schematic drawings and outline specifications.</p> <p>Selectman Hayes made a motion to authorize the preparation of schematic drawings and outline specifications. The motion was seconded by Selectman Paquin and passed unanimously.</p>

4.	Set the Date for Special Town Meeting	Monday, November 21, 2022 at 6:30 PM Selectman Rawson made a motion to set the date for a Special Town Meeting on Monday, November 21, 2022 at 6:30 PM.
5.	Adjournment	Member Paquin made a motion to adjourn at 5:06 PM. The motion was seconded by Selectman Hayes and passed unanimously.
		Respectfully submitted: Denise A. Geeza, Executive Assistant

Covid-19 Status

Recent/Ongoing

- Continued status quo for monitoring employee cases, and testing coordination.

Town Administration

Contract Updates

- Grove Street Sidewalks Replacement Project - executed scope for inspection services by John Turner Consulting. Notice to proceed date set for March 1, 2023.
- Similar to last month: School Security: discussed with parties to plan for components applicable to each party Town, SSD and BOE.
- Fire Marshal Services between 4 Towns: fully executed.
- BOE's playground grant: waiting on DEEP to deliver Contract for Town execution. Separately, BOE coordinating with state-contract-vendor to develop scope pending DEEP-execution.

Recent

- Onboarding for new Assessor Rachel Ferreira and new ECD Director Carly Deluca.
- Fire Marshal Scott Belleville as part-time position.
- Advertised and reviewing applications/interviewing for part-time Deputy Fire Marshal.

Upcoming

- Similar to last month: Pomfret St residential property. Served invoice to property owner for expenses paid by Town to date.
- Trained Town Hall and Library staff on purchase requisition instructions, with followup session for new employees (with Finance Director).
- December Department Head Annual Reviews, along with preparation and review of Department Head budget and expenditure planning for FY24.
- 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.
- Coordinating with Finance Director and HR Director regarding auto and property updates, and overall asset management.

Municipal Complex

Recent/Ongoing

- The roofing manufacturer identified materials available, and the roof contractor intends to repair the battens in upcoming weeks (November 2022).
- Interior work expected in November - new lettering above the Veteran's, Historical Society and Art Corridor walls has been installed. Modifying bathroom doors ongoing.
- Same as last month: Playscape install now planned for post-winter, March 2023, due to equipment receipt delays.
- Progressing on final project accounting, including submittal of final grant reimbursement request to the State Library.

Road and Sidewalk Improvements

Recent / Ongoing

- Church Street and Woodstock Ave project substantially complete. Town's inspection firm is coordinating with contractor on punch list items, with retainage held until final completion.

- In addition to fully executed Contract Documents between the Town and B&W for the Grove Street Sidewalks Project, Town has contracted with John Turner Consulting for inspection services. All funded by LOTCIP.
- For School Street Sidewalks projects, following Town review, J&D has forwarded drawings and specs to NECCOG for state review. While design is near-finalized, allowing for 2023 bidding and construction start, NECCOG and DOT have concerns about availability of adequate LOTCIP funding. NECCOG is calculating available remaining LOTCIP funds, as pool is closing, there is also a July 2023 planned deposit into LOTCIP.
- [Same as last month: Highway has various additional paving projects ongoing and upcoming.]

Upcoming

- Monitor School Street for design finalization and funding authorization, as applicable.

Bridges

Recent

- Same as last month: Approved consultant to continue full inspections and load ratings (as applicable) on additional under-20 bridges including: Bates Ave Bridge over Little Dam Tavern Brook, Munyan Road over Munyan Brook, Elmwood Hill Road over Keech Brook and Industrial Park Road over Culver Brook.
- [Note Highway Department continues to complete minor repairs that were identified on previous inspections (spalling repair, guiderail repair).

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. Local Wetlands approval in Fall 2022. 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.
- Same as last month: Initiate planning and permitting with engineering consultant for East Putnam Road Bridge over Mary Brown Brook. (2023 or beyond construction).

Athletic and Recreation

Recent / Ongoing

- Similar to last month: Continued coordination with Commercial Roofing for Rotary Park Bandstand roof replacement. Contractor has received all materials as of early September. Due to contractor schedule, still waiting on active construction start. Once started, expect onsite activities 2-3 weeks.
- Ongoing: Gravel excavation by contractor for Sabin Street Recreation Field construction work. Land Use Agent leading.
- 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 initiated in Fall 2022.
- Similar to 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. Final deliverable is information flyer. Working with new ECD Director on applicability of grant applications.

Upcoming

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Ongoing: continue to identify State DOT and Railroad officials to discuss alternatives, and build support for Putnam-to-Thompson trail connection. Monitor grant availability and submit applications if eligible.

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). Nearing final construction activities, with personnel using the space in late November 2022. Generator connected in December, following removal of existing generator.
- 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 ongoing.
- Accessory Dwelling Unit regulations with Zoning Commission: Commission's November 16, 2022 meeting included vote to "OPT OUT". Following appeal period, will bring to Board of Selectmen for final approval in December 2022.
- For Fox Road transfer station planning: executed conceptual design with J&D Engineers. Coordinating for location of facilities onsite, including possibility of relocating bus parking.

Upcoming

- Regarding Accessory Dwelling Units with the Zoning Commission: continued activities 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

- CCM Annual Conference November 1-2, including Legislative Committee meeting setting priorities for municipality group to bring to Legislative Session.
- CCM webinars including Drug & Alcohol Testing Regulations for Supervisors

Upcoming

- CCM webinars towards CCMO certification.
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E.MERGENCY M.ANAGEMENT P.PERFORMANCE G.RANT

**FFY 2022 APPLICATION
Due: December 1, 2022**



State of Connecticut

**Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security**

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COMPLETION CHECKLIST FOR SUB-GRANTEE

The following forms are necessary for the timely completion of this document. Please use this aid to ensure all documents are included in your submission. More detailed information is available in the EMPG Manual.

- Section B: Application Information and Data Sheet
- Section C: Municipal Resolution
- Section D: EMPG Financial Tool Budget Tab
- Section E: Master Staffing Pattern and Training History
- Section F: NEMA Survey attached (Optional)
- Job Descriptions have been attached if applicable (Available on website)

DEMHS REGIONAL CONTACT INFO

For assistance filling out this application please contact your DEMHS Regional Coordinator.

Region 1	Robert Kenny Regional Coordinator	149 Prospect Street, Bridgeport, CT 06604 Phone: 860.250.2478 Email: Robert.Kenny@ct.gov	Fax: 203.334.1560
Region 2	Nicole Velardi Regional Coordinator	1111 Country Club Road, Middletown, CT 06457 Phone: 860.685.8105 Email: Nicole.Velardi@ct.gov	Fax: 860.250.3453
Region 3	William Turley Regional Coordinator	DEMHS - 360 Broad Street Hartford CT 06105 Phone:860.250.2548 Email: William.Turley@ct.gov Mailing address: P.O. Box 1236 Glastonbury, CT 06033	Fax: 860.257.4621
Region 4	Michael Caplet Regional Coordinator	15-B Old Hartford Road Colchester, CT 06415 Phone:860.250.3449 Email: Mike.Caplet@ct.gov	Fax: 860.465.5464
Region 5	John Field Regional Coordinator	55 West Main Street, Suite 300 Box 4 Waterbury, CT 06702 Phone: 860.250.2535 Email: John.Field@ct.gov	Fax: 203.591.3529

SECTION A. APPLICATION INSTRUCTIONS

Below are brief instructions for filling out each application form. Please fill out these forms completely and accurately. **Electronic signatures are accepted on all documents.** Please **sign** or **initial** where you see the following tabs:



1. **Manual:** Please print and review the EMPG Program Manual (<https://portal.ct.gov/DEMHS/Grants/Emergency-Management-Performance-Grant/Guidance-and-Forms>). The Subgrantee is responsible for the information contained in this document. More complete instructions are available in this document.
2. **Section B: Applicant Information and Datasheet:** Please fill out boxes 1-16 with the necessary information.
3. **Section C: Municipal Resolution:** Please provide a municipal resolution to grant the Chief Executive Officer the authority to sign the EMPG application package on behalf of the municipality. For more information on resolution specifics please reference the EMPG Program Manual.
4. **Section D: EMPG FINANCIAL TOOL-Budget Preparation:** Fill in your budget request for the performance period of 10/1/22-9/30/23 in the 2022 EMPG SLA Financial Tool. Please submit this budget electronically to your DEMHS Regional Office for review upon submittal of the application. Please consult the 2022 EMPG Manual for any additional forms.
5. **Section E: Master Staffing Pattern:** The Master Staffing Form comes pre-populated with the training records of local personnel who have reported completion of the IS and/or PDS course requirements. Towns may use this form to report on any additional courses completed since their last EMPG application.
6. **Additional Forms:** Please review the remaining list of forms available on our website at <https://portal.ct.gov/DEMHS/Grants/Emergency-Management-Performance-Grant/Guidance-and-Forms> to determine if any of these forms will be needed for your application:
 - Emergency Management Director Job Description** – Use this form if you have hired a new Emergency Management Director.
 - Emergency Management Deputy Director Job Description** – Use this form if you have hired a new Emergency Management Deputy Director.
 - Emergency Management Support Staff Job Description** – Use this form if you have hired new Emergency Management Support Staff (e.g. Clerical).
 - Request for Transcripts from EMI** – Use this form to request a transcript of the courses you have completed through FEMA and/or the Emergency Management Institute (EMI).

Once all of the necessary forms are filled out and signed, complete the application by signing and dating the Applicant Information and Data Sheet. Attach the Budget and all other forms and submit the Application Package to your DEMHS Regional Office.

SECTION B. EMPG APPLICATION INFORMATION AND DATA SHEET

All Forms Must Be Original - Copies Will Not Be Accepted

Mail Completed Applications To:
DEMHS Regional Coordinator (See Page 2 of this application for contact information)

SPCP Unit Use Only

1. Name of Municipality or Agency Applying for Subgrant: **2. Period of Award for this Subgrant: 10/1/22 – 9/30/23**

3. Emergency Management Director Name & Address

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

4. Official Authorized to Sign for the Applicant:

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

5. Municipal/Agency Financial Officer

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

6. Fiscal Point of Contact: (If Different than Financial Officer)

Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

7. Applicant FEIN:

8. Applicant DUNS #:

9. Applicant Fiscal Year End:

10. Date of Last Audit:

11. Dates Covered by Last Audit: _____ to _____

12. Date of Next Audit:

13. Dates to be Covered by Next Audit: _____ to _____

Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.

FEDERAL AUDIT AND DEBARMENT REQUIREMENT CERTIFICATION

14. ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regard to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

Initial to indicate that this requirement has been read and understood: _____

INITIAL

15. ACKNOWLEDGEMENT OF DEBARMENT REQUIREMENTS:

- The sub-grantee will confirm the eligibility status (via Sam.gov) of all vendors/contractors that the sub-grantee pays with EMPG SLA funds. The subgrantee will confirm that the vendors/contractors do not appear on the SAM's Exclusion List of federally debarred or suspended vendors.

Initial to indicate that this requirement has been read and understood: _____

INITIAL

16. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.

SIGN & DATE

Authorized Signatory: X _____ Date: _____

SECTION C. AUTHORIZING RESOLUTION

All Forms Must Be Original - Copies Will Not Be Accepted

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program

AUTHORIZING RESOLUTION OF THE

(Insert name of governing body--for example, town council)

CERTIFICATION:

I, _____, the _____ of _____,
(keeper of the records—for ex. town clerk or secretary of council)

do hereby certify that the following is a true and correct copy of a resolution adopted by
_____ at its duly called and held meeting on _____, 20____,
(name of governing body) *(Month, Day)*

at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the _____ may enter into with and deliver
(name of governing body)

to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that _____, as _____ of
(name and title of officer)

_____,
(Name of governing body)

is authorized and directed to execute and deliver any and all documents on behalf of the

(name of governing body)
and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that _____
(name of officer)

now holds the office of _____ and that he/she has held that office since _____.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of

_____ 20____

(Name and title of record keeper)



The Chief Executive Officer has not changed since the previous resolution was authorized on _____
(Date)

SECTION D. EMPG SLA FINANCIAL TOOL-BUDGET

Please Note: Applications will not be reviewed without the submittal of the EMPG Financial Tool “Application Budget” tabs.

A new category for PPE has been added this year. Fill out the Application Budget portion of the tool by filling out the teal boxes for the following:

1. Award Amounts:

Per Capita Award: This amount is based on your town’s population as listed in the State Register and Manual.

Sub grant Allocation: This totals as you fill in the categories below.

2. Enter Categories:

- **Personnel-** Enter the total estimated cost for salaries or stipends for full or part-time EMDs, Deputy EMDs and support staff.
- **Organization-** Enter the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.
- **Equipment-** Enter the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.
- **In kind-** Enter the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match.
- **Personal Protective Equipment (PPE)** Enter the PPE allocation from the front page into this cell. **Note: The PPE allocation can only be spent on PPE. PPE allocations are matched by state funding.**
- **All other-** Enter the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.
- **Unallocated** – This is the remaining balance of funding that you have not yet allocated to a particular category.

EMPG Subgrant Budget (Fill In Green Cells Only)	
PER CAPITA AWARD	
Total:	\$22,840.65
Federal Per Capita Share:	\$11,420.33
Match:	\$11,420.33
SUBGRANT ALLOCATION	
Total:	\$22,840.65
Federal Per Capita Share:	\$11,420.33
Match (Includes In-Kind):	\$12,920.33
Personnel:	\$16,840.67
<i>Allocate (Enter) the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff. If claiming fringe, please provide a fringe benefits letter from the Municipal Finance Director.</i>	
Organization:	\$500.00
<i>Allocate (Enter) the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.</i>	
Equipment:	\$2,412.34
<i>Allocate (Enter) the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.</i>	
In-Kind - Requires Double Match:	\$1,500.00
<i>Allocate (Enter) the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match. For a volunteer time form please visit the DEMHS website at http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692</i>	
Personal Protection Equipment:	\$1,087.64
<i>Allocate (Enter) the total amount of PPE shown for your town here. PPE funding may be used for face masks, sanitizer, gloves, no touch devices, shields etc. No match is required for PPE.</i>	
All Other Costs	\$500.00
<i>Allocate (Enter) the total amount of all other costs (Travel, Training, Mileage, Meetings, EOC Activations, Emergency Responses etc..</i>	
Unallocated:	\$0.00
<i>Certification: I hereby certify that the information contained herein is based</i>	

Section E. EMPG Master Staffing Pattern and Training History

The purpose of this form is to collect information regarding employees who will be funded under the Emergency Management Performance Grant (EMPG). Shown on the form are the current training records (completed courses are marked with their dates of completion) by your EMPG funded staff according to our records. These courses are required for all staff funded partially or fully under the EMPG.

Instructions: If you have completed additional courses please fill in the dates of completion for any courses. Please provide a copy of the course certificate(s). The deadline for new staff to complete all of the required courses is September 30, 2023.

Name	Position	Required Training Courses (Completed Courses Shown with date of completion)										
		IS-100.c	IS- 120.c	IS 200.c	IS-230.d	IS-235.c	IS-240.b	IS-241.b	IS-242.b	IS-244.b	IS-700.b	IS-800.c

If an employee funded by EMPG has yet to complete the Required FEMA IS courses at <https://training.fema.gov/is/searchis.aspx?search=PDS> (Professional Development Series) please complete the missing courses and submit your training certificate to your Division of Emergency Management and Homeland Security (DEMHS) Regional Office. If you need to request training certificates from FEMA, please request your transcript using the Transcript Request Form – EMI. You can find this form on our website at <https://training.fema.gov/emiweb/downloads/tranrqst1.pdf>

SECTION F. NEMA QUESTIONNAIRE

Each year the Division of Emergency Management and Homeland Security (DEMHS) fills out a survey from the National Emergency Management Association (NEMA). The purpose of the survey is to justify the funding we receive under the Emergency Management Performance Grant (EMPG).

To help us in filling out the survey for FY 2022, DEMHS is asking our EMPG participating towns to answer a few brief questions. Your answers will assist NEMA in justifying continued funding of the EMPG program to Congress.

1. What is your total emergency management budget: \$_____.
Please provide your total budget even if these costs exceed your EMPG allocation.

2. Is your Emergency Management Director?:
(Check One)
 Full-Time
 Part-Time
 Volunteer

3. Which official (if any) has the authority to issue a mandatory evacuation order?:
(Check One)
 Mayor
 First Selectman
 Town Manager
 Other



PUTNAM TOWN CLERK
 126 Church Street
 Putnam, CT 06260
 (860) 963-6807



SPECIAL EVENT PERMIT APPLICATION

FOR OFFICIAL USE ONLY

Date Rec'd: _____ Date Issued: _____ Permit # _____

Review Required: Board of Selectmen, Building Official, Emergency Management, Fire Marshal, Town Clerk, Parks & Recreation, Public Works, Putnam Police Department

*Town Clerk Approval: _____ Date: _____

EVENT MUST ADHERE TO ALL STATE OF CONNECTICUT COVID-19 REGULATIONS

Submit **completed** Special Event Permit minimum of 45 days prior to the event. The Special Event Permit **\$100.00 non-refundable application fee is due at the time of application.** Acceptable forms of payment: Cash, Certified Bank Check or Money Order. No personal checks. Applicant to be liable for any overtime for Town employees or other extraordinary expenses incurred by the Town as a result of the special event.

APPLICANT INFORMATION

Event Name	Courthouse O' Putnam 5K Road Race	
Event Date/s	Sunday, March 12th, 2023	
Event Times:	12:30 PM (kids race) /// 1:00 PM (5K) /// 10:30 AM to 2:30 PM overall impact	
Location (please be specific)	See attached course map - Putnam River Trail & Rotary Park	
Applicant Name	Matt Anderson	
Street Address	41 Sequin Drive	
Town, State, Zip Code	Glastonbury, CT 06033	
Day Phone	860-652-8866 x119	
E-Mail Address	matt@hartfordmarathon.com	
Sponsoring Organization	Hartford Marathon Foundation	
Contact Person On-Site Day of Event/Emergency Contact	Name Matt Anderson	Cell Number 860-707-0084
Tax Exempt Id Number if Applicable	EIN 06-1415320	
Are You a Charitable/non-Profit Organization? <input checked="" type="checkbox"/> Yes or No (circle one)	If yes, Enter Ct State Tax Exempt # EIN 06-1415320	Please Include a copy of your current 501 (c)(3) with application.

EVENT TYPE

- CONCERT
- CYCLING EVENT
- FAIR/CARNIVAL
- FESTIVAL
- FUNDRAISER
- PARADE
- PERFORMING ARTS
- PROMOTIONAL
- RUN/WALK
- SPORTING EVENT
- OTHER: Please describe

***Board of Selectman Approval**

Date: _____

LOCATION

RECREATIONAL PARK OR FACILITY? If so, note location.

- Rotary Park & Putnam River Trail

Recreation Director _____

Date: _____

EVENT DESCRIPTION

Describe event, attach site map, indicate boundaries, location of tents, activity areas, portable restrooms etc.

- The Courthouse O' Putnam 5K is a run/walk road race that will be start on Canal Street heading south, then north along the Putnam River trail before finishing on Main Street. The race is followed by a street party with music, beer, and food head in conjunction with Courthouse Bar & Grille on Main Street. Pre race activities and portalets will be in the DMV parking lot. This will be the 10th running of the event.

EVENT TIMELINE

Attach a timeline, sequence of events, including equipment deliveries, set-up and tear down. **See attached.**

ADMISSIONS/VENDORS

Will items or services be sold at the event? If yes, describe.

- Event registrations will be conducted online prior to the race and onsite race morning. Additionally for sale, will be event merchandise and additional beer (coordinated by Courthouse Bar & Grille).

ALCOHOL/FOOD

Does event include the sale or consumption of alcohol? Yes/No If yes, describe and attach copy of your state permit.

- Yes, beer service and sales held in conjunction with Courthouse Bar & Grille and Wormtown Brewing.

Will vendors cook or heat food? If yes, describe. **NOTE:** Compliance with Health Department required.

- All food will be prepackaged or be prepared served by Courthouse Bar & Grille.

AMPLIFIED SOUND

Will the event have amplified sound? If yes, describe. Noise restrictions may apply.

Yes, start, finish & post race party

ANIMALS

Will your event include animals (petting zoo, pony rides, dog/walk run) If yes, describe.

n/a

FIREWORKS

Will there be fireworks at the event? If yes, provide company name, contact, email and phone.

n/a

FIRST AID

Will you require additional fire department staffing? If yes, describe. The Town may require additional staffing. Please describe your First Aid plan of action.

- No Fire department staffing required. We coordinate directly with Putnam EMS, they will have a dedicated unit on site for the event.

POWER

Does the event require electricity? If yes, describe. yes, provided by HMF - no power sources required

Does the event require generators? If yes, describe and indicate provider yes, 4x 2000 W Honda Generators (owned by HMF)

Will there be handling of vehicle fuel? If yes, describe. No

POLICE/SECURITY

Are you requesting additional police staffing? If yes, describe. The Town may require additional safety measures.
- Yes, Putnam Police will be on site for control of street closures and impats. HMF to coordinate directly with Putnam PD.

Does this event require overnight security? If yes, indicate provider. No.

***Putnam Police Department Approval** _____ **Date:** _____

SIGNAGE

Will your event use and post signage, banners or a-frames? If yes, describe desired locations and timeline requested.

- Temporary traffic alert signs will go out along the course on race week, all other signage will be put in place temporarily on race day.

STAGES/STRUCTURES/TENTS

Main Street Events are limited to 10 x 10 popup tents. Special permission is needed otherwise.

Fire & Ice Events – a maximum of 2 Oversized tents permitted in Union Square Parking lot.

Does event include enclosures such as tents or canopies? If yes, describe, include dimensions and types of activities within the structure.

Yes. All tents will be 10 x 10 pop ups (weighted down), put in place by HMF on race morning. Estimate 10 tents.

Will your event construct stages or other improvements? If yes, describe. Inflatable arch at finish line, and free standing truss tower system at start

Will there be any fenced areas? If yes, describe and indicate on site map/plan submitted with application.

- Yes, 30' race start corral system, 100' long finish line chute, and Main Street/street party area will be fenced in to control beer service

***Building Official Approval** _____ **Date:** _____

TRAFFIC CONTROL/IMPACTS

Please describe any requested street closures and/or sidewalk closures. Attach a traffic plan.

Name of Street	Date/Hour Start Time	Date/Hour End Time
Main Street (Bundy Lane - Route 44)	10:30 AM	4:00 PM
Main Street (Massicotte - Bundy Lane)	10:30 AM	2:30 PM
Canal Street / Race course	11:30 AM/12:55 PM	Last Runner

***Putnam Police Department Approval** _____ **Date:** _____

VOLUNTEERS

Will your event function with volunteers? If yes, describe.

- Yes, volunteers will be utilized for registration, course monitors, water station, food distribution, beer service, and at the finish line.

INSURANCE REQUIREMENT

A Certificate of Insurance naming the Town of Putnam as an Additional Insured in the minimum amount of \$1 million per occurrence and \$2 million general aggregate is required but may be more if the Town determines it necessary for the proposed event. This certificate must be submitted and be acceptable to the Town prior to receiving the Special Event Permit.

OTHER PERMITS AND FEES

Depending upon the nature and scope of the proposed event, other permits may be required as determined through the application process. Other fees may be assessed (i.e. fire, aid and/or police services). The Town of Putnam will make every effort to assist the applicant in determining complete permit requirements, though once identified, it will be up to the applicant to provide required and approved documentation where deemed appropriate.

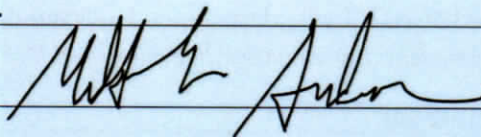
NOTES:

EVENT MUST ADHERE TO ALL STATE OF CONNECTICUT COVID-19 REGULATIONS

HOLD HARMLESS STIPULATION – Must be submitted with application

Permittee covenants and agrees to indemnify, defend and hold harmless the Town, its officers, agents and employees from any and all claims actions, damages, liability, cost and expense, including reasonable attorney’s fees in connection with or occasioned, in whole or in part by any act or omission of Permittee, its officers , agents, employees, customers or licenses, or arising from or out of Permittee’s failure to comply with any provision of the Special Event Permit granted as a result of this application, regardless of whether it is alleged or proven that the acts or omissions of the Town, its officers, agents or employees caused or contributed hereto.

Signature of Authorized Representative, Title



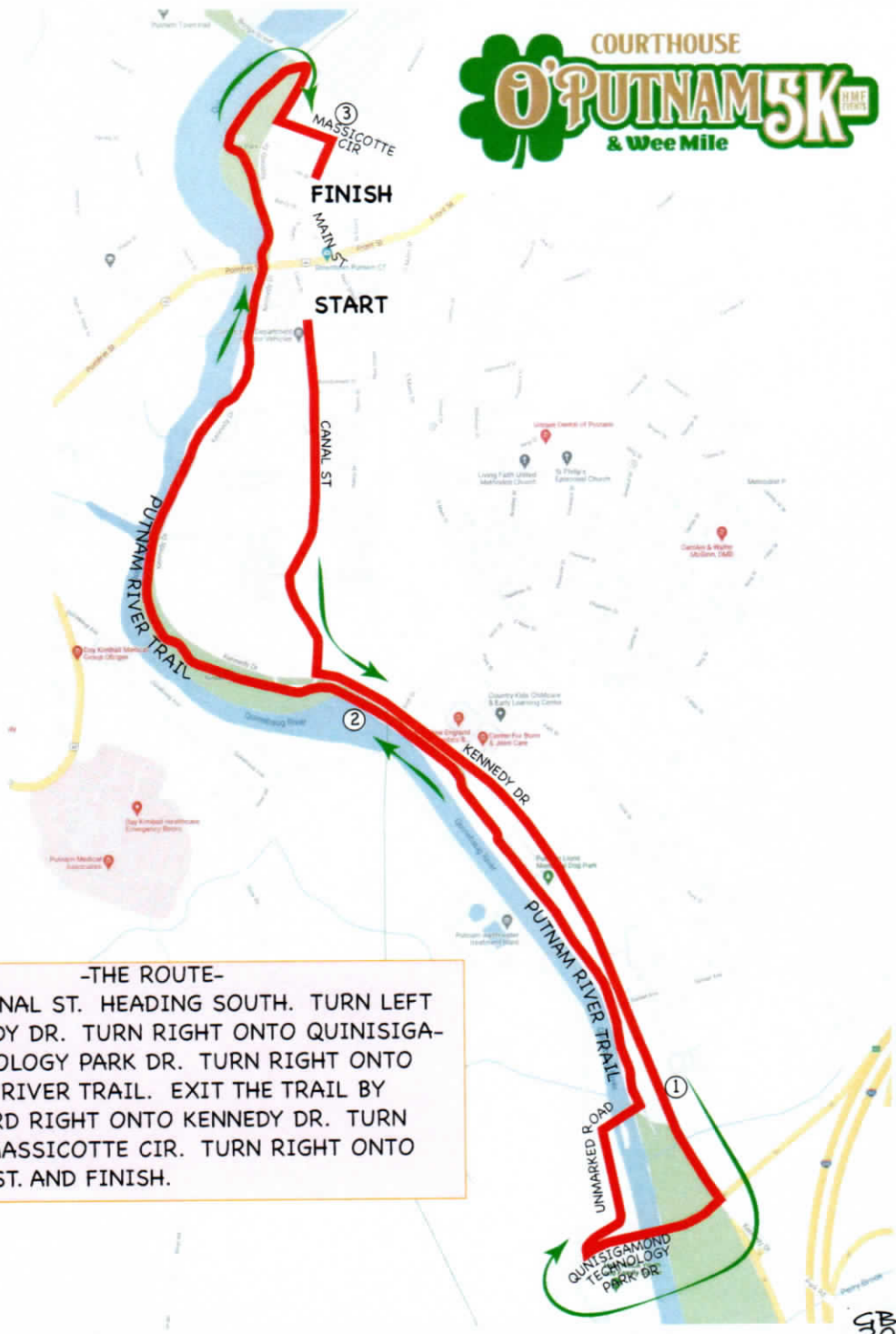
Printed Name **Matt Anderson, Vice President: Operations**

Date: **11/10/23**

NOTE: This application may be denied if the proposed activity disrupts traffic beyond practical solution; causes undue hardship to surrounding residents or businesses; requires the diversion of so many public employees that service is denied to the public at large; or fails to fall within Town standards. The permit may also be rescinded at any time if complete and accurate information was not provided on the application; if the event is not held within the terms of the permit; or if there is failure to comply with applicable legal requirements.

Please be sure to have all the necessary documents and signatures before submitting this application to the Town Clerk.

COURTHOUSE O'PUTNAM 5K & Wee Mile



-THE ROUTE-
START ON CANAL ST. HEADING SOUTH. TURN LEFT ONTO KENNEDY DR. TURN RIGHT ONTO QUINISIGAMOND TECHNOLOGY PARK DR. TURN RIGHT ONTO THE PUTNAM RIVER TRAIL. EXIT THE TRAIL BY TURNING HARD RIGHT ONTO KENNEDY DR. TURN LEFT ONTO MASSICOTTE CIR. TURN RIGHT ONTO ONTO MAIN ST. AND FINISH.

CBES
2022