

MAYOR AND SELECTMEN'S MEETING AGENDA

Tuesday, January 17, 2023 at 7:00 PM

Putnam Municipal Complex

Room 109

200 School Street

Putnam, CT

Also Via Zoom:

Join Zoom Meeting

<https://us06web.zoom.us/j/86753507476>

Meeting ID: 867 5350 7476

+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. Board of Selectmen Meeting Minutes of January 3, 2023
 5. Petitions & Communications
 6. Reports of Standing Committees
 - A. General Government Committee
 1. Employee Handbook Review and Update
 2. Cell Phone Policy Review
 7. Reports of Special Committee
 8. Unfinished Business
 9. Town Administrator Report
 10. Staff Quarterly Reports
 11. Grant Considerations and Updates
 12. New Business
 - A. Accept the resignation from John Dignam from the Commission on Aging.
 - B. Consider the appointment of Joann Sorel to the Commission on Aging with a term to expire Dec. 6, 2027
 - C. Natchaug Epic Cycling Event

D. Budget workshop

E. Consider the appointment of Carly DeLuca, ECD Director to the Eastern Regional Tourism District to serve as a representative of Putnam.

13. Public Comment – 3- minute maximum per person

14. Adjournment

To Be Approved
 Mayor and Selectmen's
 Meeting
 January 3, 2023
 Also Via Zoom:
 Meeting ID# 837 4283 6216

TOPIC		DISCUSSION
PRESENT:		Mayor Seney, Deputy Mayor Simmons, Selectman Hayes, Selectwoman Marion, Selectman Pempek, Selectman Paquin
ABSENT:		Selectman Rawson
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 December 19, 2022, Board of Selectmen Meeting Selectwoman Marion made a motion to approve the minutes from the December 19, 2022, Board of Selectmen Meeting as presented. The motion was seconded by Selectman Pempek and passed unanimously.
5.	Petitions & Communications	None
6.	Reports of Standing Committees	A. General Government Committee None
7.	Reports of Special Committees	None
8.	Unfinished Business	None
9.	Grant Considerations and updates	A. ECD Director DeLuca asked the Board for approval to submit the Community Investment Fund Grant for 2.7 million dollars toward the Providence Street improvement project. Deputy Mayor Simmons made a motion to approve the submission of the Community Investment Fund Grant application. The motion was seconded by Selectwoman Marion and passed unanimously. Selectwoman Marion made a motion to move item 10 B. to 10 C. and add

		<p>item 10 B. Consider the appointment of Peter McMorris, as an Alternate to the Inland/Wetlands Commission. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>Selectwoman Marion stated that Mr. McMorris was on the zoning commission for 5 years and a letter of thanks should be sent to him and that the process for reappointment needs to change or we will have difficulty filling seats.</p> <p>Selectwoman Marion made a motion to add item 10 D, Cargill Falls to the agenda. The motion was seconded by Deputy Mayor Simmons and passed unanimously.</p>
10.	New Business	<p>A. Consider the appointment of Lisa Jean Clifford to the Zoning Commission with a term to expire 12/5/2027.</p> <p>Deputy Mayor Simmons made a motion to appoint Lisa Jean Clifford to the Zoning Commission with a term to expire 12/5/2027. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>B. Consider the appointment of Peter McMorris, as an alternate, to the Inland/Wetlands Commission with a term to expire 11/29/2027.</p> <p>Selectwoman Marion made a motion to appointment Peter McMorris, as an alternate to the Inland/Wetlands Commission with a term to expire 11/29/2027. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>C. Special Services District – ARPA</p> <p>Chairman Perron asked the Board to consider giving a portion of the ARPA funds to SSD to purchase a generator and new radio system. Mayor Seney stated that the funds have already been designated for Kennedy Drive parking lot and Simonzi Park, streambank stabilization. Funds have additionally been given to the school and the WPCA for new generators. If there are any funds remaining after those projects, the request from SSD will be considered. Town Administrator Sistare asked that SSD make a formal request as stated on the Town of Putnam website application process.</p> <p>D. Cargill Falls</p> <p>Mayor Seney and Town Administrator Sistare informed the Board that NDDH has been coordinating with tenants in a unit at the Cargill Falls Mill property regarding possible lead exposure. The Town of Putnam will continue to coordinate with the various parties and update everyone as information becomes available.</p>
11.	Public Comment	None

12.	Adjournment	Deputy Mayor Simmons made a motion to adjourn at 7:35 PM. The motion was seconded by Selectmen Paquin and passed unanimously.
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Covid-19 Status

Recent/Ongoing

- Same as last month: Continued status quo for monitoring employee cases, and testing coordination.
- Similar to last month: Holiday uptick in various illness, monitoring employee leave and needs as applicable.

Town Administration

Contract Updates

- BOE's playground grant: Received fully executed DEEP/Town Contract. Coordinating with BOE for state-contract-vendor for Summer 2023 installation.
- Initial discussion with State DECD for recently awarded Belding Remediation - expect Town as pass-through for work managed by developer.
- Same as last month: School Security: ongoing review to update components applicable to each party Town, SSD and BOE.
- Same as last month: Initial review of waste collection contract with Casella (previously Willimantic Waste), with likely progression towards requested 2-year contract extension.

Recent

- Preparation of Department Head budget requests for FY24, for general government operational expenditures and revenue. Initial Mayor input for Mayor's budget.
- Gathering historical information to answer request for Cargill Falls project, and coordinating with NDDH regarding their response.
- New employee efforts for part-time Deputy Fire Marshal Shawn Bates.
- Job description and advertisement for Recreation Clerk.
- Finalized Town Department Heads annual review including documentation.

Upcoming

- Continued FY24 budget preparation and data gathering, including preparation of Mayor's budget. Various associated documents including narrative, CIP, mill rate calculation form and other background information.
- Same as last month: Pomfret St residential property. Served invoice to property owner for expenses paid by Town to date. No payment received to date.
- Ongoing: progress on projects using ARPA funds, including final design progression on Kennedy Drive Parking, and ACOE input regarding scope of Simonzi Park.
- Ongoing: Coordinating with Finance Director and HR Director regarding auto and property updates, and overall asset management.

Municipal Complex

Recent/Ongoing

- Consideration for modification of room reservation and management due to above-expected requests from various organizations and groups.
- Same as last month: Interior work including modifying bathroom doors ongoing.
- Same as last month: Playscape install planned for post-winter, March 2023.
- Same as last month: Progressing on final project accounting, including submittal of final grant reimbursement request to the State Library.

Road and Sidewalk Improvements

Recent / Ongoing

- Recent submittal of grant application for Providence Streetscape including pedestrian improvements (ECD Director leading).
- Church Street and Woodstock Ave project final items and billing. Expect any final efforts to be Spring 2023.
- Grove Street sidewalks: same as last month, winter shutdown with expected early Spring 2023 holding pre-construction meeting and start of work.
- For School Street Sidewalks projects: same as last month, J&D coordinating with DOT for various reviews. While design is near-finalized, allowing for 2023 bidding and construction start, NECCOG and DOT have concerns about availability of adequate LOTCIP funding.
- [Same as last month: Highway has various additional paving projects ongoing and upcoming.]

Upcoming

- Same as last month: Monitor School Street for design finalization and funding authorization, as applicable.

Bridges

Recent

- Danco Road Bridge: design continues towards final design, including planning with WPCA utilities. Same as last month, recently received State DOT confirmed 50/50 program funding, expect Commitment to Fund Letter in upcoming weeks.
- 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

- Internal management and update for long-term planning of Town bridge improvements, including researching new state funding programs that allow for design through construction packaging.
- Same as last month: Design continuation for Danco Road Bridge replacement - 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

- Rotary Park Bandstand roof replacement: Commercial Roofing estimating January/February work, weather dependent.
- 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 underway, with initial survey and geotechnical activities ongoing. Expect to consider two alternatives, for side-trail ADA ramp accommodations.
- Air Line Connection between Putnam and Thompson: Conceptual Plan and Alternatives project complete and grant funds (awarded 2018/19) expended. Town submitted Resiliency Grant Application for River Trail connection to Air Line Trail in Thompson; and reviewing recently announced DEEP Recreational Grant application which is due March 1st.

Upcoming

- 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). Eversource onsite for power transfer to generator scheduled for week of January 9th.
- 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. Draft regulations being developed by the Zoning Commission and Town staff for internal Town review.
- Fox Road transfer station planning: conceptual design by J&D Engineers being developed based on site walk. Will include coordinating for location of facilities onsite, including likely relocating bus parking. In addition, recent operational changes to public's access to material drop-off limited to open hours to minimize weekend illicit drop-offs.

Upcoming

- Ongoing: 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. Annual report due in Spring 2023.
- 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. Will require Environmental Justice review process.

Conferences and Training

Recent

- None.

Upcoming

- CCM webinars towards CCMO certification.
- NEWEA Annual Conference January 23-25, 2023.

January 11, 2023

Mayor Seney
Town Administrator
Board of Selectmen
126 Church Street
Putnam, CT 06260

RE: Building Official/Z.E.O. Report – 4th Quarter 2022 – (Oct-Dec)

Hours: Monday – Wednesday 7:30 – 4:30
Thursday 7:00 – 6:00
Friday 7:00 – 1:00

ALL ITEMS BELOW, IN BOLD, ARE CURRENT ACTIVITY

ONGOING AND UPCOMING:

3-5 Providence Street – Temporary Certificate of Occupancy
97 Providence Pike – Garden Center Area – Waiting on revised plans for Fire Sprinklers - Ongoing
60 River Junction Estates – new house – Temporary Certificate of Occupancy
51 River Junction Estates – new house – complete
40 Charles Street – Fire scene – rebuild – complete
44 Blood Road – new house – ongoing
**314 River Road – Wheelabrator – Scale House - complete, Office - complete,
Pre-Treatment Bldg. ongoing, Wheel Wash Bldg. ongoing**
36 Ridge Road – Interior renovations complete
123 Park Road – Additional buildings - ongoing
4 Kennedy Drive – WPCA Bldg. – complete
62 Providence Pike Suite D – Quest Diagnostics – Certificate of Occupancy failed – complete
105 Cady Road – rebuild ongoing
41 Paula Place – new house – not started
125 Kennedy Drive – interior renovations – ongoing
28 Union Street – complete
80 Front Street – Stove King – ongoing
36 Ridge Road – New owner (Sever) – expansion and renovations upcoming
4 Kennedy Drive – Solar – Ground mount
83 Park Road – Solar – Ground mount

BLIGHT:

62 Thompson Avenue
394 Providence Pike
207 Killingly Avenue – clean-up started – proceeding slowly
142 South Main Street – failing porch railing – pics taken – 3-7-18 – letter going out in July – clean-up of porch – Order to Abate in April
344 Chase Road – complaint – pics - owner in process of clean-up - ongoing
118-120 Pomfret Street – abandoned houses
48-50 Woodstock Avenue – Fines issued (owner and tenant) -11-10-2021 – clean-up started – 12-15-2021 – 2nd Citation in April – **3rd citation**
21 Dudley Street – collapsing – 3-9-22 – letter sent – 3-17-22 - check status – **working with neighbor for Access – no frontage**
185 Kennedy Drive – Trash

BLIGHT CITATIONS:

48-50 Woodstock Avenue – **3rd citation**

ZONING:

62 Providence Pike Suite D Signage – incorrect size – required to resubmit twice
Genevieve Street – complaint regarding ducks
26-30 Front Street – Coca-Cola Mural – discuss with Zoning Chair
2 Furnace Street – new owner
67 Front Street – new owner
Update Zoning Regulations for Cannabis
292 Church Street – convert from mixed-use to Single family

HOUSING COMPLAINTS:

411 School Street – 1st floor apartment – permit obtained
Marshall Street – closed

TRAINING:

NEBOEA Conference Amherst, MA – 3 days
2022 State Building Code Administrative Updates – 3 hrs

2022 Facilities Quarterly Report

October -December

Prepared by Kevin Lamothe

1-5-2023

October

Paquet Electric and Lighting Rep on site to trouble shoot lighting issues in the conference room 201 and in couple of offices.

Louis Lapalme Plumbing did the seasonal disconnect of the water meter for the irrigation system.

P/S irrigation winterized the irrigation system, blowing the lines out with compressed air.

November

Worked with Elaine and Carlos from Downes Construction to coordinate and secure the plan for the work related to the install of the restroom doors on the 1st and 2nd floors.

Downes Construction on sight to start the mill work installation on the 2nd floor Veterans Affairs office and the Historical Society as well as started the installation work for the doors and relocation of some wiring, piping and retiling.

Facilities worked with the Voting Registrars for the set up and breakdown for the midterm elections.

Sign Pro on site to install new lettering on the mill work for Veterans Affairs and the Historical Society.

I met with the Shipman's rep to sort out fire extinguishers to send for testing.

Silktown roofing and representation from the roof manufacturer worked on and completed the instillation of 8" membrane strips welded over the existing seems on the library roof.

Paquet Electric trenched and ran the conduit for the electrical to the maintenance shed for lighting and receptacles to be installed.

Facilities along with the assistance of the recreation department and bucket truck, hung the Christmas wreath and set up and housed the snow equipment.

December

I met with contractors for quotes on an annual testing and maintenance contract for our fire sprinkler system.

New England Service and Controls performed the quarterly PM service on our HVAC system.

During this quarter the facilities department has done some work hanging a couple of wall cabinets for the Building Dept. and the art wall. Resecured some falling office desk fabric boards and paint touch up as well some bathroom fixture adjustment and repairs.



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



**Staff Report
 Fourth Quarter 2022**

FMO NOTES

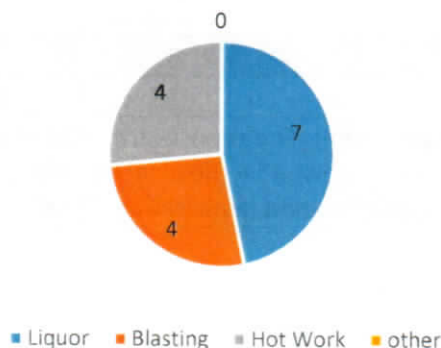
- Shawn Bates has been hired to fill the vacated Deputy Fire Marshal position. Shawn is a 28-year veteran of the fire service with time split between Putnam and East Putnam Fire Departments. Shawn will begin his schooling to become a CT Certified Fire Marshal beginning in mid-February, attending class Monday, Wednesday, and Friday until graduation in early July. Shawn has started in the office learning the standard operating guidelines and becoming acquainted with the general FMO duties.
- Scott Belleville has completed his CT State mandated continuing education credits and is now certified until 11/17/25. The State of Connecticut requires that all Fire Marshals achieve 90 credit hours every 3 years to recertify. Fire Marshal Belleville completed the last 3-year cycle with 132 credit hours.

PERMITS

4 TH QUARTER PERMITS = 15	TOTAL
Liquor	7
Blasting	4
Hot Work	4
Other	0

*Blasting permits are issued for 30 days.
 *Liquor permits are annual.
 *4th Quarter permit fees collected = \$590

4th QUARTER PERMITS



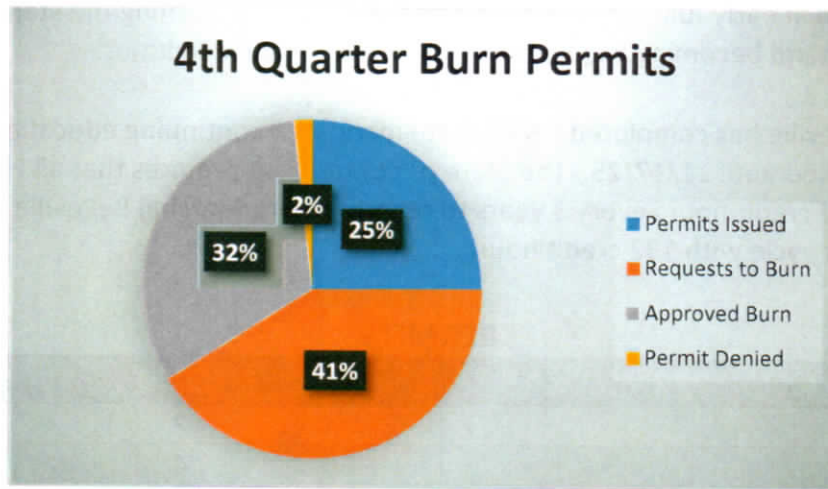
OPEN BURNING PERMITS

4 th Quarter Permits: 17	Permits 2022: 47
Requests to Burn	28
Approved to Burn	22
Permit Denied or Revoked	4

*Permits are issued for 30 days.

*Drought conditions have improved allowing for more permissible days.

*All burn permits are suspended on days where the burn index is HIGH, VERY HIGH, or EXTREME. Notification is posted on the Fire Marshal FaceBook page in the morning after CT DEEP Forestry Division has made the daily determination.



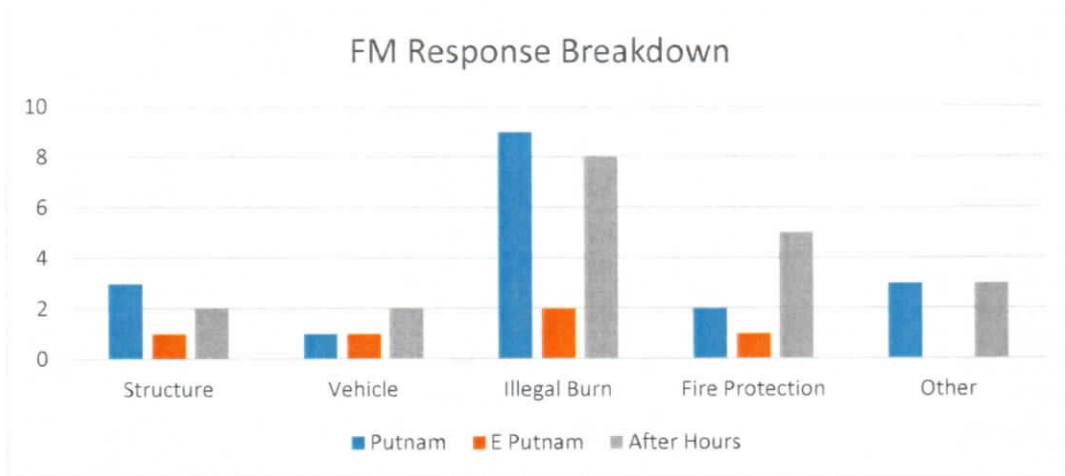
NATIONAL FIRE INCIDENT REPORTING SYSTEM (NFIRS)

DEPARTMENT	October 2022		November 2022		December 2022	
	INCIDENTS	FM REVIEW	INCIDENTS	FM REVIEW	INCIDENTS	FM REVIEW
PUTNAM	13	10	Not Avail	-	Not Avail	-
EAST PUTNAM	29	3	38	12	41	9

*NFIRS is a national reporting requirement. Fire reports are created by the local fire department for every incident response. Reports are reviewed by the local Fire Marshal and submitted to the US Fire Administration (a division of FEMA).

FIRE MARSHAL RESPONSES

4 TH QUARTER RESPONSES = 22	TOTAL
Structure Fire	4
Vehicle Fire	2
Illegal Burning	11
Fire Protection Features	2
Other	3



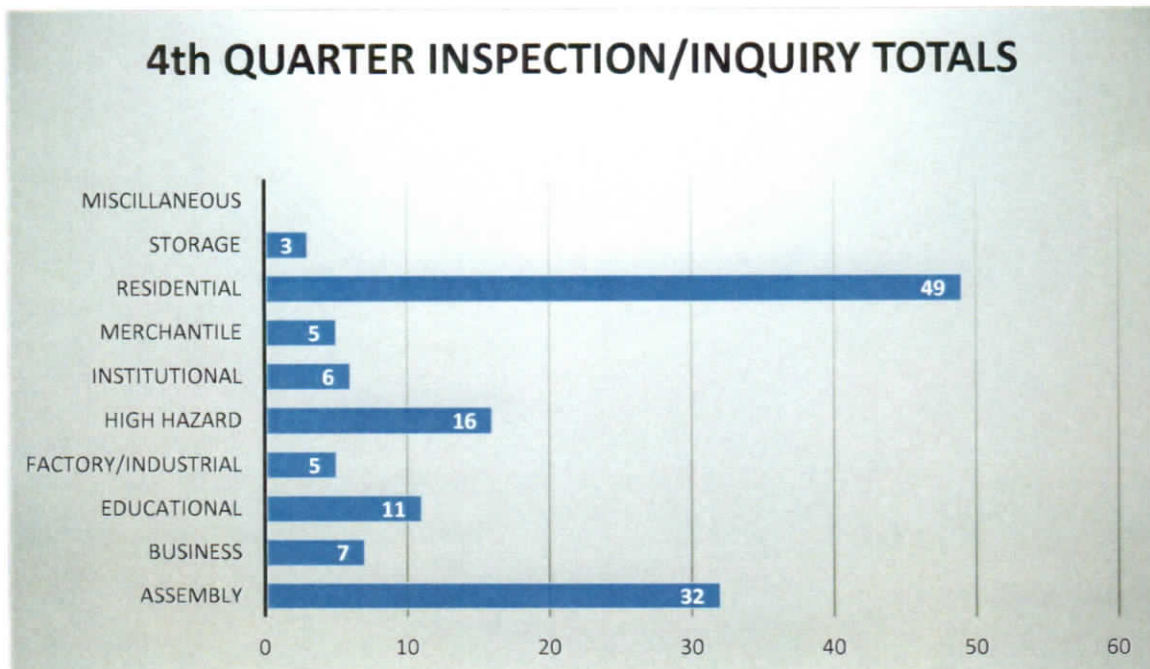
*After hours responses include 5PM – 7AM, weekends, and holidays.

Fire Marshal Mutual Aid Given = 1 Incident

Fire Marshal Mutual Aid Received = 1 Incident

FIRE CODE INSPECTIONS OR INQUIRIES

4th QUARTER TOTAL = 134



HAZARDOUS BUILDINGS

ADDRESS	TAG	CLASS	HAZARDS
284 School St.	X	DNE	Vacant/Collapse
584 School St.	X	DNE	Vacant/ Unsafe Stair & Porches
55 Providence St.	X	DNE	Vacant/Open
76 Providence Pike	X	DNE	Vacant/Garage Unsafe
57 Pomfret St.	X	DNE	Vacant/Open
120 Pomfret St.	X	DNE	Vacant/Open/Holes Throughout
16 Park Rd.	X	DNE	Vacant/Collapse/Holes Throughout
158 Park Rd.		DNE	Fire Damage
8-12 High St.	X	DNE	Fire Damage/Collapse
432 Church St.	X	DNE	Vacant/Collapse/Holes Throughout
2 Harris St.	X	DNE	Vacant
62 Thompson Ave.		DNE	Overgrown Veg./Vacant
26 Liberty Hwy		DNE	Fire Damage/Unsafe Floors
107 Providence St.		DNE	Vacant/Heavy Timber Construction
29 Heritage Rd.		DNE	Vacant/Open
118 Pomfret St.	X	DNE	Vacant/Unsafe Stairs & Porches
21 Franklin St.		Caution	Occupied 8 of 10/Porches/FP Features
48-50 Woodstock Ave		Caution	Squatters on Floors 2 & 3.
90-92 Powhatten St.		Caution	Hoarding Condition 2 nd Floor
42 R.I. Line Rd.		Caution	Hoarding Condition Throughout
73 Pomfret St.		Caution	Hoarding Condition Throughout

*DNE = DO NOT ENTER! This is a warning to emergency response personnel to conduct exterior operations unless the fire is small and can be extinguished with little risk or if there is confirmed and imminent life hazard. The decision lies with the Incident Commander.

Finance Department

Quarterly Report (Oct – Dec 2022)

January 2023

1. Summary

Process BOE request of transfers for their Bi-Weekly payroll and weekly Payables.

Process weekly transfers of monies for Payroll for both Town and WPCA.

Reconcile monthly, ALL the bank statements to the General Ledger

Continue reviewing the status of outstanding checks that have not been cashed by the different Vendors in the various funds.

My accounts payable clerk processes the sticker requests for trash orders from the area stores.

The office is now fully staffed.

2. Audit

The Audit has been completed and was filed with the before December 31st. The audit came back very good. There were no Material Weaknesses or Significant Deficiencies noted. The Town qualified as a low-risk auditee. This is due to the previous two audits coming in good.

3. Budget

Continuing to monitor the FY23 budget.

Monitoring the Capital Project Budgets in Infinite Visions for FY 2023.

Will have to make some cuts in CIP for FY23 due to the unanticipated decrease in Ash Landfill revenue.

4. Revenue

Continuing work on prioritizing projects for the ARPA funding received in FY21 through FY23 the balance is \$2,154,827.10. All funding has now been received.

General government budget collected \$10,546,073.04 this quarter. Highlighting some of the depts; \$1,905,135.40 in revenue from Revenue office taxes, \$588,202.89 Ash Landfill, \$81,280.05 Town Clerk and \$59,090 Building Dept.

Stickers for trash pickup took in \$83,100 this quarter.

The daily deposit tickets are scanned into Infinite Visions after they are verified and posted.

5. Expenditures

Continue updating the W-9's as needed and preparing for calendar year end for sending out W-9's

Processed invoices & payroll totaling \$1,686,528.28 out of the General Government budget.

When invoices are processed for payment, they are scanned into Infinite Visions.

6. Capital Improvement Project (CIP) & Fixed Assets

Continue reviewing the list for FY22 Fixed Assets for accuracy and necessary list for insurance components.

7. Training & Conferences

We continue cross training of duties within the department.

Have started putting together step by step procedures for processing invoices and generating accounts receivable invoices. All with making improvements to the Req/PO's, having the requester scan into IVisions and attaching it to the Req, any and all supporting documentation for their purchase.

We are taking refresher class/Webinars for calendar year end reports along with training in the different modules.

8. Next Quarter/Upcoming Activities

Fiscal Year 2024 budget, setting up the reports in Infinite Visions

Scholarship requests will be coming in around January time frame as students start preparing to return to college for Spring semester.

Maureen Benway

Finance Director

TO: Mayor Seney and Board of Selectmen

FROM: Travis Surrine, Highway Superintendent

Re Quarterly Report

The following work projects were performed by the Highway Department. The Mechanic worked on scheduled and emergency maintenance.

October

- Pothole patching and basin top cleaning
- Tree removal
- Overlay paving
- Equipment repairs
- Roadside mowing
- Process bulky waste and other dropped off materials
- Preparing trucks for leaf vacuuming
- Brush chipping
- Install and repair bituminous curbing

November

- Pothole patching and basin top cleaning
- Assist P&R with Ornament set up
- Overlay paving
- Process dropped of waste.
- Assist tree removal contractors
- Leaf vacuuming
- Waterway cleaning
- Ready remaining trucks for winter weather

December

Assist P&R with Dazzle Light Parade.

- Pothole patching and basin top cleaning
- Leaf vacuuming
- Snow and ice removal/treatment
- Brush chipping
- Tree trimming
- Waterway clearing.
- Storm damage tree clean up



TOWN OF PUTNAM

Municipal Complex
200 School Street
Putnam, Connecticut 06260
Telephone: (860) 963-6800

Human Resource and Payroll Department

October 2022 – December 2022 Quarterly Report

From: Mariah Clifford, Department Head

Payroll:

- Calendar Year End
- W2 Audit Prep
- 1095 Audit Prep
- Budget Prep for Town/WPCA

Pension:

- 1099 Contracts completed for retirees. Employee who receives their pension from the Town cannot be W2 employees.
 - 1 DPW retiree for snowplow assistance
 - 1 WPCA retiree for consulting
 - 1 ECD retiree for consulting

FMLA:

- As of 4/4/2022 one employee is on FMLA
 - Employee returned from leave 10/10/2022
- As of 10/14/2022 one employee is on FMLA
 - Employee returned from leave 11/28/2022

Employment Changes:

- Hired Assessor, effective 11/7/2022
- Maintainer Retirement received, effective 10/28/2022
 - Hired FT Maintainer, effective 12/12/2022
- Fire Marshal resignation, effective 6/30/2022
 - Fire Marshal Appointment, effective 10/31/2022
 - Deputy Fire Marshal Appointment, effective 1/3/2023
- Economic and Community Development retirement received, effective 1/3/2023

Human Resources and Payroll Department
Mariah Clifford

- Hired New ECD Director, effective 11/7/2022
- Hired FT Operator I, effective 10/31/2022
- WPCA Retirement received, effective 12/30/2022
 - Promotion of internal WPCA employee, effective 1/2/2023
- Recreation Clerk Retirement received, effective 1/18/2023
 - Position closing date for applicants, 1/13/2023.
- Hired FT Recreation Maintainer, effective 10/10/2022.
- Hired On-Call Custodian, effective 11/28/2022
- Hired Teen Librarian, effective 11/1/2022
- Ongoing Union documentation for two employees

Insurance:

- Vehicle/Equipment Audit
- Asset Management Training

Q1 2023 Expected Efforts:

- Finalize W2's/1095's
- Asset Management training and implementation
- Government Accounting class study/exams
- Continue training towards CCMO
- Member of SHRM. Study/Exams towards SHRM-CP Certification
- Ongoing Union documentation
- Start draft for updated Employee Handbook

Land Use Agent Report

4th Quarter 2022

Update for 4th Quarter 2022 October, November, December
Bruce Fitzback Land Use Agent

Inland Wetlands and Watercourses Commission

- Oct: Dimitrios Moutoudis – 21 Providence Pike, Dunkin Donuts, bridge replacement under way.
Plaza Street Fund 122, LLC – 51 Providence Pike, Burger King Wetlands Violation, waiting for plan submittal.
Mr. Phongsa – 601 & 603 School St. Notice of Violation, waiting on design plans.
285 River Road LLC & Putnam River Road LLC, Proposed 11 Lot Subdivision and Gravel Operation, upcoming public hearing.
Danco Rd Bridge replacement, Approved
- Nov: 285 River Road, LLC and Putnam River Road, LLC – 11 Lot Subdivision and Gravel Operation Public hearing
21 Providence Pike, Dunkin Donuts, Complete
139 Pomfret St, Vachon Putnam, LLC, Approved
- Dec: 285 River Road, LLC and Putnam River Road, LLC – 11 Lot Subdivision and Gravel Operation Public hearing

Planning Commission

- Oct: No meeting
Nov: No Meeting
Dec: No Meeting

Plan of Conservation and Development

- Oct. No meeting
Nov: No Meeting
Dec: No Meeting

Aquifer Protection Agency

2022 renewal forms received and approved.

Sabin St. Recreation Field

- Sabin St Recreation Field gravel removal, ongoing project. Erosion and sedimentation barrier intact.
Due to unforeseen numbers of large boulders on site rock crushing will need to take place on site.
- Oct: large boulders are being broken down by an excavator-hammer in preparation for rock crushing.
Nov: On going
Dec: On going

Stormwater

- Oct: CDM Smith continued stormwater sampling, 10/7
Nov: CDM Smith has provided a website link for the Town to have real-time viewing of current mapping.
Dec: CDM Smith continued stormwater sampling, 12/6, 12/9

Town GIS

- Oct: Mapping updates submitted.
Nov: Annual updates in progress
Dec: In search of fire district mapping

Quinebaug Technology Park

Oct: No Action

Nov: No Action

Dec: No Action

Private Project improvements include water, sewer, stormwater, and site review components.

School St., Mobile Station site work has not been completed as proposed, Engineers report expected.

51 Providence Pike, Burger King - site work is complete, now dealing with the Wetlands Violation, Clear cutting trees along the bank of Little Dam Tavern Brook, Engineering plans expected.

21 Providence Pike, Dunkin Donuts site improvements completion.

Pedestrian and Bike Trails

Airline State Park Trail

The trail gap between Providence St. and the current trail head in the Town of Thompson is ongoing.

Weston & Sampson has created a one-page information brochure. All parties to contact representatives from various State departments and entities to create a coalition to approach the Railroad.

Nov: The one-page informational brochure has been completed

Dec: No Action

Cellular

Oct: 43 Prospect St. The Town has sent a revised lease document back to AT&T which is under review.

Nov: No Action

Dec: No Action

Solar

Glenvale Solar, 56 River Rd. 4 MW array at CT Siting Council, and under town review.

Electric Vehicle & Charging stations

Oct: No Activity

Nov: No Activity

Dec: 15 South Main St (by the box Car) charge station complete

Respectfully Submitted,

Bruce Fitzback

Land Use Agent

Town of Putnam

126 Church Street

Putnam, CT 06260

Office: 860-963-6800, x 114

Email: Bruce.Fitzback@putnamct.us



Board of Selectmen Quarterly Report
January 2023

“A library outranks any other one thing a community can do to benefit its people.
It is a never failing spring in the desert.”
— Andrew Carnegie

We were happy to see that our library visits and circulation statistics had increased in the last fiscal year (July 1, 2021-June 30, 2022). Reasons for this are probably our lovely new facility as well as the recession of COVID restrictions. Visits increased 41% to 32,109 and total circulation went up 32% to 75,987. 93.7% of the circulation figure consists of print items. Electronic items (ebooks, eaudiobooks, magazines) are increasing slowly but are only at 6.3%. The library subscribes to an Overdrive consortium that provides electronic offerings to Putnam residents.

The library has sold town trash stickers for many years. We keep an inventory of the tickets sold and bring the funds up to the Finance office frequently. We sold \$8,073 worth of trash stickers in chronological year 2022! We are open in the evening 4 days a week and on Saturday, which makes it convenient for residents to purchase trash stickers at the library.

We also offer notary services to the community 42 hours a week. Two staff members are notaries, and our experience indicates that people are very grateful for this service because of the importance of most documents requiring notarizations. Our evening hours and Saturdays are beneficial to community members who have a hard time getting their business done due to their work schedule. We were able to help 414 people with their documents in 2022.

Adult programming continues this winter with four monthly book discussions (senior, Ella Grasso Gardens outreach, YMCA and in-house), a homelessness program from TEEG, an AARP Safe Driver workshop, several author talks and a painting workshop. Adult Services Librarian Patricia Jensen will be retiring in September 2023 after 37 years of service at the library.

Children’s programming will continue in February (Tina’s Tiny Tots, Preschool Story Time, Craft-to-Go) and Children’s Librarian Tina Aubin will be visiting classes (Grade 1) at the elementary school in January. The children used to come to the library for field trips in the past but it is easier for Tina to visit the school due to complications with the bussing. She was able to visit the Kindergarten classes in the fall. Our new Teen Librarian Ashley Jordan has been providing a variety of programs for the 8-16 age group.

For many years we have been able to offer free tax assistance to the community. VITA (Volunteer Income Tax Assistance) is a volunteer group that is trained by the IRS and we have been very thankful for their help for our community. Unfortunately they are unable to find enough volunteers to train in our area this year, and it looks like we won’t have any tax help. This will be a big blow to some of our residents. I reached out recently to AARP, as they had done similar tax assistance here many years ago, but they are unable to help also because of a lack of volunteers. We will be getting the paper tax forms mid-January but it looks like no electronic assistance will be forthcoming. If people are computer savvy enough they would be able to use our patron computers to file their taxes electronically.

Putnam Public Library offers:

- **Books, magazines, books on CD and DVDs** for children and adults
- **Newspapers** to read in the library
- **Public Internet computers** with Microsoft Office Suite and printing capabilities
- Free **ebook, eaudiobook and magazine downloads** through Overdrive (Libby and Sora apps)
- Free **programs and cultural events** for children, adults and families
- Free or reduced **museum passes**
- Bibliomation consortium offers **more materials** than PPL can own and store
- Free **computer help and wireless connection**
- Library website offers opportunities to **renew and request books online** (gas savings)
- The Friends of the PPL **Book Nook** (gently used books for \$1 or .50)
- **Outreach services** to home-bound patrons

Literacy and life-long learning opportunities that we offer:

- Preschool and toddler **story times and programs** to develop pre-literacy skills
- **Collaboration** with Headstart, NOW, YMCA, Ella Grasso Gardens, the Family Resource Center and Putnam schools
- **Summer Reading Program** for children, and teens which extends and reinforces school year learning
- **Universal Class** free online classes in more than 500 subjects
- **Adult Summer Reading Program** which promotes life-long learning and literacy
- **Statewide databases** offer free research sources for newspapers, reference books, and journals, conveniently linked off of the library website
- Host for **after-school tutors** to continue education after school hours
- **Downloadable audio, ebook and magazine service (Overdrive)**
- **Proctoring exams** for distance-learning students
- **Reference help** available in the library and through email
- **AARP Safe Driving Workshops** to assist older drivers with education and insurance reduction
- **VITA (Volunteer Income Tax Assistance)** during the tax season.

Services:

- Notary services 42 hours per week
- Fax/copier/scanning/trash sticker services
- Meeting place for community groups
- Open 52 hours per week, 4 evenings until 8 pm and Saturdays from September to June.

Board of Selectman Quarterly Report – January 2023

Putnam Redevelopment Agency (PRA)

Community Development Block Grant (CDBG) – The CDBG is a grant program conducted by the State Department of Housing in which we received \$400,000. For those of you unfamiliar with the program, it provides a loan to homeowners at 0% interest for improvements on their properties to make them up to building code. Every one family residence has a cap of \$35,000 and every multi-family residence has a cap of \$100,000 in spending. We have committed approximately 60% of funding so far. This includes 14 completed units, 3 in the works, and 5 on our waitlist. We utilize Mary Bromm as our consultant from the Town of Killingly to complete the administrative and technical duties.

Blight – We are researching the use of funds from our trust fund for a one-year blight consultant. This individual would work for 20 hrs./week for one year with the Town and handle all blight related issues including sending letters, drive-arounds, and tracking compliance. We have noted to Building Department is overwhelmed with work, and this will reallocate a portion of work to a new individual. The Town plans to develop this job description and pay over the next few months.

Affordable Housing Study – We have hired Tyche Planning and Policy to complete our Affordable Housing Study who has completed community engagement/information sessions, policy review, and is in the midst of creating their first draft of a plan. The Town was granted an extension to submit a plan by June 30th, 2023. The Town will have one more community forum with the draft plan and then agree upon a finalized plan with proper recommendations. The Redevelopment Agency has picked and voted on a date for the next community forum. The Town is currently at 12.7% affordable which is relatively good considered to other small towns.

Revolving Loan Program – We are currently servicing one loan for Centric Relations which is a dental lab in town – it is a \$25,000 loan, 5-year term, at 4% interest for a piece of equipment.

CT DECD 2022 Municipal Brownfield Assessment and Remediation Grant Program – The Town has received \$2 million through this grant program for the clean up and remediation of both Belding Mill and the Metal Maste property. We were given two project managers through the state for execution of this project. We will be using the expertise of Camden Management Partners, including John Gumpert and Wayne Bugden who have completed similar projects throughout the region.

Board of Selectman Quarterly Report – January 2023

Economic and Community Development

Enterprise Corridor – This is a five-year 80% abatement of local property taxes on qualifying real estate and personal property. We currently have four business in our industrial park that are in the pipeline for this application: Magnetic Technologies, Paramount Glass, Custom Mouldings, and Sever Pharmaceutical.

Putnam Trails Committee – The Trails Committee has been delighted by the Town's efforts to reach an agreement on maintenance. Both the Recreation and Highway Department have informally committed 80hrs./year to maintenance of our Air Line Trail. This will include two annual clean ups, one in the spring and one in the fall, as well as maintenance on an as-needed basis. The Committee is currently working to get an official maintenance map and agreement signed.

Putnam Arts Council – Our department has recently been named the Town Liaison for the PAC. We look forward to this new addition and are working diligently to support their current efforts. Every couple of weeks the PAC updates the Corridor Gallery with new artists and are already booked for this entire upcoming year. We are currently planning for their biggest event to date: there will be a Fine Arts and Crafts Festival to take place on the green in front of the Municipal Complex on June 17th and 18th from 10am-4pm.

Beautification – The Town has reached an agreement with Quiet Corner Garden Club to revitalize the Providence Street Parking Lot Garden, hereafter known as the Memorial Garden for members of QCGC whom have passed. The Town will commit \$3,500 from the beautification budget for the purchase of plantings and the QCGC will commit \$1,500 as well as their expertise and manpower. The Economic Development Commission is also designing a plan to formalize an adopt-a-park process for pocket parks. This will become an incentive for business owners to show their care for the community by adopting a parcel and receiving a plaque in their honor.

CT Community Investment Fund – We have submitted for this grant \$2.7 million for the Providence Street Improvements Project. This includes new sidewalks, lighting, ADA compliant walkways, and a roundabout. The project area is from the intersection of Van Der Noort St. to School St.

CT DEEP Climate Resilience Fund – We have applied for this grant for \$1.2 million to connect the gap between Putnam and Thompson Airline Trails. This has been a continued effort by the Town for a project with a total cost of an estimated \$9-12 million.

Putnam Guide – We received the new Putnam Guides on Friday, January 6th and have begun circulation. If you would like a copy stop by our office!

Senator Mae Flexer Visit – We had a visit from Senator Mae Flexer. We discussed the projects currently in the works for Putnam under Economic and Community Development and took a tour of the Cargill Falls Mill.

LL Bean Pop-Up Event – This event was held on December 20th in the Kennedy Drive Municipal Parking Lot. The event was a great success before the holidays. We have asked the coordinating agency for figures to track progress from last years and are awaiting a response.

Farmers Market – A new sign was installed the first week of January. We split the payment of this sign with Northeast Connecticut Farmers Association.

Community Garden – We have recently turned our water off and have already begun taking applications for the upcoming season.

Ribbon Cuttings – Smoke and Mirrors Beauty Loft was scheduled to have a ribbon cutting in early December but asked for more time for preparation. We are currently looking at dates in March for the reschedule.

Professional Development – I attended two Northeast Commercial Real Estate monthly meetings and the Council of Small Towns (COST) Conference in November.

2022 4th Quarter Report

EVENTS SCHEDULE

Fir and Ice Feb 11, 2023

O'Putnam March 12, 2023

Rotary Park / Vets :

Sheep project plaques are done

Veteran's committee ordered flag pole

St. Marie- Greenhalgh report :

Field has been put into Winter mode

Murphy Park :

New water line to Concession stand completed

Project reports-

Bandstand Roof project, we are still awaiting the start (Town Adm Elaine is trying to get start date)

COVID Testing M/Tu/Fri till 2pm

Miller Park will be getting some upgrades , new sign to be installed

Farmer's Market Pillar Painting Project still making plans

Program Reports

Youth Hoop program has 150 players

Ornament is functioning better this season

Senior Christmas party went well.

COA – Community room is active / Bus trips being planned for 2023

Wreath's Across America ceremony went well on Dec. 17

Tax Collector's Office
Quarterly Report
January 4, 2023

Period from October 1, 2022 through December 31, 2022

Accomplishments

- The Revenue Office mailed 1,599 motor vehicle supplemental bills to taxpayers on December 27, 2022. The taxes billed amounted to \$250,453.16 for Town Taxes and \$74,391.01 for Special Services.
- A collection summary for the Town Collections of Fiscal Year 2022/2023 is attached.
- Our office is finishing up work on the Suspense List for the spring of 2023.
- A new Tax Sale list for 2023 had been passed around to department heads for review. All properties will be sent to Attorney Adam Cohen of Pullman & Comley by the end of January.
- Shannon O'shea, Town of Putnam's Revenue Clerk passed her second CTX class.
- Our office Finalized 2024 FY Budget Preparations

Classes / Meetings Attended by Department Head

- Connecticut Tax Collector Fall Meeting held on November 9, 2022
- CCM Excel Class held on November 6, 2022
- CT Association of Assessing Officers Fall Meeting held on November 3, 2022

Upcoming Goals

- Working on Alias Tax Warrants to send to State Marshal for collections
- Attending the CTX Spring Seminar
- Prepping for meetings with the Board of Finance and Districts regarding the Suspense List of 2021 Grand List. The Suspense List is required to be presented every year by the Revenue Department consisting of bad debt taxes that need to be "suspended" or removed from active taxes.
- January 2023 collections.

2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	
2008	
2007	

Int / Liens	100,000.00	200,469.03	200.47%	90.39%	(136,702.15)
Prior	<u>175,000.00</u>	<u>509,361.91</u>	<u>291.06%</u>	<u>114.06%</u>	<u>(497,540.02)</u>
	16,143,550.00	11,609,755.38	71.92%	68.80%	(657,231.21)
Over / Under		(4,533,794.62)			(68,130.12)
					(137,870.65)

* transfers are monies moved from year to year, principal to interest, interest to principal, Town to District, District to Town
 ** not all fee amounts are retained by the Town. Collection agency fees are collected by the Town and remitted to them monthly.

Interest & Alien	
Collection	Fees
	**
25,045.98	493.72
39,342.34	8,328.92
56,918.14	1,907.67
71,819.36	287.12
1,128.08	82.99
639.42	206.03
1,708.41	966.59
531.58	217.77
25.05	3.76
52.77	17.56
394.11	93.70
392.69	60.25
614.84	49.03
701.27	12.19
1,041.28	51.67
113.71	
200,469.03	12,778.97

NET Town Collections

10,802,532.95

4,661.92

TOWN CLERK'S QUARTERLY REPORT

Oct 2022 – Dec 2022

The Putnam Town Clerk's office has collected approximately \$305,454.55 in total revenue. This total also includes the various fees to be distributed to the State of CT in monthly reports.

This quarter the Clerk's office has recorded 379 land recordings totaling:	\$286,767.00
Including State Conveyance Tax	\$201,393.50
Town Conveyance Tax	\$53,717.55
Issued: 437 certified copies of vital records (55 in 6 weeks via the new online portal - \$1140)	\$ 13,485.00
Misc Copies:	\$ 1,441.00
Miscellaneous, Dogs, Notary, Liquor permits, vendor permits, burial and cremation permits, trade names, H & F licenses	\$ 1,759.00
Issued 20 marriage licenses	\$ 1,000.00

This office has registered Births/Marriages/Deaths - 215
(118 births, 47 deaths and 50 marriages – this does not include adoptions,
legal name changes and any other corrections/amendments to vital records)

In addition, approximately 180 notarizations were done for the local community.

During this quarter of 2022, the Town Clerk's office was also busy with the November election. We received and processed 262 absentee ballot requests.

Putnam COA

John F. Dignam <jdignam1227@yahoo.com>

Mon 12/19/2022 2:52 PM

To: Willie Bousquet <willie_bousquet@hotmail.com>

Putnam COA

2023 JAN -5 P 3: 09

Mr. Wilfred Bousquet
Recreation Director
Town of Putnam

Dear Willie,

I regret that I am not able to accept reappointment to the Putnam Council on Aging. Because of personal issues I am unable to participate in commission meetings or events.

I have been honored to serve on the commission. I am proud to have been a member of a board whose members each actively, constantly and enthusiastically strive to improve the lives of Putnam's senior citizens. I believe the commission has accomplished a great deal in a relatively short amount of time and will successfully build on what they have begun.

Sincerely, 1/5/2023

John Dignam

**APPLICATION OF INTEREST
PUTNAM BOARDS AND COMMISSIONS VACANCIES**

Name JOANN SOREL

Address 315 Church ST. Apt 6. Putnam CT 06260

Phone# 860-963-7389 Party Affiliation: REPUBLICAN

Email NONE

Board/Commission interested in: COMMISSION ON AGING

Why are you interested in serving? TO HELP THE COMMUNITY.

What experiences do you have that would benefit the Board/Commission you are interested in joining?

VOLUNTEER IN COMMUNITY ROOM.

PART OF THE WALKING GROUP FROM COMMUNITY ROOM

TAKES PART IN EXERCISE CLASSES OFFERED IN COMMUNITY ROOM.

TAKES PART IN SENIOR LUNCH BUS TRIPS.

Are you willing to take training in field of _____

Board/Commission? Are you available for evening YES

meetings? Signature Joann Sorel Date 11/5/23



January 6, 2022

Richard Fries
Domestique Events LLC
83 Beacon Street
Arlington, MA 02474

Ms. Dior Mulholland
Special Services Section
Connecticut Department of Transportation
171 Salem Turnpike
Norwich, CT 06360

Ms. Mulholland, et al

We trust this finds you well. Planning is underway for the fourth edition of the Natchaug Epic, a bicycle tour of Windham County's most formidable roads. We seek to secure a highway permit for the event.

While this event draws visitors from throughout the Northeast to the Quiet Corner, we have yet to suffer a major negative incident or log a complaint from residents and/or businesses. We want to be great guests in the region.

We have mapped out an 83-mile course for this year's edition of The Epic. Of note is that this is not a race, requires no road closures, no intersection controls, and directs all participants to operate within the normal bicycle laws of Connecticut as spelled out in General State Statute Section 14-232.

Also copied on this request are:

- The Connecticut Department of Energy and Environmental Protection, as we seek to again use portions of the Air Line Trail, Quaddick State Forest and the Natchaug State Forest;
- The U.S. Army Corps of Engineers, as we seek to again use portions of the park surrounding the West Thompson Lake Federal Park;
- Each of the seven host communities;
- Troop D of the Connecticut State Police.

Please note the following:

- The event is permitted by USA Cycling, the national governing body of bicycling, through which Domestique Events LLC is a registered organizer in good standing.
- The event is fully insured through USA Cycling's underwriter, The Fairly Group with each of the host communities and governmental agencies listed as additionally insured. Copies of the certificates are enclosed.

- An electronic edition of the route map is online at this link: <https://ridewithgps.com/routes/41720749>
- Participants will be advised to ride subject to Connecticut General State Statute Section 14-286A, which stipulates they are to ride on public ways in formations never wider than two abreast and as far to the right as reasonably practicable to accommodate traffic flow.
- Likewise Connecticut motorists are subject to Connecticut General State Statute Section 14-232, also known as the Vulnerable Users Law, which stipulates they are to pass slower or disabled travelers with a minimum of three feet of clearance.
- The courses utilize the most remote roadways feasible.
- This is an event for the most passionate, experienced and skilled cyclists. Beginners are discouraged; novices are warned.
- The course is highly "selective", a term that describes the difficulty of the terrain, which naturally disintegrates larger groups.
- Current plans call for the position of the first rest stop at the Eastford Public Library.
- The second rest stop will be at the *Treehouse Cidery* located off Pulpit Rock Road in Woodstock.
- We will have four charitable partnerships: *The Last Green Valley*, *The Connecticut Cycling Advancement Program*, *The Hole in the Wall Gang*, and *Best Buddies Connecticut*.

We are planning some modifications from prior years. Those will include:

- **Saturday Events.** Coming off the success of last year's 'recon ride' we will again work with Putnam Cyclery to host a friendly show-and-go route that highlights a few sections for the following day's Epic. We'll have celebrity pro riders and coaches keeping this pace safe and sedate on a 31-mile loop. We'll also feature afternoon clinics, presentations and media events in local establishments. This will be followed up with our audience converging on a nightclub for dancing.
- **The Express Route.** We'll also offer an "Express Route" (which happens to be the Recon route but from the Thompson start venue.) This will be targeted to junior and novice riders. Starting at 11 a.m. The 31-mile loop has just 1,700 feet of climbing and five unpaved sectors. The route link is here: <https://ridewithgps.com/routes/41728620>
- **The Explorer Route.** Likewise we are offering a challenging 60-mile edition that shaves off a touch of climbing for just under 4,000 feet of elevation. There will still be 14 unpaved sectors. That route will begin at 10 a.m. for women and 10:15 for men. The route link is here: <https://ridewithgps.com/routes/41716901>
- **Larger Start Waves.** With the rising popularity of the event we wish to send the riders off in larger batches, as concerns over COVID have subsided. While this makes the ride more exciting for riders, it also creates a spectacle for the local community while concentrating any roadway impacts. Of note is our first selective sector will undoubtedly break the larger group into fragments within the first 3.5 miles. The proposed start waves would be as follows: 9 a.m. Epic Women; 9:30 Epic Men; 10 Explorer Women; 10:30 Explorer Men; 11 a.m. Express. The bulk of riders would be finished by 3:30 p.m.
- **Lead Motos.** To create a safer environment for all, we have contracted a pace motorcycle driver with international experience to ride "point" for the Epic routes. This advance staff will be able to respond to any contingencies that arise.
- **Thompson Marshals.** Organizers will position trained, equipped, brightly uniformed and paid course marshals at five select intersections in Thompson to advise bicyclists of the presence and/or approach of any motor vehicles during the early rollout phase of the ride.

We trust these elements will provide sufficient assurances to allow you to not just permit, but to enthusiastically support, our event. Our sincere intent is to foster low-impact, high-yield return for the host communities in Connecticut's Quiet Corner.

Enclosed you will find the following documents:

- Copies of our USA Cycling permit.
- Copies of all pertinent Insurance policies.
- Our course maps.
- A cue sheet of our route, with notations outlining specific characteristics of each unpaved "sector."
- A detailed timetable for the event.

Thank you for your consideration and respect. Do not hesitate to contact our team with any questions, comments or concerns.

Fond regards,



Richard Fries
Co-founder

CC:

Thompson Speedway Motorsports Park
Conn. Department of Energy and Environmental Protection
U.S. Army Corps of Engineers
Troop D, Conn. State Police
✓ Town of Thompson
City of Putnam
Town of Killingly
Town of Pomfret
Town of Hampton
Town of Eastford
Town of Woodstock



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/27/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Fairly Consulting Group, LLC 1800 S. Washington, Suite 400 Amarillo, TX 79102	CONTACT NAME: Fairly Group Certificates	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS: certs@fairlygroup.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Texas Insurance Company		16543
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
 USA Cycling, Inc.
 210 USA Cycling Point, Suite 100
 Colorado Springs, CO 80919

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

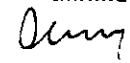
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR/ INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Per Event	X	BESGLPTC0011201_170028_01	12/31/2022	12/31/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Job 2023-6650

ES-40103A-NAC (10/22) - SCHEDULE OF NAMED INSUREDS: Event Organizers and/or Promoters are Named Insureds. It shall be a condition of coverage that all organizers/promoters for whom coverage is afforded under this policy execute a USAC Event Permit Application and coverage will be afforded only for the specific event and date(s) on the permit.

The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to any person or organization if required by a written contract or agreement provided such contract or agreement was executed prior to the occurrence or offense. Please see SEE ATTACHED ACORD 101

CERTIFICATE HOLDER City of Putnam 126 Church Street Putnam, CT 06260	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

**ADDITIONAL REMARKS SCHEDULE**

AGENCY Fairly Consulting Group, LLC		NAMED INSURED USA Cycling, Inc. 210 USA Cycling Point, Suite 100 Colorado Springs, CO 80919	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance**

**Description of Operations/Locations/Vehicles:
attached endorsement CG 20 26 (4/2013).**

**Event Number: 2023-6650
Event Name: Natchaug Epic
Event Location: Thompson, CT
Event Date(s): 03/26/2023**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Any person or organization if required by an insured contract provided such contract was executed prior to the occurrence or offense.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



CONNECTICUT DEPARTMENT OF TRANSPORTATION

**APPLICATION FOR THE USE OF STATE HIGHWAYS
FOR SPECIAL EVENTS**

NAME OF APPLICANT(S): DOMESTIQUE EVENTS, LLC

ADDRESS/PHONE NUMBER: 83 BEACON STREET, ARLINGTON, MA 02474, P: 781.888.7272

DESCRIPTION OF EVENT – Include the name of event, the type of event, date, time, and route(s) to be used (attach additional sheet if needed):

FOURTH EDITION OF THE NATCHAUG EPIC, A BICYCLE TOUR OF WINDHAM COUNTY. SEMI-COMPETITIVE GRAN FONDO THAT STARTS AND FINISHES AT THE THOMPSON SPEEDWAY. ROUTE PASSES THROUGH THOMPSON, PUTNAM, KILLINGLY, POMFRET, HAMPTON, EASTFORD, AND WOODSTOCK. ORGANIZERS SEEK MOST REMOTE AND FORMIDABLE ROADS WITH LIGHT MOTOR VEHICLE TRAFFIC. ROUTE INCLUDES PASSAGES THROUGH QUADDICK STATE FOREST, AIR LINE STATE PARK TRAIL, AND NATCHAUG STATE FOREST. RIDERS ARE TIMED FOR BRIEF SECTIONS IN REMOTE AREAS. NO ROAD CLOSURES OR INTERSECTION CONTROLS ARE REQUIRED OR SOUGHT. THREE ROUTES WILL BE OFFERED: THE 'EPIC' (83 MILES), THE EXPLORER (62 MILES), AND THE EXPRESS (31 MILES) FOR JUNIORS AND BEGINNERS. THE EPIC AND EXPLORER ROUTES WILL BRIEFLY USE CT 198 IN EASTFORD (1.9 MILES) AND CT 171 IN WOODSTOCK (200 FEET). THE EXPRESS WILL BRIEFLY USE U.S. 44 IN PUTNAM (2,800 FEET) AND CT 12 IN PUTNAM (1.5 MILES). DIGITAL LINKS TO MAPS, PRINTED MAPS AND CUE SHEETS HAVE BEEN PROVIDED.

In the event a police escort is required, a traffic plan (map) must be submitted to the Connecticut Department of Emergency Services and Public Protection, Division of State Police, Traffic Services Unit, 294 Colony Street, Meriden, Connecticut and the Local Traffic Authority for each town involved in the event detailing the route along with all intersections where traffic control will be utilized. The State Police must be notified and concur with the traffic plan for the event. Verification must be forwarded to the Department of Transportation District Office. Visit www.ct.gov/dot for additional information.

APPROVAL SIGNATURE OF THE CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION (only if a police escort is required), Division of State Police, Traffic Services Unit, 294 Colony Street, Meriden, Connecticut:

Signature

Date

APPROVAL SIGNATURE OF CORRESPONDING LOCAL TRAFFIC AUTHORITIES (LTA'S) of town(s) which proposed event will travel:

TOWN

SIGNATURE (LTA)

TOWN

SIGNATURE (LTA)



Natchaug Epic
Permit #2023-6650

Event Information

Organization

Event Type

Competitive

Location

Phone

Website

Email

Event Dates

Setup Dates

Teardown Dates

Practice Dates

Race Types

USA Cycling

Gravel

No

205 East Thompson Road, Thompson, CT, 06277

www.DomestiqueEvents.com

03/26/2023

Gravel Grinder

Ancillary Coverage Added

Race Director's Information

Name

Address

City, State, Zip

Phone

Email

Richard Fries

7818887272

Richard@domestiqueevents.com

Sponsoring Club #1

Name

Address

City, State, Zip

Phone

Wheelworks Racing

86 Davidson Rd

Boxborough, MA, 01719

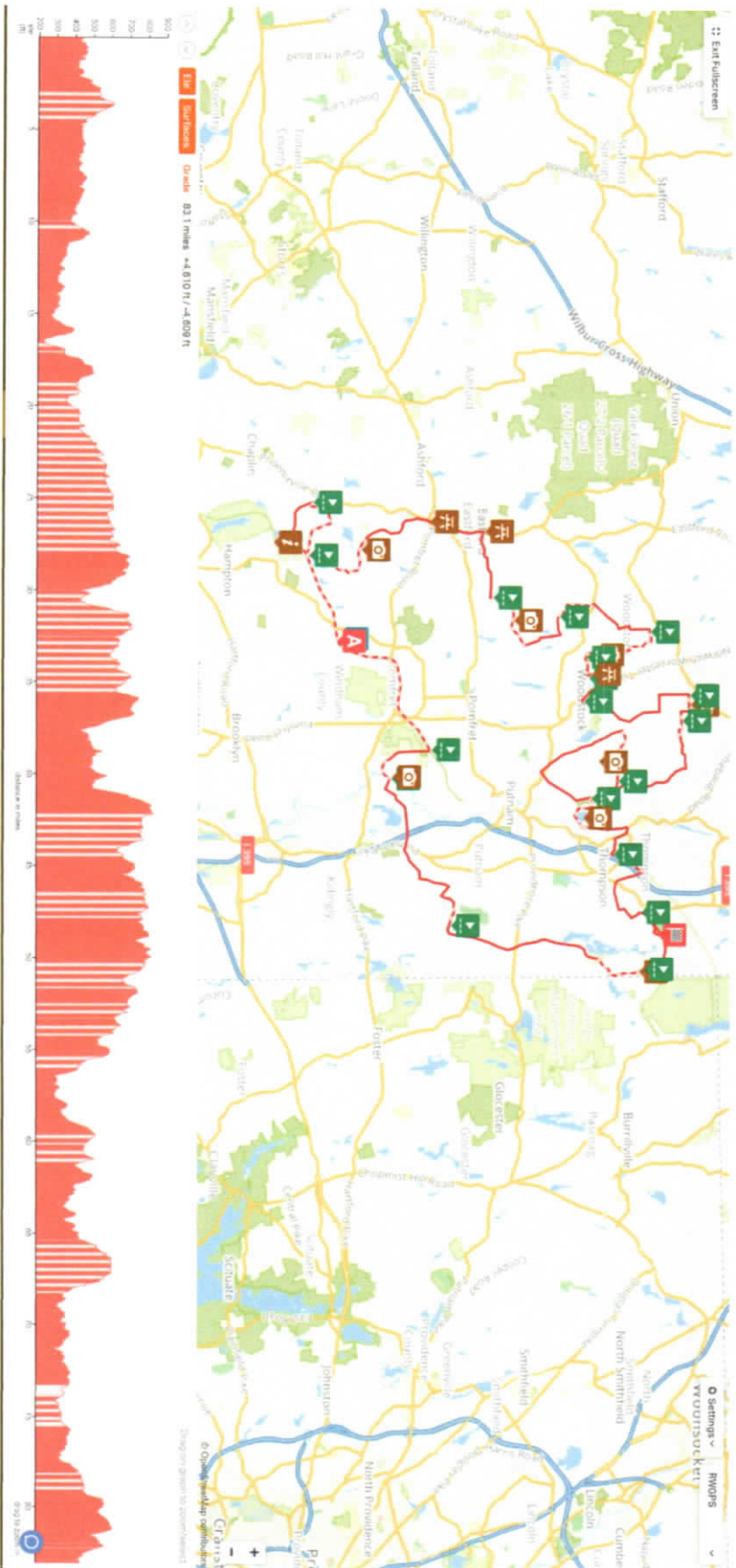
6179702959

Natchaug Epic 2023 Event Timetable*

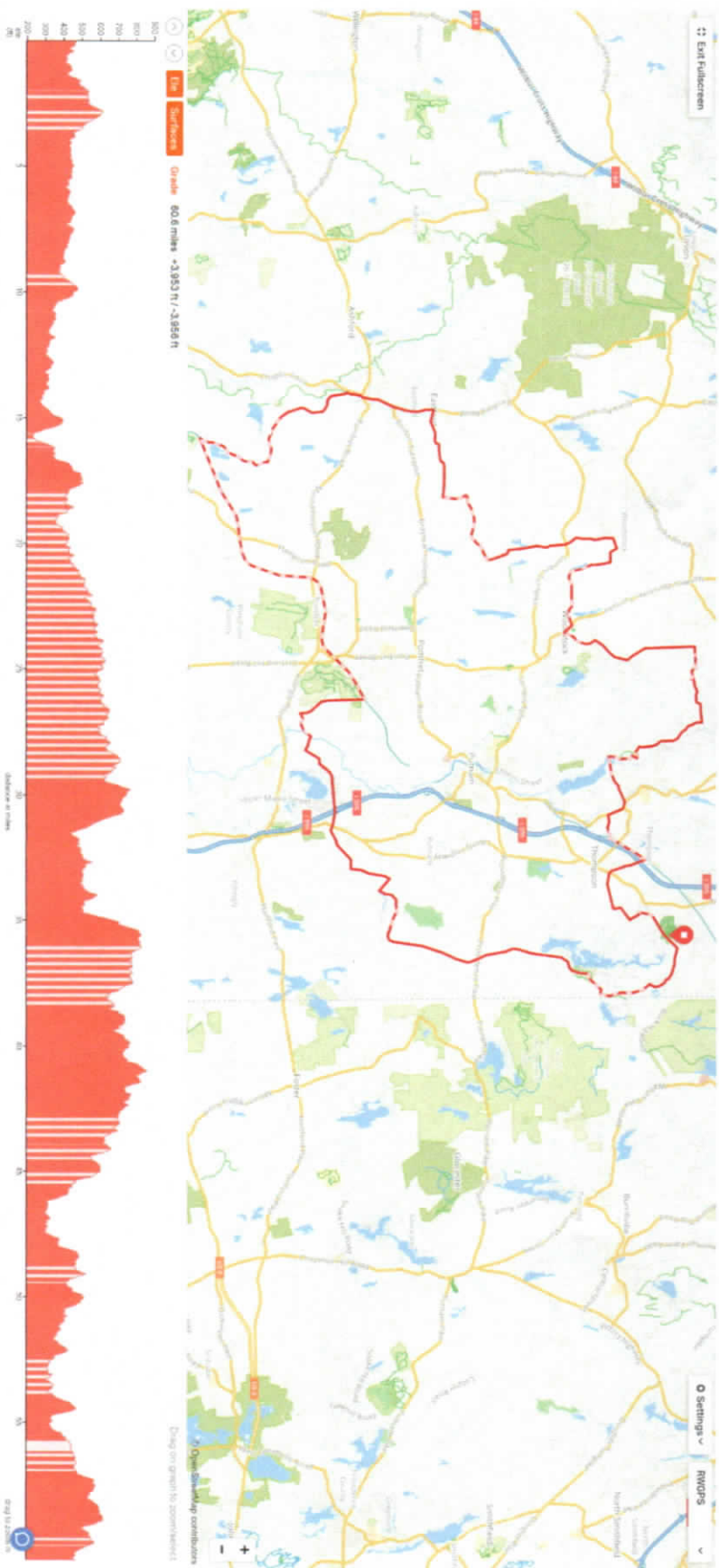
Location	Epic (16 mph)	Explorer (15 mph)	Express (14 mph)
Start: Thompson Speedway Motorsports Park	0900	1000	1100
Air Line Southern Entrance Wrights Crossing Road, Pomfret	1000	1100	1215
Rest Stop 1: Eastford Public Library, Eastford	1130	1210	n/a
Rest Stop 2: Treehouse Cidery, Woodstock	1230	1250	n/a
Air Line Northern Entrance: Plum Road, Thompson	1400	1400	1300
Finish: Thompson Speedway Motorsports Park	1430	1430	1330
Course Closed	1630	1630	1630

*median field time estimated for dry weather and calibrated for course difficulty. Faster riders may be 30-60 minutes ahead of schedule.

Natchaug Epic 2023 Route Map



Natchaug Explorer 2023 Route Map



Natchaug Express 2023 Route Map



CHARTER ON BUDGET DATES

Proposed Budget workshop: Saturday, February 4, 2023 9:00am - 12:00 pm

2023/2024

NO LATER THAN

March 1	First Wednesday in March	Mayor to Board of Selectmen
March 15	Third Wednesday in March	Board of Selectmen to Board of Finance
April 5	Five Days before Public Hearing	Printed Budget for Public Distribution
April 12	At least 20 days before Annual Town Meeting	<u>PUBLIC HEARING</u>
May 5	At least 5 days before Annual Town Meeting	Published in Local Paper
May 10	Second Wednesday in May	<u>ANNUAL TOWN MEETING</u>
May 20	Ten Days after the Annual Budget Meeting	Board of Finance to Set Mil Rate



TOWN OF PUTNAM
MUNICIPAL COMPLEX
TOWN HALL
200 SCHOOL STREET • PUTNAM, CT 06260

January 17, 2022

Ms. Carly DeLuca
49 Bolduc Lane, Apt. A
Chaplin, CT 06235

Dear Ms. DeLuca,

It is my pleasure to appoint you as a regular member of the Eastern Regional Tourism District to complete a 3-year term, ending in February 2026 to fill the vacancy left by Ms. Delpha Very.

On behalf of the Townspeople and Board of Selectman, thank you for volunteering your time to serve on this board and for furthering the development of the Town of Putnam.

Sincerely,

Norman B. Seney, Jr.
Mayor

Cc: Town Administrator
Eastern Regional Tourism District