

**Town Administration**

## Contract Updates

- Coordination and legal review of Financial Assistance Proposal with State DECD for Belding Remediation - expect Town as pass-through for work managed by developer.
- School Security: BOE to review with incoming Superintendent Rioux.
- Developing draft RFP for municipal solid waste (MSW) contract - expect options to continue sticker system, with transition to automatic side load truck pickup. Casella has noted that they are willing to work on a month-by-month basis past July 1st if necessary to accommodate proposal review and contract execution.

## Recent

- Continued FY24 budget presentation, including Selectmen's budget to BOF for consideration.
- Onboarding for Recreation Clerk.
- Drafting updates to Cell Phone Policy and Town Employee Manual - for review and input from the General Government Committee.

## Upcoming

- Interview and selection of Deputy Fire Marshal.
- Preparation of advertisement and job description for Revenue Clerk.
- Continued FY24 budget including preparation for Town Meeting and referendum.
- Same as last month: Pomfret St residential property. Non-payment of reimbursement for expenses paid by Town to date - Revenue Office is coordinating with Tax Sale.
- 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

- Ongoing coordination, including with Library space, for room reservation and management.
- Pre-construction meeting held for Playscape, with late March start date expected.
- Coordinating with State Library for final reimbursement request.

**Road and Sidewalk Improvements**

## Recent / Ongoing

- Same as last month: Church Street and Woodstock Ave project final items and billing. Expect any final efforts to be Spring 2023.
- Grove Street sidewalks: recently held pre-construction meeting, with expected start of construction late March.
- 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

- Grove Street: start of construction, with applicable bi-weekly construction progress meetings.
- Same as last month: Monitor School Street for design finalization and funding authorization, as applicable.

**Bridges**

## Recent

- Danco Road Bridge: received official Commitment to Fund from State DOT. Design continues continues towards final design.
- 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

- Same as last month: 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

- Coordinating with Recreation Director about a Simonzi Park vendor for scavenger hunt activity.
- Rotary Park Bandstand roof replacement: near completion.
- 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 continues, with Summer 2023 planning for public information meetings.
- Air Line Connection between Putnam and Thompson: Waiting for feedback on Town submitted Resiliency Grant Application for River Trail connection to Air Line Trail in Thompson. Recently submitted application for DEEP Recreational Grant for partial continuation of trail.

## 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: Near completion of USDA and G. Donovan for wastewater treatment plant storage building and generator project. Loan closing for USDA loan in upcoming months.
- 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 (75% grant expected). Expanding program for more inspections and computer-based trending.
- Affordable Housing: draft report prepared by ECD consultant, March 2023 presentation to Zoning.
- Accessory Dwelling Unit regulations. Draft regulations being developed by the Zoning Commission and Town staff for internal Town review. Expect vote late Spring 2023.
- Same as last month: 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. Recent efforts are reviewing draft DEEP application for public information plan due to Environmental Justice community requirements.

## Upcoming

- Ongoing: BOE elementary school playground, BOE taking lead with Town input as necessary.
- 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.
- Draft RFP for municipal solid waste pickup, transportation and disposal.
- 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

- CCM completion of CCMO certification requirements. Ongoing annual credits required.
- CCM Legislative Committee meetings, tracking various proposed legislation.
- Quarterly CTCMA meetings

## Upcoming

- CCM webinars and legislative tracking sessions.