

MAYOR AND SELECTMEN'S MEETING AGENDA

April 3, 2023 @ 7:00 PM

Putnam Municipal Complex

Room 109

200 School Street Putnam, CT

Also Available Via Zoom:

Join Zoom Meeting

[https://us06web.zoom.us/j/8608](https://us06web.zoom.us/j/86085038055)

5038055

Meeting ID: 860 8503 8055

+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 March 6, 2023, Board of Selectmen Meeting
 5. Petitions & Communications
 6. Reports of Standing Committees
 - A. General Government Committee
 7. Reports of Special Committee
 8. Town Administrator Report - March
 9. Unfinished Business
 10. Grant Considerations and Updates
 11. New Business
 - A. Annual update of Compliance Documents for CDBG
 - B. Accept the month of April as Fair Housing Month
 12. Public Comment – 3- minute maximum per person
 13. Adjournment

To Be Approved
 Mayor and Selectmen's
 Meeting
 March 6, 2023
 Also Via Zoom:
 Meeting ID # 860 5861
 3323

TOPIC	DISCUSSION		
PRESENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Rawson, Selectman Paquin, Selectman Pempek and Selectwoman Marion		
ABSENT:	Selectman Hayes		
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 February 20, 2023, Board of Selectmen Meeting Deputy Mayor Simmons made a motion to approve the minutes of the February 20, 2023, as presented. The motion was seconded by Selectman Paquin and passed unanimously.
5.	Petitions & Communications		None
6.	Reports of Standing Committees	A.	General Government Committee The General Government Committee will have a meeting on Monday, April 3, 2023, at 6:00 PM to review the Employee Handbook and Cell Phone Policy.
7.	Reports of Special Committees		None
8.	Unfinished Business		None

9.	Grant Considerations and Updates	None
10.	New Business	<p>A. Accept the resignation of Kevin Davis from the Board of Education</p> <p>Selectman Pempek made a motion to accept the resignation of Kevin Davis from the Board of Education with regret. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>B. Consider the appointment of Carolyn Riendeau to the Board of Education.</p> <p>Selectman Pempek made a motion to appointment Carolyn Riendeau to the Board of Education. The motion was seconded by Selectwoman Marion and passed unanimously.</p> <p>C. Approve the Pension Committee Members as: Board of Finance Member Julie Quinn, Library Board Member Susan Grant Nash, Bargaining Unit Sue Ramos, Deputy Mayor Simmons, and Selectman Pempek.</p> <p>Selectman Pempek made a motion to approve the Pension Committee Members as presented. The motion was seconded by Selectman Rawson and passed unanimously.</p>
	Public Comments	None
	Adjournment	Deputy Mayor Simmons made a motion to adjourn at 7:03 PM. The motion was seconded by Selectman Pempek and passed unanimously.

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.

AGENDA ITEM COVERSHEET

Submitted by: Carly DeLuca

Date for Consideration: April 04, 2023

Town Attorney Review Required: N/A

Financial Summary: N/A

Staff Recommendation:

Review and Approval of annual update of Compliance Documents

April is Fair Housing

Board Action Required:

The Board is requested to:

Authorize annual updated Compliance Documents and accept the month of April as Fair Housing month. Upon approval, Mayor executes all documents requiring execution and documents are returned to the Economic and Community Development Dept. for public display.

Supporting Materials (if yes, list attachments):

- **ADA Notice**
- **Affirmative Action Policy Statement**
- **Armstrong/Walker "Excessive Force" Certification**
- **Compliance with Title VI of the Civil Rights Act**
- **Fair Housing Policy Statement**
- **Fair Housing Resolution Town of Putnam**
- **Town of Putnam's Section 3 Plan**
- **Town of Putnam Relocation Policy**
- **Residential Antidisplacement and Relocation Assistance Plan**
- **Celebrating April is Fair Housing announcement.**

ADA NOTICE

The Town of Putnam does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. The Town of Putnam does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Town of Putnam's designated ADA Compliance Coordinator.

Name: Norman B. Seney, Jr.

Title: ADA Coordinator

Office Address: 200 School Street, Putnam, Connecticut 06260

Phone Number: 860-963-6800

E-mail Address: barney.seney@putnamct.us

Days/Hours: Monday – Wednesday 8:30 am -4:30 pm;
Thursday 8:00 am -6:00 pm; Friday 8:00 am -1:00 pm

Individuals who need auxiliary aids for effective communication in programs and services of the Town of Putnam are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available upon request in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator.

April 04, 2023

Norman B. Seney, Jr., Mayor

Date

AFFIRMATIVE ACTION POLICY STATEMENT

As Mayor for the Town of Putnam, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town's work force or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further state that this Town will comply with the anti-discrimination provisions on the State and Federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of Putnam will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of Putnam to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but, not limited to blindness, sexual orientation, gender identity or expression, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring,

referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

The Town of Putnam will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders listed below: 13th, 14th, and 15th Amendments of the United States Constitution, the Civil Rights Act of 1866, 1870, 1871, the Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, amended by 11375, (non-discrimination under federal contracts), Act 1 Sections 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (Section 46a-63-64), Discrimination against Criminal Offenders (46a-80), Connecticut General Statutes, Connecticut Code of Fair Accommodations Law (46-63-64), definition of Blind (46a-51(1)), definition of Physically Disabled (46a-51(15)), definition of Mentally Retarded (46a-51(13)), cooperation with the Commission on Human Rights and Opportunities (46a-77), Sexual Harassment (46a-60(a)-8), Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and the Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992.

This policy statement will be given annually to all Town of Putnam employees and will also be posted throughout the Town. I also expect each supplier, union, consultant and other entity(s) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations. The Town of Putnam will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or federal anti-discrimination law.

The responsibility to achieve the successful implementation of our goals and objectives is Norman B. Seney, Mayor, 860-963-6800 x 103, barney.seney@putnamct.gov.

April 4, 2023

Norman B. Seney, Jr.
Mayor

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE FROM JACKIE LEFEVRE, THE ADA-504 COORDINATOR BY CALLING 860-963-6834.

ARMSTRONG/WALKER “EXCESSIVE FORCE” CERTIFICATION

The Town of Putnam has adopted and will enforce a policy to prohibit the use of excessive force by law enforcement agencies within its jurisdiction. That policy prohibits the use of excessive force against any individuals engaged in nonviolent civil rights demonstrations.

Therefore, I certify that the above-mentioned policy:

- will stand a practicable test of use;
- will be available for review by the Department of Housing;
- will be enforced by the Town of Putnam; and
- is in compliance with the ARMSTRONG/WALKER “Excessive Force” Amendment (P.L. 101-144).

April 4, 2023

Norman B. Seney, Jr.
Mayor
Town of Putnam

TOWN OF PUTNAM

COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The Town of Putnam does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The Town of Putnam seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color, or national origin in programs and activities receiving Federal financial assistance. Title VI provides that “No person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program” covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town’s Fair Housing Action Plan and is fully implemented to ensure compliance by the Town as the recipient, and by subrecipients. The cooperation of all Town personnel is required.

April 4, 2023

Norman B. Seney, Jr.
Mayor
Town of Putnam

Fair Housing Policy Statement

It is the policy of the Town of Putnam to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Putnam or any sub-recipient of the Town will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town.

The Putnam Mayor's Office is responsible for the enforcement and implementation of this policy. Jackie LeFevre, Fair Housing Officer may be reached at 860-963-6834 or jackie.lefevre@putnamct.us.

Complaints pertaining to discrimination in any program funded or administered by the Town of Putnam may be filed with the Mayor's Office. The Town's Grievance Procedure will be utilized in these cases.

Complaints may also be filed with the Commission on Human Rights and Opportunities, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone (617) 994-8300 or 1-800-827-5005, TTY (617) 565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her own expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

A copy of this policy statement will be given annually to all Town employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town.

Date

Norman B. Seney, Jr., Mayor

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting Jackie Lefevre, Fair Housing Officer, 156 Main Street, Putnam, Connecticut 06260, Telephone 860-963-6834.

FAIR HOUSING RESOLUTION TOWN OF PUTNAM

WHEREAS, all persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

WHEREAS, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing related opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, the Town of PUTNAM is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Putnam hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, that the Mayor of the Town of Putnam or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Putnam and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the FT Fair Housing Center, legal services, or other fair housing organizations to protect his/her right to equal housing opportunities.

PUTNAM BOARD OF SELECTMEN

Norman B. Seney, Jr.
Mayor

Dated at Putnam, Connecticut
this 4th day of April 2023.

TOWN OF PUTNAM'S SECTION 3 PLAN

This Plan will serve as the Town of Putnam's Section 3 Plan in compliance with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects covered by Section 3, are, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations directed to low- and moderate-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

APPLICABILITY

This Section 3 Plan applies to all of Putnam's federally funded activities for housing and community development that are over the mandated thresholds.

PURPOSE

The purpose of the Section 3 Plan is to provide to the greatest extent feasible economic opportunities for low- and very low-income persons in the form of training, employment, contracting and other economic opportunities arising in connection with the expenditure of housing assistance (including Section 8 assistance), and community development assistance used for the following projects:

- (i) Housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair and replacement).
- (ii) Housing construction; and
- (iii) Other public construction.

Economic opportunities provided under this Section 3 Plan will be consistent with Federal, State and local laws and regulations, including employment and contracting procedures established by the State for all state agencies.

EMPLOYMENT AND CONTRACTING GOALS

The Town of Putnam will comply, to the greatest extent feasible, with the goals established in this section, when awarding contracts or conducting new hires resulting from activities or projects subject to the requirements of Section 3.

The goals apply to housing and community development activities for which the amount of assistance received from HUD exceeds \$200,000; and the contract or subcontract exceeds \$100,000.

EMPLOYMENT GOALS

Training and employment opportunities will be made available to Section 3 residents as follows:

- (i) thirty percent (30%) of the aggregate number of new hires for the one year period beginning in FY1999 and continuing thereafter.

The following order of preferences will be maintained in meeting the goals established above.

- (i) first priority will be given to Section 3 residents in the service area or neighborhood in which the Section 3 covered project is located
- (ii) second priority will be given to participants in HUD Youthbuild Programs
- (iii) third priority will be given to homeless persons residing in the service area or neighborhood in which the Section 3 covered project is located for housing constructed under the Stewart B. McKinney Homeless Assistance Act
- (iv) other Section 3 residents.

Persons requesting consideration for the above preferences will be required to submit the appropriate documentation to demonstrate their eligibility. Acceptable documentation includes, but is not limited to the following:

- proof of residency in a public housing development;
- evidence of eligibility for Section 8 certificate or voucher;
- evidence of eligibility for a federally assisted program for low/mod income (e.g. Jobs, JTPA, Jobs Corps.);
- evidence of eligibility for a State or local assistance program for low/mod income, or receipt of AFDC; or
- self-certification statement of income eligibility.

CONTRACTING GOALS

This section applies to contractors and subcontractors performing work on Section 3 covered project(s) where the amount of the contract or subcontract exceeds \$100,000.

The Town of Putnam commits to award to Section 3 business concerns:

- (1) at least ten percent (10%) of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, housing construction and other public construction; and
- (2) at least three percent (3%) of the total dollar amount of all other Section 3 covered contracts.

The following order of preference will be followed when providing contracting opportunities to Section 3 businesses:

- (i) first priority will be given to Section 3 business concerns that provide economic opportunities for Section 3 residents in the service area or neighborhood in which the Section 3 covered project is located, and
- (ii) second, applicants selected to carry out HUD Youthbuild Programs.

Procurement activities from this award will be conducted in a competitive manner, consistent with 24 CFR 85.36(c)(2).

Businesses requesting consideration for the above preferences will be required to submit the appropriate documentation to demonstrate their eligibility.

SECTION 3 COVERED PROJECT AREA

The area for Section 3 covered project(s) will be the following ten (10) towns:

Putnam	Brooklyn	Pomfret	Woodstock	Sterling
Plainfield	Thompson	Killingly	Canterbury	Eastford

SECTION 3 RESIDENT

A Section 3 resident means:

- (i) A public housing resident; or
- (ii) An individual who resides in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended, and who is:
 - a. A low-income person, as this term is defined in Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary...
 - b. A very low-income person, as this term is defined in Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 50 per centum of the median income for the area, as determined by the Secretary...
 - c. A person seeking the training and employment preference provided by Section 3 bears the responsibility of providing evidence (if requested) that the person is eligible for the preference. Section 8 assistance means assistance provided under Section 8 of the 1937 Act (42 U.S.C. 1437f) pursuant to 24 CFR Part 882, subpart G.

SECTION 3 BUSINESS CONCERN

A business will qualify as a Section 3 Business Concern if it meets one or more of the following criteria:

- (i) At least 51% of the legal owners of the business qualify as Section 3 residents; or
- (ii) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
- (iii) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (i) or (ii).

MECHANISM TO BE ADOPTED TO COMPLY, TO THE GREATEST EXTENT FEASIBLE, WITH THE EMPLOYMENT AND CONTRACTING GOALS

The Town of Putnam commits to do the following:

1. Send notices of job availability subject to these requirements to recruitment sources and organizations which are capable of referring eligible Section 3 applicants.
2. Send out letters to community organizations requesting their assistance in recruiting qualified Section 3 residents for specific, state employment certification lists.
3. Work with the State of Connecticut's Department of Administrative Services Recruitment Division in recruiting qualified Section 3 residents for specific, state employment certification lists.
4. Inform all developers, bidders, contractors and sub-contractors performing work on a Section 3 funded activity of their responsibility to comply with the federal requirements.
5. Maintain a record of all communications, statements, advertisements and contract provisions directed at disseminating the Town's commitment to these requirements.
6. Refrain from knowingly doing business with any developer, bidder, contractor, sub-contractor or supplier of materials upon notification from HUD that the entity has been found to be in violation of the Section 3 mandates.
7. Network and cooperate with State agencies including the Department of Labor and the Department of Social Services to create training and employment opportunities for low- and very low-income residents.
8. When determining the responsibility of potential contractors, consider their record of Section 3 compliance as evidenced by past actions and their current plans for the pending contract.

9. Contact business assistance agencies, minority contractor's associations and community organizations utilized as resource centers to inform them of contracting opportunities and request their assistance in identifying Section 3 businesses that may be interested in bidding for work in connection with Section 3 covered assistance.
10. Provide written notice to known Section 3 business concerns of contracting opportunities. The notice will allow sufficient time for the Section 3 business concerns to respond to the bid invitation or request for proposals.
11. Follow up with Section 3 business concerns that have expressed interest in participating in contracting opportunities.
12. Advise Section 3 business concerns where they might seek assistance to overcome limitations such as inability to obtain bonding, lines of credit, financing, or insurance.
13. Where appropriate, break out contract work items into economically feasible units to facilitate participation by Section 3 business concerns.
14. Contact agencies administering HUD Youthbuild programs to notify them of contracting opportunities.
15. Advertise contracting opportunities through trade associations, newspaper(s) of general circulation and minority newspapers.
16. Support businesses that provide economic opportunities to low-income persons by linking them to support services available through the Small Business Administration (SBA), the Department of Commerce and comparable agencies at State and local levels.
17. Support joint ventures with Section 3 business concerns.

**ALL CONTRACTS SUBJECT TO THE SECTION 3 REQUIREMENTS WILL
INCLUDE THE FOLLOWING CLAUSE**

Section 3 Clause

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of the contract, the parties

to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 125 regulations.

- C. The contractor agrees to send each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker's representative of the contractor's commitments under this Section 3 Clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth the minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, the name and location of the person(s) taking applications for each position and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 Clause in every subcontract subject to compliance with the regulations in CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 Clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 required employment opportunities to be directed; were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

ANNOUNCEMENT OF PROGRAM AVAILABILITY

All Putnam's programs are subject to the requirements of Section 3, for which awards are made on a competitive basis for housing rehabilitation, construction, or other public construction, and where the amount to be awarded to the applicant exceeds \$200,000 will include in the announcement a Section 3 statement, informing the prospective applicants that the funds are subject to these requirements.

The following statement will be included: in accordance with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, to the greatest extent feasible training, employment and contracting opportunities, derived from these funds must be given to Section 3 residents and Section 3 businesses.

FILING AND PROCESSING COMPLAINTS

Any individual or business concern alleging that the Town of Putnam or any of its funding recipients are in violation of the requirements of this Act, may file a complaint with the Town Administrator's Office. Complaints filed with this Office will follow the internal grievance procedure.

CONCLUDING STATEMENT

As Mayor of the Town of Putnam, I pledge the Town's commitment to fully comply to the greatest extent feasible with the objectives of this Plan.

April 4, 2023

Norman B. Seney, Jr.
Mayor
Town of Putnam

TOWN OF PUTNAM
RELOCATION POLICY

The Town of Putnam shall minimize the displacement of persons as a result of activities assisted with funds provided directly or indirectly by the US Department of Housing and Urban Development (HUD). However, in the event a project requiring displacement is undertaken, the Town will comply with its Residential Anti-Displacement and Relocation Assistance Plan and this Relocation Policy.

The Town shall provide relocation assistance to each low- or moderate-income household that is **permanently displaced** by demolition or the conversion of their dwelling unit to another use as a direct result of an activity assisted under through HUD Programs. Relocation assistance shall comply with the implementing regulations of 49 CFR Part 24 (Uniform Relocation Act (URA)) or Section 104(d) of the Housing and Community Development Act of 1974 as amended, and Section 570.606, whichever is most beneficial to the tenant. The low- or moderate-income household shall receive relocation assistance pursuant to 24 CFR Part 42 (HUD's regulations implementing the URA) to include advisory services, moving and related expenses, and replacement housing assistance.

If a low- or moderate-income household is required to **temporarily relocate** from their dwelling unit as a direct result of a HUD-assisted activity (e.g. housing rehabilitation/lead paint hazard control), the Town of Putnam may provide relocation assistance. When necessary, temporary relocation assistance shall be provided as follows:

Owner-occupant: Relocation assistance is not required for homeowners by law. Therefore, the Town will strongly advocate for homeowners to temporarily relocate with family or friends during the rehabilitation process. If the homeowner is low- or moderate-income and is unable to relocate with family, the Town may provide a cash stipend in lieu of relocation expenses to offset relocation expenses. The stipend amount will be based on household size, period (in days) of relocation and work scope (relating to moving personal items).

The Town may make an exception for elderly and/or very low-income homeowners. In these cases, the Town may provide relocation services in excess of a cash stipend to include moving and related expenses and replacement housing assistance.

Tenant households: Tenant household will receive relocation benefits as detailed in the Uniform Relocation Act (49 CFR Part 24).

April 4, 2023

Norman B. Seney, Jr.
Mayor
Town of Putnam

RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The Town of Putnam shall minimize the displacement of persons as a result of activities assisted with funds provided directly or indirectly by the US Department of Housing and Urban Development (HUD).

However, in the event that a project requiring displacement is undertaken, the Town of Putnam, in compliance with Section 104(d) of the Housing and Community Development Act of 1974 as amended will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than as low- and moderate-income housing as a direct result of activities assisted with federal funds, as described in 24 CFR 42.301 and in Section 570.606.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the Town of Putnam will make public and submit to the State of Connecticut's Department of Housing the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low- and moderate-income dwelling unit for at least twenty (20) years from the date of initial occupancy.

The Town of Putnam will provide relocation assistance, as described in 24 CFR 42.350, to each low- and moderate-income household displaced by the demolition of housing or by the conversion of a low- and moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the Act, the Town of Putnam will require the following to minimize the displacement of people from their homes:

The owner of the property shall certify adherence to the following conditions for participation in the Putnam Small Cities Block Grant Program:

1. That no tenant has been, or will be, dislocated without due cause, for the purpose of evading terms of the agreement.
2. When a low- and moderate-income tenant occupied unit, or vacant unit is assisted under the Program, that unit will continue to be occupied by a low- and moderate-income household for five (5) years following the close of the work.
3. The rent collected from assisted units will be limited to the maximum allowed by the Fair Market Rent determined by the US Department of Housing and Urban Development (HUD) or the State's Department of Economic and Community Development (DECD) for a period of three (3) years following the completion of the work. *
4. The property owner shall not refuse to rent to tenants holding HUD Section 8 Housing Certificates or Vouchers, State Chapter 707 Housing Certificates, or any other recognized housing voucher certificate except for good cause such as tenants who failed to pay the rent, maintain the dwelling unit, or otherwise are in violation of the terms and conditions of the tenancy.
5. The property owner shall exercise affirmative fair housing marketing for the units in the subject property when they become vacant and shall not discriminate in housing on the grounds of race, color, national origin, ancestry, age, religion, welfare status, children, marital status, physical handicaps, sexual orientation or sex.
6. Dwelling units in the subject property will be maintained in a decent, safe, and sanitary condition.

* The "Barney Frank" amendment to Section 104(d) of the Housing and Community Development Act of 1974 requires that the rent of a low- or moderate-income tenant cannot be raised to exceed 30% of their income for a period of five (5) years after the unit has been assisted with Small Cities Block Grant monies.

April 4, 2023

Norman B. Seney Jr.
Mayor
Town of Putnam

April is Fair Housing Month IT'S YOUR RIGHT!



The Fair Housing Act

Prohibits discrimination in housing because of:

- *Race or Color*
- *National Origin*
- *Religion*
- *Sex*
- *Familial status*
- *Disability*
- *Gender identity or expression*
- *Sexual Orientation*
- *Marital Status*
- *Lawful source of income*
- *Age*

The Town's Fair Housing Officer, Ms. Jackie Lefevre is responsible for the enforcement and implementation of this policy. Ms. Lefevre may be reached at (860) 963-6800 ext. 201.

Complaints also may be filed with the Commission on Human Rights and Opportunity, 450 Columbus Blvd. Hartford, CT 06103 Phone: [860\) 541-3400](tel:8605413400)

or

EASTERN REGION OFFICE
100 Broadway
Norwich, CT 06360 Phone: **860-541-3400**
Connecticut Toll Free: **1-800-477-5737**
TDD: **860-541-3400**

Brochures are available at the following locations:

- Putnam Redevelopment Agency, 156 Main Street, Putnam CT
 - Putnam Town Hall, 200 School Street, Putnam CT, Local Banks, Realtor Offices, Schools, Library and Housing Authority offices.
- (03/29/23)