

MAYOR AND SELECTMEN'S MEETING AGENDA

April 17, 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/8725](https://us06web.zoom.us/j/87255883986)

5883986

Meeting ID: 872 5588 3986

+1 646 558 8656 US (New

York)

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1. Call to Order by the Presiding Officer
2. Pledge of Allegiance
3. Public Comment – 3 – minute maximum per person
4. Approval of the Minutes
  - A. Minutes from April 3, 2023, Board of Selectmen Meeting
5. Petitions & Communications
6. Reports of Standing Committees
  - A. General Government Committee
7. Reports of Special Committee
8. Staff Quarterly Reports
9. Town Administrator Report
10. Unfinished Business
11. Grant Considerations and Updates
  - A. Homeland Security Grant MOU
12. New Business
  - A. EMS Report
  - B. Appointed Boards and Commission Terms
  - C. Set the Date for the Annual Town Meeting - May 10th @ 7:30, Putnam MS Auditorium
13. Public Comment – 3- minute maximum per person
14. Adjournment

To Be Approved Mayor and Selectmen's Meeting  
 April 3, 2023  
 Also Via Zoom:  
 Meeting ID # 860 8503 8055

| TOPIC    |                                | DISCUSSION  |   |
|----------|--------------------------------|---|---|
| PRESENT: |                                | Mayor Seney, Deputy Mayor Simmons, Selectman Hayes, Selectman Paquin, Selectman Pempek and Selectwoman Marion |   |
| 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 April 3, Board of Selectmen Meeting<br><br>Deputy Mayor Simmons made a motion to approve the minutes of the April 3, 2023, as presented. The motion was seconded by Selectman Paquin and passed with Selectman Hayes abstaining.   |
| 5.       | Petitions & Communications     |   | Mayor Seney discussed the Elks hosting a car show. The Elks would like the Mayor and Selectmen to consider sponsoring a trophy. The Selectmen agreed to donate towards a trophy.  |
| 6.       | Reports of Standing Committees | A.  | General Government Committee<br><br>Deputy Mayor Simmons stated the Committee met earlier in the evening to review the Cell phone policy and the Employee Manual. The Cell Phone policy was approved. The Committee will meet at 6:00 PM before the next Board of Selectmen meeting on April 17, 2023, to continue reviewing the Employee Manual. |
| 7.       | Reports of Special Committees  |   | None  |
| 8.       | Town Administrator Report      |   | Town Administrator Sistare reviewed her March report with the Board.  |

|     |                                  |   |
|-----|----------------------------------|---|
| 9.  | Unfinished Business              | Selectman Marion stated she was approached by the owner of a local business who is requesting a flyer or something that can be given to customers regarding the increase in sticker prices in July 2023. Town Administrator Sistare will create a flyer with information.   |
| 10. | Grant Considerations and Updates | None  |
| 11. | New Business                     | <p>A. Annual update of Compliance Documents for CDBG</p> <p>B. Accept the month of April as Fair Housing Month</p> <p>Deputy Mayor Simmons made a motion to approve the following Compliance Documents; 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 Anti-displacement and Relocation Assistance Plan and to Celebrate April as Fair Housing Month. The motion was seconded by Selectman Pempek and passed unanimously.</p> |
| 12. | Public Comments                  | Mike Bogdanski commented that posters would be better than flyers regarding trash. He stated flyers get thrown away.  |
| 13. | Adjournment                      | Deputy Mayor Simmons made a motion to adjourn at 7:19. The motion was seconded by Selectman Paquin and passed unanimously.  |
|     |                                  | Respectfully submitted: Denise A. Geeza, Executive Assistant  |



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

Assessor's Office Quarterly Report to the Board of Selectmen

4/3/2023

Rachel Ferreira, CCMA I - Assessor

January – March 2023

January 2023

- Completion and signing of the 2022 Grand List for 1/31/2023.
- Helping taxpayers with questions regarding the 2021 Grand List supplemental motor vehicle bills (mailed around January 1st by the Tax Collector).
- Property Sales Report (M-45) for the month of November due to OPM 1/31/2023.

February 2023

- Fielding 2022 Grand List assessment questions (assessment notices mailed prior to 2/1/2023).
- Board of Assessment Appeals for the 2022 Grand List application period runs February 1<sup>st</sup>-20<sup>th</sup>.
- February 1<sup>st</sup> is the start of the application period for the Elderly and Disabled Homeowner's Tax Credit, runs through 5/15/2023.
- February 1<sup>st</sup> is the start of the application period for the State Additional Veteran's Exemption and our Local Additional Veteran's Exemption, runs through 9/31/2023.
- Assessor's presentation of the 2022 Grand List to the Board of Selectmen.
- Property Sales Report (M-45) for the month of December due to OPM 2/28/2023.

March 2023

- Completion of Board of Assessment Appeals duties. Notifications, meeting appointments and decisions sent to taxpayers by 3/31/2023.
- Verification and submittal of information for the 2022 Grand List Report of State-Owned Property (M-37), due 4/1/2023 to OPM.
- Verification and submittal of information for the 2022 Grand List Report of Colleges and Hospitals (M-37C&H), due 4/1/2023 to OPM.
- Compiling the mailing list for the 2022 Income and Expense Filing Report to be sent to income producing property owners by 4/15/2023.
- Beginning work on the request for proposal for the 2024 Grand List Revaluation.
- Property Sales Report (M-45) for the months of January and February due to OPM 3/31//2023.

Upcoming Quarter Efforts

- Completion of the 2024 Revaluation request for proposal. Reviewing proposals and interviewing prospective contractors in collaboration with the Town Administrator.

April 10, 2023

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

RE: Building Official/Z.E.O. Report – 1st Quarter 2023 – (Jan-March)

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 – Siding and window trim being installed**  
**97 Providence Pike – Garden Center Area – Ongoing**  
**60 River Junction Estates – new house – Temporary Certificate of Occupancy – landscape ongoing**  
**44 Blood Road – new house – landscape and driveway ongoing**  
**314 River Road – Wheelabrator – Scale House - complete, Office - complete,  
Pre-Treatment Bldg. ongoing, Wheel Wash Bldg. ongoing**  
**123 Park Road – Additional buildings - ongoing**  
**4 Kennedy Drive – Solar – Ground mount – ongoing**  
**50 Providence Pike – Montana Nights finish-out - ongoing**  
**105 Cady Road – rebuild ongoing**  
**125 Kennedy Drive – interior renovations – ongoing**  
**80 Front Street – Stove King – Certificate of Occupancy**  
**36 Ridge Road – New owner (Sever) –interior renovation – ongoing**  
**83 Park Road – Solar – Ground mount – ongoing**  
**146 Park Road – Take-out/waiting area addition – ongoing**  
**5 Kennedy Drive – Addition and remodel - ongoing**  
**26 Liberty Highway – rebuild after fire – ongoing**  
**60 Woodstock Avenue – Interior/exterior renovations – ongoing**  
**325 Woodstock Avenue – car vs bldg. – repairs ongoing**  
**391 Pomfret Street CHR – renovations and addition – ongoing**  
**14 Maynard Street -car vs house – repairs ongoing**  
**58 Main Street – Pergola – ongoing**  
**19 Brookside Landing – new house – site work ongoing**

**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 – 3<sup>rd</sup> citation  
21 Dudley Street – collapsing – 3-9-22 – letter sent – 3-17-22 - check status – **working with neighbor for Access – no frontage – working on building permit process for demolition**  
432 Church Street – **working on building permit process for interior/exterior renovations**  
411 School Street – couch – letter sent - done  
399 School Street – trash at curb – letter sent  
89-93 Mantup Road – trash at street – letter sent

**BLIGHT CITATIONS:**

**ZONING:**

62 Providence Pike Suite D Signage – incorrect size – required to resubmit twice - complete  
26-30 Front Street – Coca-Cola Mural – discuss with Zoning Chair - complete  
67 Front Street – new owner  
Update Zoning Regulations for Cannabis – complete  
Update Zoning Regulation for Accessory Dwelling Units – ongoing  
88 Providence Pike – preliminary review – Toyota  
3 Park Road – possible Cannabis location  
97 Providence Pike – Special Permit for Cannabis – approved by Commission  
244 Woodstock Avenue – Real Estate agent – non-conforming commercial use lost  
406 Sabin Street – 55+ condos – 12 units only

**HOUSING COMPLAINTS:**

**TRAINING:**



## **Board of Selectman Quarterly Report – April 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.

**Trails** – The Town has been working on securing funds to connect the Air Line Trail from Putnam to Thompson. We have recently applied to two grants; Climate Resilience Fund (DEEP) for \$1.2 million and Recreational Trails Grant (DEEP) for \$1 million. We are awaiting a response on both of those grants.

**Putnam Arts Council** – 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 17<sup>th</sup> and 18<sup>th</sup> from 10am-4pm. We are also in the very preliminary process of creating a public art plan the encompasses engagement and education of community members.

**CT Community Investment Fund** – We submitted for the Community Investment Fund grant in early January for \$2.7 million. On April 3<sup>rd</sup> we were notified that we have not been selected for funding in this round. The Economic & Community Development Commission will be reviewing the State feedback to plan for a stronger application in the future.

**Farmers Market** – The Farmers Market season is coming up quickly. We have received about 15 applications so far. We have begun meeting with our Market Master, Emily Barnes. We have ordered some start of year essentials and are looking at doing an end of season Farm-to-Table event. The Putnam Saturday Farmers Market has also been nominated as one of the BEST in Connecticut by CT Magazine. We are so excited to have this accreditation!

**One-Pager Initiative** – We have been working on creating a series of informational “one-pagers” for the Town. The first of the series is “Why Do Business in Putnam” and we plan to develop more on financial assistance options, homelessness resources, and tax incentives.

**Community Garden** – The Community Garden season is coming up quickly. We have a Kick-Off Meeting scheduled for April 18<sup>th</sup> and an Opening Day set for the first Saturday in May, the 6<sup>th</sup>. We have been asked to partner with NOW (Northeast Opportunities for Wellness) to help their youth learn more about gardening. We are very excited about this partnership.

**Beautification** – Beautification Day is coming up on April 29<sup>th</sup>. We have been working with Karen Osbrey as a representative of the PBA to plan the event. So far, we have about 80 individuals committed without volunteers from the surrounding schools. For three weeks pre-event this is a great number. Beautification is a continued effort by the



## **Board of Selectman Quarterly Report – April 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. We have committed approximately 60% of funding so far. We utilize Mary Bromm as our consultant from the Town of Killingly to complete the administrative and technical duties.

**Blight** – Commission members have recently voted to expend funds from the Economic & Community Development Trust Fund to expend funds for a blight consultant. Given the expenditure is over \$5,000, Board of Finance approval is needed. The consultant will be hired for one year at 20hrs/week. Job postings will begin mid-April.

**Affordable Housing Plan** – The Affordable Housing Plan has been reviewed by Zoning Commission and Redevelopment Agency members for approval. On March 8<sup>th</sup> we hosted a public forum to discuss the draft plan and answer questions. The Plan must be adopted by June 30<sup>th</sup>. We are looking forward to the Zoning Commission adopting it in late April. Based on state Statute --- Affordable Housing Plans must be adopted every five years.

**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 have been working with our project manager through the State DECD to finalize a Financial Assistance Proposal. The next step in this process will be to complete the Assistance Agreement.

**Brownfield Grant Programs** – We have recently signed an agreement with One Earth Environmental to consult on the Belding Mill Project and other competitive brownfield grants. This expertise will be valuable in deciding which properties have the best chance of being awarded funds.

Department in terms of pocket parks. Quiet Corner Garden Club has been kind enough to offer their expertise on plantings and arrangements. We will be revitalizing the Union Square section in early May this year and are planning meetings with the accompanying “adoptees.”

**Ribbon Cuttings** – I attended my first ribbon cutting with the O’Brien Group on February 23<sup>rd</sup>. It was a massive success with more than fifty attendants. Smoke and Mirrors Beauty Loft had their ribbon cutting on March 3<sup>rd</sup>. There was a great turnout of town residents and employees. The most recent ribbon cutting was Little Lucys Snack Shop on March 30<sup>th</sup>. They had a great turnout of residents and local business owners. Upcoming, there will be three ribbon cuttings at the PBA Mixer event this year. The Stacks—known locally as the old Town Library—will be hosting the Mixer and each business will have their own ribbon cutting during the event. Businesses in that building include Quiet Corner Physical Therapy, Savage Systems, and REAL Custom Training.

**Quiet Corner Garden Club Symposium** – For the first time the Quiet Corner Garden Club hosted a symposium on April 1<sup>st</sup>. The Town of Putnam was a sponsor of this event and sent members from both the Saturday Farmers Market and the Community Garden. We put together a presentation board and introduced a guest speaker. Feedback from the event has been phenomenal.

**Job Resource Center** – We have developed a new page to our Town website. It is called the Job Resource Center and culminates jobs available through online databases like Indeed, the Northeast Chamber of Commerce and WINY as well as local opportunities for career development through QVCC. We have reached out to all Putnam industries to update them of this opportunity to post locally. I met with Amy Beth St. Martin of Putnam High School to coordinate my Commission’s role in her Workplace Readiness classes.

**Professional Development** – I attended two Northeast Commercial Real Estate Investment Division monthly meetings and hosted them in the Municipal Complex on March 7<sup>th</sup>. I attended a five hour zoom conference hosted by the State on the CDBG Program. NECCOG is creating a Comprehensive Economic Development Strategic Plan for the region; I attended and gave input to their plans on both January 10<sup>th</sup> and March 29<sup>th</sup>. I attended the Air Line Trail State Park Master Plan meeting at the Windham Town Hall on February 13<sup>th</sup> for feedback on their Recreational Trails Grant application.

**Industrial Park** – We have revised the survey we usually send out to business owners. My Commission is looking into gifting options to send surveys out as part of a business retention effort. I am hoping to plan an open house for Industrial Park businesses in the fall.

**Tours:**

Fluid Coating Technologies – January 24<sup>th</sup>

YMCA – January 27<sup>th</sup>

Sever Pharmaceuticals – January 26<sup>th</sup>

Daily Bread – March 15<sup>th</sup>

2023 Facilities Department Quarterly Report

January – March

Prepared by Kevin Lamothe

January

Venture Communications and Security was on site for security camera issues and switching to direct network.

Our department hung several pictures in the Historical Society offices.

Bathroom doors were installed on the 1<sup>st</sup> and 2nd floors by Downes Construction Co.

New England Glass Co. adjusted the main entry door and installed new parts in the ADA compliant push button unit for the library doors.

Salted sidewalks for ice control 2 times for the month.

Utilized

February

Paquette Electric finished the wire run and electrical tie in for the outdoor shed.

Walk through with Powerful Improvements (window cleaning vender) to do trials for the best result.

New England Glass Co. on site to repair the exterior front entry door hinge point top right side.

Deep cleaned and glue stain removal on the flooring in the library teen room.

There was one snow removal event for this month.

March

Playscape pre installation meeting and area mark out with Downes Construction and Gerber Construction.

Our department did some small land scaping clean up from the plows around the parking lot and stone areas.

Installed new anchoring for office clocks above the doorways, touch up painting in high traffic areas, oiled door hinges and tightened up table hardware in the 109-conference room and 112/113 community rooms in addition to the regular daily cleaning and maintenance duties.

Facilities completed the weeding in the flower gardens ahead of the arrival of the new bark mulch to be distributed.

New England Glass was on site to adjust the exterior front doors due to closing issues and come up with a resolve for the continuing closing issues going forward.

#### Future Projects and Goals

Season start up of our irrigation system.

Dexter Masonry to be on site to clean and seal the brick street sign in the front and the brick wall at the flag poles.

Distribution of the new mulch in the Complex gardens.

The installation of the new playscape behind the library.

# Finance Department

## Quarterly Report (Jan – Mar 2022)

April 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

Continue the work on cleaning up old accounts. Start preparing for the end of fiscal year.

### 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 \$7,796,881.24 this quarter. Highlighting some of the depts; \$4,492,227.85 in revenue from Revenue office taxes, \$527,526.59 Ash Landfill, \$54,889.75 Town Clerk and \$33,026.00 Building Dept.

Stickers for trash pickup took in \$87,440 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.

Processed invoices & payroll totaling \$3,062,410.88 out of the General Government budget.

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

Spring Scholarship payments to various colleges for student recipients totaled \$4,000.

## **6. Capital Improvement Project (CIP) & Fixed Assets**

Continue reviewing the list for FY23 Fixed Assets for accuracy and necessary list for insurance components.

## **7. Training & Conferences**

We continue cross training of duties within the department.

Making improvements on the 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**

Finalizing the Fiscal Year 2024 budget and setting up the reports in Infinite Visions.

Maureen Benway

Finance Director



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



## Staff Report First Quarter 2023

### FMO NOTES

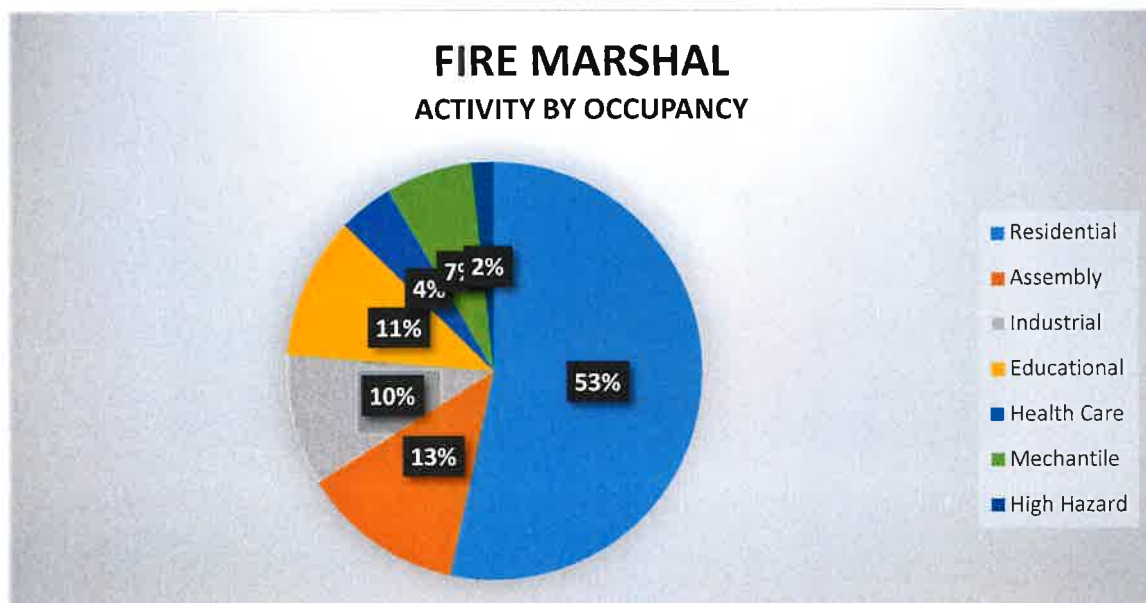
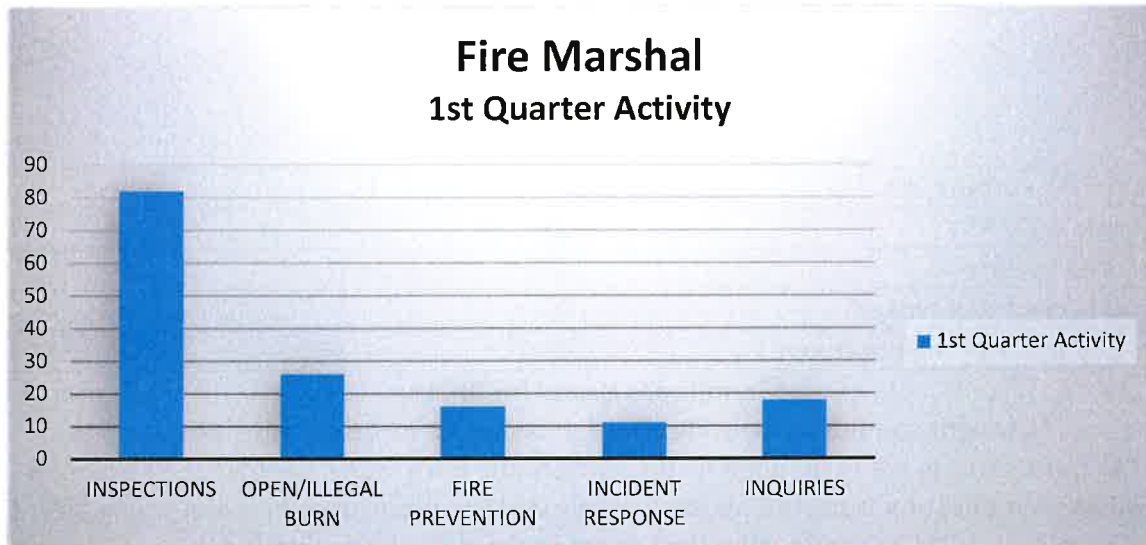
- New Hire – Ryan Walsh has been sworn in as the new Deputy Fire Marshal (in training). Ryan will begin his Fire Code Inspection training in Hartford April 13, 2023 and will attain his certification as a Fire Code Inspector on June 30, 2023. Mr. Walsh is a graduate of Putnam High School, a member of the Putnam Fire Department where he currently holds the rank of Captain, and a member of the CT Air National Guard. Ryan resides in Putnam with his wife and their two children.
- Drone – Due to the staffing shortage and a salary surplus in the Fire Marshal budget, the purchase of a drone was approved by the administration. FM Belleville successfully completed online training and earned his FAA Part 107 pilot license. The Autel EVO II drone is equipped with a 4k camera, infrared, and a transmitter to allow viewing on any device, computer, or TV. Deputy EMD John Turner is currently in training for his pilot's license and will become the back up. The Drone is also licensed through the FAA and insured by the Town. Both fire departments, EMS, and Police have been notified of the capabilities as well as QVEC dispatch.
- Tree Incident – On 3/11 Putnam Emergency Dispatch notified FM Belleville of a tree located on the Motel 6 property (reported to be on the side of the building) which had been cut through at the base and left standing. FM Belleville was unavailable that day and responded early the following morning meeting with hotel management and making contact with the person responsible for the tree work. The gentleman who was hired by the hotel owner to cut and clear a number of large pine trees was not licensed, not insured, and was ill equipped to conduct the work. The tree was in an unsafe and precarious position and needed to be fallen immediately. Public Works Director Travis Serrine was notified by FM Belleville and a plan was initiated to have a professional tree contractor make the tree safe.



- Knox Entry System – The Fire Marshals Office continues to audit the Knox Entry System throughout the Town. A recent update of the Heritage Pines Condos entry system accomplished the organization of keys for every unit in the complex. This organization saves valuable seconds for responders. In addition, the entry system at the Putnam Parkade, 62 Providence Pike, has been updated when during the audit most of the keys were found to be outdated when locks were changed.
- Fire and Ice – Once again one of Putnam’s most attended events went off without a hitch. The involvement of the Fire Marshal and Emergency Management had personnel committed to the event for the entire day (08:00 – 23:00).
  - Fire Marshal
    - Coordination of both Putnam and East Putnam Fire Departments to assist with fire watch with the heart shaped fire pit and fire performance.
    - Inspection of all food trailers for fire safety code compliance.
    - Addition of and coordination of 2 additional fire marshals using the Mutual Aid Agreement.
    - Inspection and fire safety planning for the fire performers.
    - Patrolling of inside events to ensure proper pedestrian flow and prevention of overcrowding.
    - New this year was the addition of fire extinguishers strategically placed throughout the venue.
  - Emergency Management
    - Creation of the event safety and response plan.
    - Disbursement of radios to the Fire and Ice Committee.
    - Disbursement of radios to Putnam PD.
    - Traffic trailer use with traffic devices (Cones, Signs, Barrels, etc.)
    - Light tower for illuminating Union Square.
    - Message Boards (2) for traffic and notification.
    - Inflatable tent with heat for a warming center.
- 9 Tech Park Dr. (HazMat) – On February 15<sup>th</sup> the Putnam Fire Department responded to the YMCA for an acid leak. The fire department quickly assessed the situation and determined that they would need the regional Haz-Mat team (CERRIT). FM Belleville was the On-Duty Captain with the City of Norwich FD and responded as part of the regional team. Coordination between the regional assets and the local fire department was nearly seamless. FM Belleville assumed the role of Haz-Mat Group Leader and directed the hazardous materials operations. Having intimate knowledge of the local fire department and the building helped to ensure the emergency was mitigated safely and properly. The building was metered, the leak was contained, and the scene was turned over to CT DEEP. The CERRIT response consisted of the following departments: Norwich FD, UCONN FD, Sub Base FD, Mashentucket Pequot FD, Mohegan Tribal FD, and the Northern Decon Team which consists of Muddy Brook FD, Quinebaug FD, and Community FD. CERRIT is a regional HazMat Team which provides the highest level of HazMat trained personnel, the most up to date equipment, and has the capability to mitigate any hazardous materials release.



- 145 Providence St. - Bill's Bread and Breakfast experienced a minor fire on 3/19/22. The fire was extinguished by employees before the fire department arrived but the incident brought a very unsafe cooking operation to light. The establishment was ordered closed until the safety concerns could be rectified. Unfortunately, the pressure tank for the Ansul system was out of date which required pressure testing and has not returned.

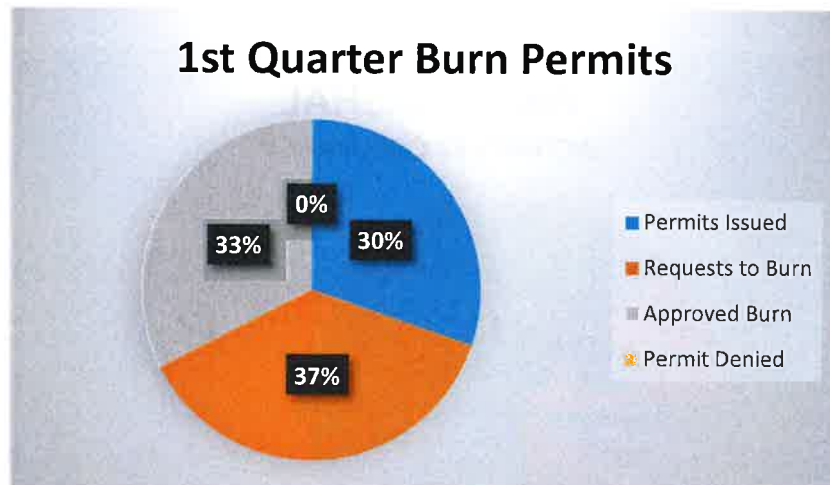


## PERMITS

| 1 <sup>st</sup> QUARTER PERMITS = 9  | TOTAL |
|--|-------|
| Liquor   | 7     |
| Blasting   | 2     |
| Hot Work   | 0     |
| Other  | 0     |
| *Blasting permits are issued for 30 days.<br>*Liquor permits are annual.<br>*1 <sup>st</sup> Quarter permit fees collected = \$470 |       |

## OPEN BURNING

| 1st Quarter Permits: 13   | Permits 2023: 13 |
|---|------------------|
| Requests to Burn  | 16               |
| Approved to Burn  | 14               |
| Permit Denied or Revoked  | 0                |
| Days Fire Index at High or Above  | 12               |
| *Permits are issued for 30 days.<br>*Drought conditions have improved allowing for more permissible days.<br>*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         | January 2023 |           | February 2023 |           | March 2023 |           |
|--------------------|--------------|-----------|---------------|-----------|------------|-----------|
|                    | INCIDENTS    | FM REVIEW | INCIDENTS     | FM REVIEW | INCIDENTS  | FM REVIEW |
| <b>PUTNAM</b>      | 9            | 8         | 16            | 11        | Not Avail  | -         |
| <b>EAST PUTNAM</b> | 26           | 4         | 27            | 0         | 24         | 1         |

\*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).

## 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 <sup>nd</sup> 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.

TO: Mayor Seney and Board of Selectmen

FROM: Travis Serrine, Highway Superintendent

Re Quarterly Report

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

## **January**

- Pothole patching and basin top cleaning.
- Tree removal
- Forklift training and certification.
- Equipment repairs
- Treat roads for ice and snow conditions
- Brush cutting and chipping.
- Drainage swale cleaning.

## **February**

- Pothole patching and basin top cleaning.
- Assist P&R with South Main St. area brush and debris removal.
- Equipment maintenance.
- Tree removal
- Brush cutting and chipping.
- Treat roads for ice and snow conditions.
- Drainage swale cleaning.
- Guide pole and cable repairs.

## **March**

- Pothole patching and basin top cleaning.
- Equipment maintenance
- Snow and ice removal/treatment
- Brush chipping
- Tree trimming
- Waterway clearing.

- Storm water pollution training
- Town wide metal pick up.
- Mowing small roadside brush.
- Start of road sweeping.
- Form and pour concrete pads for dumpsters at Fox Rd. garage.



# TOWN OF PUTNAM

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

## **Human Resource and Payroll Department**

**January 2023 – March 2023 Quarterly Report**

**From: Mariah Clifford, Department Head**

### Payroll:

- W2's Completed – Sent to employees and social security.
- ACA's Completed – Sent to employees and IRS.
- Budget Prep for Town/WPCA
- Comp time reset.
- Tax tables reset.
- TCP/IV Corrections within various departments
- 4 Employee Leave Payouts

### Pension:

- Annual Statements distributed to employees.
- 3 employees received employee contributions upon resignation.

### FMLA/Workers Comp:

- As of 3/7/2023 one employee is out on Worker's Comp
- One FMLA denial

### Employment Changes:

- Hired Deputy Fire Marshal, effective 1/3/2023, resigned 2/1/2023
- Economic and Community Development retired, effective 1/3/2023
- Recreation Clerk retired, effective 1/18/2023
- Revenue Clerk resignation, effective 2/3/2023
- Hired Recreation Clerk, effective 2/20/2023
- Revenue Clerk Internally Posted, effective 3/31/2023
- Updated Job Description for Recreation Clerk
- Hired Deputy Fire Marshal, effective 4/1/2023

Human Resources and Payroll Department  
Mariah Clifford

Insurance:

- Vehicle/Equipment Audit, continued
- ECHIP Winter Wellness Challenge

Q2 2023 Expected Efforts:

- Finalize Updated Employee Manual
- Finalize Updated Cell Phone Policy
- Finalize Updated Job Description for Revenue Clerk
- Start updates to Library Personnel Policy
- Continue Government Accounting class study/exams
- Continue training towards CCMO (3 classes taken in Q1)
- Member of SHRM. Study/Exams towards SHRM-CP Certification
- Ongoing Union documentation
- Go live with new employee leave portal

## **Land Use Agent Report**

**1st Quarter 2023**

**Update for 1st Quarter 2023 January, February, March**

**Bruce Fitzback Land Use Agent**

### **Inland Wetlands and Watercourses Commission**

Jan: Plaza Street Fund 122, LLC – 51 Providence Pike, Burger King Wetlands Violation, waiting for plan submittal.

Mr. Phongsas – 601 & 603 School St. Notice of Violation, waiting on design plans, Under contract.  
285 River Road LLC & Putnam River Road LLC, Proposed 11 Lot Subdivision and Gravel Operation, Ongoing public hearing.

Feb: 285 River Road LLC & Putnam River Road LLC, proposed 11 Lot Subdivision and Gravel Operation, public hearing closed, application approved.

Mar: 20 Mechanics St. John M. Dean Co Stormwater drainage repair.

### **Planning Commission**

Jan: No meeting

Feb: Recommendations of Town property sale

Mar: No meeting

### **Plan of Conservation and Development**

Jan: No meeting

Feb: Commission recommended to begin the RFP process for a consultant.

Mar: No meeting

### **Aquifer Protection Agency**

Jan: No activity

Feb: No activity

Mar: No activity

### **Sabin St. Recreation Field**

Jan: Sabin St Recreation Field gravel removal, ongoing project. Erosion and sedimentation barrier intact. No current activity. Operation to resume late winter-early spring, with striping of topsoil on the final area.

Estimated three months of hauling. Then rock hammer and crushing rock.

Feb: Closed for the season.

Mar: No activity. Hauling from the site will begin when the plant is operational, scheduled for the second week in May. Rock crushing to start four to six weeks after school is out.



### **Stormwater**

- Jan: CDM Smith to provide a draft memo including maps soon.
- Feb: Review of the CDM Smith testing and mapping of the Town storm drainage system, looks good. MS4 Annual Report has been posted for public review.
- Mar: Meeting with CDM Smith update on mapping and strategies for the upcoming year including IDDE follow up and mapping, dry weather sampling, DCIA mapping.

### **Town GIS**

- Jan: Review of final map changes on going.
- Feb: No activity
- Mar: Stormwater mapping to be added to the Town GIS

### **Quinebaug Technology Park**

- Jan: No action
- Feb: No activity
- Mar: No activity

### **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 - dealing with the Wetlands Violation, Clear cutting trees along the bank of Little Dam Tavern Brook, review of engineering plans.

- Jan: 10 Mary Crest Rd – the old Save Way site, Violation of wetland and zoning regulations. Erosion and sediment control failure, resulting in silt and sediment deposits in the stream.
- Feb: Immediate issues resolved. Clean up of wetlands pending.
- Mar: No activity

### **Pedestrian and Bike Trails**

Airline State Park Trail

- Jan: The trail gap between Providence St. and the current trail head in the Town of Thompson is ongoing. Current funding depleted.
- Feb: Grant application mapping complete, application submitted.
- Mar: Met with DOT Engineer, who recommended NECCOG forward the trail gap project to DOT for design

### **Cellular**

- Jan: 43 Prospect St. The Town has met with AT&T concerning clarification on proposed lease edits. Revised lease to be provided.
- Feb: Revised Lease under review
- Mar: Under review

## **Solar**

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

scheduled for June 15, 2023

WPCA: 4 Kennedy drive and 83 Park St solar projects under way.

## **Electric Vehicle & Charging stations.**

Jan: 15 South Main St (near Box Car) EV Station completed.

Feb: 15 South Main St functional

Mar: Note: Stop & Shop on Providence Pike added two charging stations

## **Disposition of Surplus Real Estate**

**First Group:** Groveland Ave 56, 58, 110, 157 and 94 Oak St

Under review by Town Dept. return date April 27<sup>th</sup>

## **Training**

**CAZEO, CZEO Program** successfully completed Sessions 1 & 2, Case Study needed.

Respectfully Submitted,

Bruce Fitzback, L.S.

Land Use Agent

Town of Putnam

126 Church Street

Putnam, CT 06260

Office: 860-963-6800, x 114

Email: [Bruce.Fitzback@putnamct.us](mailto:Bruce.Fitzback@putnamct.us)



Board of Selectmen Quarterly Report  
April 2023

"Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life."  
Sidney Sheldon

The library visit and circulation statistics have continued to be strong in this fiscal year. 29,004 people have come through our door and 55,716 items have circulated since July 1, 2022.

Summer programming will begin on June 12 with our first Free Summer Lunch and the start of summer reading for all ages. The theme for the children this year is All Together Now- READ! There are also reading clubs for teens and adults. We are in the process of planning activities before and after lunch such as Music and Movement from the Family Resource Center, story times, Read to Sophie (the dog), miniature horse visit, and more! The new play scape will also be a draw for the families this summer, and we look forward to the beginning of that installation.

The library has expanded the literary offerings in the last year to Wonderbooks, which is a combination of book and audio in one. The books are popular with parents and children, as they assist children by hearing the words as they read them with their eyes. These materials are especially beneficial for reluctant readers, and can augment the literacy efforts in the schoolroom. Another recent popular addition are our STEAM kits (Science, Technology, Engineering, Arts, Math). This collection of 43 kits runs the gamut from literacy to magnets, and the children enjoy learning with the hands-on manipulatives.

The library's study and program rooms continue to be very well-used. There were 50 average weekly uses of the study rooms alone in March 2023, and the program rooms have reservations for most of the evenings that the library is open until 8 pm. The library provides use of the program and study rooms to community organizations and groups engaged in educational, cultural, intellectual or civic activities. The program rooms may not be used for private parties, political fundraisers or fundraising activities.

One of the ways of experiencing literature is from the spoken word. Many of us remember being read to by our parents. This need does not change as we age, as we can see from the podcast explosion in the media! The memory and imagination skills of our brain are exercised as we internalize the words with our ears instead of our eyes. Students can use audio books to allow them to focus on the meaning of what they're reading rather than decoding words on a page. We offer three types of audiobooks at the library; Overdrive (Libby app) electronic audiobooks, audiobooks on CD and Wonderbooks. Personally, I love audiobooks and am able to "read" many more books a year as I'm taking a walk, weeding the garden or doing the dishes. If you're curious about audio and would like to explore it for your life please stop by the library for more information.

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.

**Recreation Department Report : Jan-Feb-March 2023 Report**

**Field Committee:**

Vet's Park committee report- Flag Pole is ordered ,installation in April/May

**Ongoing Projects:**

Bandstand Roof update : roof being completed

New Employee, Marcy Dawley, replaces Linda French (retired)

Retirement of Linda French

**Rotary Park upgrade :**

Roof being completed, next will be painting

**Miller Park report :**

Driveway updates completed

**St. Marie- Greenhalgh report :**

Track evaluation still waiting for Hindig Associates, color coating will happen

**Program report**

Vet Food Shares –

Youth Hoop 3 town tourney: WNBA girls Champions, NBA boys Champions and Runner-ups

PAC- Arts Council / PRD / Farmer's Market pillars will not happen at this time

**Other projects**

**Holiday Decorating :** shamrock over the falls / eggs

**COA report:**

Mardi Gras Social on Feb 21

Community Room running well with Lunch and Activities

**Upcoming Events 2023:**

March 12, O'Putnam road Race

April 1- Meet The Easter Bunny

April 29- Beautification Day

**Tax Collector's Office**  
**Quarterly Report**  
**April 10, 2023**

Period from January 1, 2023 through March 31, 2023

Accomplishments

- Collections on the second installment of Real Estate and Personal Property as well as Motor Vehicle Supplementals have been completed for the Town and 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 and will be meeting with the Town Board of Finance, East Putnam District and Special Services District in April 2023 for submission and acceptance.
- A new Tax Sale list for 2023 had been supplied to Attorney Adam Cohen of Pullman & Comley and a copy of the Tax Sale summary is attached. The sale will be held in the new fiscal year.
- Our office has sent all current delinquencies of Personal Property, Motor Vehicle and Supplemental Motor Vehicle tax bills to Rossi Law, LLC (Collection Agency for the Town) for further collection enforcement.
- Delinquent Real Estate and Personal Property taxpayers have been notified by mail of an upcoming Lien to be placed on their property. Real Estate tax bills are liened with the Putnam Town Clerk's office and Personal Property tax bills are liened with the State of Connecticut Commercial Code Division.

Classes / Meetings Attended by Department Head

- Connecticut Tax Collector Spring Conference March 22-24, 2023
- CCM Webinar "IIJA & IRA" January 24, 2023
- CCM CCM Webinar "Connecticut Paid Leave / FMLA"
- Windham / Tolland Tax Collector and Assessor meeting February 9, 2023
- CCM "FOI" Webinar March 9, 2023
- CCM Webinar "Cybersecurity" March 14, 2023

Upcoming Goals

- Lien processing by end of fiscal year on Real Estate and Personal Property
- Prepping for July 2023 tax bills
- Attending upcoming Escrow meeting through CTX
- Attending upcoming Assessor School in June 2023
- Training new Tax Clerk

TOWN 2021 GL TOTALS

| 3/31/2023 |              |               |           |              |          |                          |                        |                        |            |                |             |                                 |                              |            |                             |           |  |  |  |  |  |
|-----------|--------------|---------------|-----------|--------------|----------|--------------------------|------------------------|------------------------|------------|----------------|-------------|---------------------------------|------------------------------|------------|-----------------------------|-----------|--|--|--|--|--|
| Year      | Balance      | Current       | Additions | Deletions    | Suspense | Current Year Collections | Suspense Net of Refund | Total Paid Collections | Refunds    | Bounced Checks | Transfers * | Final Balance After Adjustments | Balance End of Year Computer | Difference | Interest & Alien Collection | Fees **   |  |  |  |  |  |
| 2021      |              | 16,181,311.58 | 15,667.07 | (111,774.38) |          | 15,616,833.75            |                        | 15,616,833.75          | 114,599.09 | (7,273.24)     | 82,841.45   | 507,401.40                      | 507,401.40                   | 0.00       | 49,150.29                   | 927.20    |  |  |  |  |  |
| 2020      | 382,345.39   |               | 392.83    | (69,523.97)  |          | 252,119.88               |                        | 252,119.88             | 35,532.63  | (87.22)        | (41,544.81) | 138,171.81                      | 138,171.81                   | 0.00       | 46,643.00                   | 10,434.14 |  |  |  |  |  |
| 2019      | 232,570.84   |               |           | (34,250.33)  |          | 186,878.97               |                        | 185,878.97             | 14,430.27  |                | (19,728.08) | 46,687.09                       | 46,687.09                    | 0.00       | 60,547.75                   | 2,387.63  |  |  |  |  |  |
| 2018      | 284,846.25   |               | 254.46    | (21,344.65)  |          | 243,979.72               |                        | 243,979.72             | 315.69     | (378.11)       | (21,146.46) | 41,616.60                       | 41,616.60                    | 0.00       | 75,041.45                   | 381.30    |  |  |  |  |  |
| 2017      | 43,452.19    |               |           |              |          | 5,428.83                 |                        | 5,428.83               |            |                | (173.21)    | 38,196.57                       | 38,196.57                    | 0.00       | 4,236.42                    | 106.06    |  |  |  |  |  |
| 2016      | 29,222.55    |               | 11.88     |              |          | 3,741.83                 |                        | 3,741.83               |            |                | 167.56      | 25,325.04                       | 25,325.04                    | 0.00       | 4,046.90                    | 301.55    |  |  |  |  |  |
| 2015      | 25,300.59    |               |           |              |          | 3,229.50                 |                        | 3,229.50               |            |                |             | 22,071.09                       | 22,071.09                    | 0.00       | 3,553.32                    | 966.59    |  |  |  |  |  |
| 2014      | 16,950.99    |               |           |              |          | 603.59                   |                        | 603.59                 |            |                |             | 16,347.40                       | 16,347.40                    | 0.00       | 796.67                      | 217.77    |  |  |  |  |  |
| 2013      | 2,956.86     |               |           |              |          | 6.03                     |                        | 6.03                   |            |                |             | 2,950.83                        | 2,950.83                     | 0.00       | 25.05                       | 3.76      |  |  |  |  |  |
| 2012      | 2,896.04     |               |           |              |          | 4.08                     |                        | 4.08                   |            |                |             | 2,891.96                        | 2,891.96                     | 0.00       | 52.77                       | 17.56     |  |  |  |  |  |
| 2011      | 2,906.76     |               |           |              |          | 4.08                     |                        | 4.08                   |            |                |             | 2,876.13                        | 2,876.13                     | 0.00       | 468.49                      | 119.13    |  |  |  |  |  |
| 2010      | 2,675.12     |               |           |              |          |                          |                        | 192.47                 | 216.50     |                | 30.63       | 2,675.12                        | 2,675.12                     | 0.00       | 435.09                      | 72.76     |  |  |  |  |  |
| 2009      | 2,675.12     |               |           |              |          |                          |                        | 283.40                 | 283.40     |                |             | 2,675.12                        | 2,675.12                     | 0.00       | 623.24                      | 50.89     |  |  |  |  |  |
| 2008      | 2,675.12     |               |           |              |          |                          |                        | 330.66                 | 330.66     |                |             | 2,675.12                        | 2,675.12                     | 0.00       | 789.60                      | 40.00     |  |  |  |  |  |
| 2007      | 2,053.01     |               |           |              |          |                          |                        | 485.57                 | 485.57     |                |             | 2,053.01                        | 2,053.01                     | 0.00       | 1,225.41                    | 92.29     |  |  |  |  |  |
| 2006      |              |               |           |              |          |                          |                        | 80.22                  | 80.22      |                |             |                                 |                              |            | 113.71                      |           |  |  |  |  |  |
|           | 1,033,526.83 | 16,181,311.58 | 16,326.24 | (236,893.33) | -        | 16,311,826.18            | 1,588.82               | 16,313,415.00          | 164,877.68 | (7,738.57)     | 447.10      | 854,614.29                      | 854,614.29                   | 0.00       | 247,749.16                  | 16,118.63 |  |  |  |  |  |

Refunds  
Not Paid

|      |          |
|------|----------|
| 2021 | 5,384.53 |
| 2020 | 3,335.49 |
| 2019 | 440.15   |
| 2018 |          |
| 2017 | 7.18     |
| 2016 | 2.20     |
| 2015 |          |
| 2014 |          |
| 2013 |          |
| 2012 |          |
| 2011 |          |
| 2010 |          |
| 2009 |          |
| 2008 |          |
| 2007 |          |

| 2022/2023 Approved | Inc/Dec       | Collected thru | 3/31/2023 | 3/31/2022 | Compared to: |
|--------------------|---------------|----------------|-----------|-----------|--------------|
| Current            | 15,718,550.00 | 15,387,407.30  | 97.89%    | 99.26%    |              |
| Mvs                | 150,000.00    | 190,395.57     | 126.93%   | 206.08%   |              |
| Int / Liens        | 100,000.00    | 247,749.16     | 247.75%   | 97.01%    |              |
| Prior              | 175,000.00    | 555,047.25     | 317.17%   | 103.23%   |              |
|                    | 16,143,550.00 | 16,380,599.28  | 101.47%   | 100.11%   |              |
|                    | Over / Under  | 237,049.28     |           |           |              |

2021 G/L dollars when Mill Rate was set \$16,038,981.43  
Collection Rate of Original G/L dollars = 95.94%

| 22/23 PSA Collections | 22/23 Court Cases | NET Town Collections |
|-----------------------|-------------------|----------------------|
| (\$22,989.04)         | (89,740.53)       | 15,294,677.73        |
| -                     |                   | 190,395.57           |
| (136,702.15)          |                   | 111,047.01           |
| (497,540.02)          | (68,130.12)       | (10,622.89)          |
| (657,231.21)          | (137,870.65)      | 15,585,497.42        |

\* 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.

**TOWN CLERK'S QUARTERLY REPORT**

Jan 2023 – Mar 2023

The Putnam Town Clerk's office has collected approximately \$168,540.81 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 371 land recordings totaling:  | \$146,175.31     |
| This includes State Conveyance Tax of:  | \$ 95,443.23     |
| Town Conveyance Tax of:   | \$ 26,256.08     |
| <br>Issued: 816 certified copies of vital records<br>(141 via the online portal - \$2820 plus<br>postage fees of \$115)       | <br>\$ 16,285.00 |
| <br>Copies (land records and maps):   | <br>\$ 1,773.00  |
| <br>Miscellaneous, Dogs, Notary, Liquor permits, vendor permits,<br>burial and cremation permits, trade names, H & F licenses | <br>\$ 2,214.50  |
| <br>Issued 5 marriage licenses  | <br>\$ 250.00    |

This office has registered Births/Marriages/Deaths - 215  
(113 births, 57 deaths and 8 marriages – this does not include adoptions,  
legal name changes and any other corrections/amendments to vital records)

In addition, approximately 96 notarizations were done for the local community.

The Town Clerk's office will be heading into dog licensing season. This year we will be utilizing the online portal for renewals offered through IQS. While it's only available for use by currently licensed dogs with a valid rabies license, we have had many requests for an online option. The easier we make it to renew the licenses, the more likely people will follow through year to year. In addition, this will help us capture email addresses to create an up-to-date database for future licensing reminders, ideally increasing dog license revenue. We have seen a slight uptick in newly licensed dogs by owners who previously did not bother to license their dogs thanks to the new regulations requiring licensed dogs (not just a valid rabies certificate) for boarding kennels and groomers.



# Water Pollution Control Authority

## Selectmen's Quarterly Report

1. The Maintenance Building project is ending. We had a meeting last week with our contractor and USDA to go over some punch list items that need to be addressed. The old generator was removed, and the mason has finishing enclosing the two sides of the room. The underground oil tank has been emptied and filled in. The soil around the tank was sampled and the results came back clean. I expect to have a final closing date around the end of April.
2. We continue to go door-to-door with the Lead Service Line Project. Mike Blackmar and Eric Roy are averaging around 20-25 homes per day. They go out every Wednesday and Thursday. So far, they haven't found any lead connections.
3. The solar fields are beginning to take shape. Trees have been removed from both sites and pylons have been driven into the ground at the sewer and well field. The underground wires were inspected by our Building Inspector and have been back filled. The solar panels have been installed and the company will grade and reseed the area. It should look very nice when it is done.
4. The fiscal year 23/24 budgets for water and sewer were passed at our March meeting. As always, I am very conservative about the numbers. Our revenues seem to be holding steady. Our septage revenue is still trending up. We just had another septage company sign up to deliver waste to us. We see the results of the rate study, by the increase in water and sewer revenue line. It is difficult to predict some of the expenses that we will encounter in the upcoming year. Desiree and I have looked at historical data to predict what we might need for each line item. Every day there is some type of increase in the cost of something we need to buy.

We are going to hold an open house for the public on June 17<sup>th</sup> between 10:00 a.m. and 1:00 p.m. There have been significant changes at both the water and sewer departments, and the WPCA Commission thought that the public should have an opportunity to come and see some of the improvements and our new equipment.



**FFY 2022 STATE HOMELAND SECURITY GRANT  
PROGRAM Region 4 MEMORANDUM OF AGREEMENT**




**Data Sheet**


**Step 1- Fill out this datasheet form to auto populate MOA document in this PDF file.**

**THIS DATASHEET MUST BE COMPLETED ELECTRONICALLY**

**Step 2- After populating the document, obtain the correct signatures as outlined by the completion checklist on the following page. Digital and /or scanned signatures can be used, no hardcopy/original signatures are required.**

| <b>Town Information:</b>  |  |
|--|--|
| <b>Person Completing Document:</b>   |  |
| <b>Municipality Name:</b>  |  |
| <b>Town CEO Name:</b>  |  |
| <b>Town CEO Title (ie. Mayor):</b>   |  |

**\*Municipality Name - Municipalities can enter the name as either the long or short name, for example: enter name as either "New Haven" or "City of New Haven"**

| <b>Point of Contact Information:</b>  |  |
|---|--|
| <b>POC Name &amp; Title:</b>  |  |
| <b>Address:</b>   |  |
| <b>Email:</b>   |  |
| <b>Phone:</b>   |  |
| <b>Fax:</b>   |  |



**FFY 2022 STATE HOMELAND SECURITY GRANT  
PROGRAM Region 4 MEMORANDUM OF AGREEMENT  
CHECKLIST**



Please use this checklist to insure completion and accuracy of the following agreement.

## 1. Instructions for:

**Received by:** \_\_\_\_\_

**For the MOA:**

- A municipal point of contact has been identified (p. 1 and 10).
- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.

**Authorizing Resolution Attached**

The Blanket Resolution Template includes the recommended language for a resolution. If the information on a blanket resolution signed in a prior year is still valid, the town clerk can verify the accuracy, sign and seal the resolution. In order for a raised seal to be visible in a scan, please rub a pencil over the seal. If a Blanket Resolution is not used, the resolution must reference the FFY 2022 Homeland Security Grant Program. No other resolutions shall be accepted.

Please note: The Fiduciary and Municipality shall complete Appendix A Custodial Ownership and Memorandum of Agreement (Appendix A), for any municipality that takes ownership of equipment purchased with 2022 HSGP funds by the REPT.

(Sample attached, the Fiduciary will complete this form for custodial owners of equipment purchased under the FY 2022 Homeland Security Grant Program)

**Once complete, e-mail (no hard copies need to be sent) the complete MOA package (MOA and resolution) to:** \_\_\_\_\_, Southeastern CT COG, Region 4 Fiduciary at:

## 2. Instructions for the Southeastern CT COG as Regional Fiduciary

**Received by:** \_\_\_\_\_

**Review and Signature**

- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.
- All of the items listed on this checklist have been completed and are correct.

Submit completed MOAs and resolutions to your DESPP/DEMHS Program Manager by email on a quarterly basis.

Please note: The Fiduciary shall complete Appendix A, Custodial Ownership, for any Municipality that takes ownership of equipment purchased with 2022 HSGP funds by the REPT. *(Sample attached, Fiduciary will complete for custodial owners of equipment purchased under the FY 2022 Homeland Security Grant Program)*

**DUE DATE:**

**Send to Regional Fiduciary on or before  
September 30, 2023**

# MEMORANDUM OF AGREEMENT

## REGARDING USE OF FEDERAL FISCAL YEAR 2022 STATE HOMELAND SECURITY GRANT FUNDING AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS IN DEMHS Region 4

### I. AGREEMENT REGARDING THE USE OF FEDERAL HOMELAND SECURITY GRANT FUNDS TO SUPPORT REGIONAL SET-ASIDE PROJECTS

#### A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of \_\_\_\_\_, the Southeastern CT COG (Fiduciary) and the Region 4 Regional Emergency Planning Team (Region 4 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for Federal Fiscal Year 2022 State Homeland Security Grant Program (SHSGP), Award No. EMW-2022-SS-00057. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. The DEMHS Advisory Council, through its Homeland Security Working Group, has approved the allocation formula for grant funds available under the SHSGP;
4. DESPP/DEMHS is retaining pass-through funds from 2022 SHSGP in the total amount of \$2,188,219.24 on behalf of local units of government, for the following eleven regional set-aside projects designed to benefit the state's municipalities:
  1. Regional Collaboration, 2. Enhancing Information and Intelligence Sharing and Cooperation with Federal Agencies, including DHS\*; 3. Addressing Emergent Threats; 4. Capitol Region Metropolitan Medical Response System (MMRS); 5. Medical Preparation and Response; 6. Citizen Corps. Program; 7. Enhancing Cybersecurity\*; 8. Enhancing the Protection of Soft Targets/Crowded Places\* (allocation included in REPT subgrants;); 9. Combating Domestic Violent Extremism\*; 10. Enhancing election security\* (allocation included in REPT subgrants;); and 11. Enhancing Community Preparedness and Resilience\* (\*denotes National Priority Project).
5. DEMHS – in coordination and cooperation with the municipalities located within DEMHS Region 4 including \_\_\_\_\_ – has created, and established bylaws for, the Region 4 REPT, a multi-disciplinary, multi-jurisdictional regional group to facilitate planning and resource coordination within DEMHS Region 4
6. \_\_\_\_\_ is eligible to participate in those Federal Fiscal Year 2022 SHSGP regional allocations made through the Region 4 REPT in the amount of \$393,456.15 (\$354,371.15 for regional projects, \$29,085 for soft target projects and \$10,000 for election security projects) for Region 4 which will be made available to the jurisdictions in Region 4 in the manner recommended by the Region 4 REPT in accordance with its approved bylaws, upon execution of the grant application and as accepted by DESPP/DEMHS.

#### B. Purpose of Agreement

1. DESPP/DEMHS and \_\_\_\_\_ enter into Part I of this MOA authorizing DESPP/DEMHS to act as the agent of \_\_\_\_\_ and allowing DESPP/DEMHS to retain and administer grant funds provided under 2022 SHSGP for the eleven regional set-aside projects listed above, and also for The Southeastern CT COG to provide the financial and programmatic oversight described below.

#### C. SAA and \_\_\_\_\_ Responsibilities.

1. DESPP/DEMHS agrees to administer the SHSGP grant funds of \$2,188,219.24 in furtherance of the eleven regional set-aside projects listed above.  
\_\_\_\_\_ agrees to allow DESPP/DEMHS to provide financial and programmatic oversight of the \$2,188,219.24 for the purpose of supporting the allocations and uses of funds under the

2022 SHSGP consistent with the 2022 State Homeland Security Grant Application that has been reviewed and approved by the federal Department of Homeland Security and supported by the Initial Strategy Implementation Spending Plan (ISIP) as part of the Biannual Strategy Implementation Report (BSIR) approved by the Emergency Management & Homeland Security Council, now known as the DEMHS Advisory Council. \_\_\_\_\_ agrees to allow DESPP/DEMHS to hold, manage, and disburse the grant funds that have been reserved for the eleven regional set-aside projects listed above.

**D. Southeastern CT COG and \_\_\_\_\_ Responsibilities.**

\_\_\_\_\_ also agrees to allow the Southeastern CT COG to provide financial and programmatic oversight of the Federal Fiscal Year 2022 regional allocation in the amount of \$393,456.15 (\$354,371.15 for regional projects, \$29,085 for soft target projects and \$10,000 for election security projects) targeted to member municipalities in DEMHS Region 4 and recommended through the Region 4 REPT in accordance with its approved bylaws. Such funds will be applied to specific projects developed and approved by the Region 4 REPT and DEMHS.

**II. AGREEMENT REGARDING CUSTODIAL OWNERSHIP OF REGIONAL ASSETS**

**A. Introduction**

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of \_\_\_\_\_, the Southeastern CT COG (Fiduciary), and the DEMHS Region 4 Regional Emergency Planning Team (Region 4 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for grants awarded beginning in Federal Fiscal Year (FFY) 2004, up to the present time. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. \_\_\_\_\_ has agreed to operate as the custodial owner of the asset(s) described in Appendix A, on behalf of \_\_\_\_\_, the region, and if necessary, the State. (Please note: If a town takes ownership of assets, the Fiduciary will assist them in completing Appendix A. The Appendix will be added to this MOA).
4. The parties also agree that \_\_\_\_\_ may operate as the custodial owner of additional assets purchased on behalf of the Region from FFY 2022 grant funds, as approved by the Region 4 REPT, and DEMHS, which assets will be added to Appendix A by the Fiduciary within thirty (30) days of approval by the Region 4 REPT.
5. The Region 4 REPT has been established to foster regional collaboration and mutual aid through, among other things, collaborative plan development, all equipment and resources sharing and coordination. All equipment and resources purchased with SHSGP money in this region is eligible for use by any municipality in the region, regardless of who is the custodial owner. An inventory of all equipment purchased with this money shall be maintained and available to DEMHS and all Region 1 municipalities if requested.
6. The Southeastern CT COG (Fiduciary) has agreed to operate as the fiscal agent for the federal SHSGP grants awarded to DEMHS Region 4 for Federal Fiscal Year 2022;

**B. Purpose.**

DESPP/DEMHS, the Region 4 REPT, Southeastern CT COG (Fiduciary), and \_\_\_\_\_, enter into Part II of this MOA regarding asset(s) for which \_\_\_\_\_ agrees to be the custodial owner, and which are described in the approved 2022 Subgrant Application and will be added to this MOA as Appendix A.

**C. Agreements and Responsibilities of the Parties.**

**1. Definitions.**

As used in this MOA:

- The term "authorized training" means training that is authorized by DESPP/DEMHS.
- The term "custodial owner" means a political subdivision or tribe that has agreed to accept title and responsibility for the asset(s), subject to possible redeployment under the terms outlined in Paragraph C(4) below.

**2. Responsibilities of DESPP/DEMHS and Southeastern CT COG (Fiduciary)**

In its role as SAA, DESPP/DEMHS will subgrant funds to Southeastern CT COG which, as the Region 4 Fiscal Agent, will procure the asset(s) listed in their approved Subgrant Application (which will be added to Appendix A).

**3. Appendix A.**

The parties agree that decisions regarding the placement of regional assets in \_\_\_\_\_ may be made after the execution of this agreement and that Appendix A shall be completed accordingly. \_\_\_\_\_ agrees to be bound by the terms of this agreement for any asset added to Appendix A. The parties also agree that Appendix A must be signed by the DEMHS Deputy Commissioner, the chair of the Region 4 REPT, and the Chief Executive Officer, or his/her designee, of \_\_\_\_\_.

**4. Responsibilities of Custodial Owner**

\_\_\_\_\_ understands that it is the Custodial Owner, on behalf of itself and the Region, of the asset(s) which will be added to Appendix A, as may be amended pursuant to Paragraph C(4) above. As Custodial Owner, \_\_\_\_\_ agrees:

- a. To safeguard the asset(s) in a secure location, including, for example, providing refrigeration or protection from the elements, if appropriate;
- b. To regularly test, use and maintain the asset(s) in working order. It is understood by the parties that trained personnel of \_\_\_\_\_'s municipal agencies may use the asset(s) for appropriate emergency response/emergency management purposes, including authorized training and exercise;
- c. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested: under the terms of this MOA; under a mutual aid agreement, including a civil preparedness mutual aid agreement approved by DESPP/DEMHS, as required by Conn. Gen. Stat. §28-7(d); under the terms of the intrastate mutual aid system, Connecticut General Statutes §28-22a; or at any time by the State of Connecticut, including DESPP/DEMHS;
- d. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested for authorized training and/or exercise;
- e. To maintain records of the use of the asset(s), including deployment for an actual incident or for authorized training, and to provide these records to DESPP/DEMHS as requested;
- f. To maintain an inventory of the asset(s), including a unique tagging system (including the DEMHS logo) so that the asset(s) can be easily identified as separate from the Custodial Owner's other property, and to provide that inventory to DESPP/DEMHS as requested.
- g. To maintain all necessary insurance regarding the asset(s) and their use;
- h. To cooperate with any state or federal audit of the asset(s) and/or their use;
- i. To abide by the bylaws and/or procedures established under any applicable State of Connecticut or regional plan;
- j. That the State, including DESPP/DEMHS, does not guarantee any further funding for, or provision of repairs to, the asset(s) beyond the terms of this MOA;
- k. That all maintenance and operations of the asset(s) by \_\_\_\_\_ shall conform to the manufacturer's recommendations. If appropriate, \_\_\_\_\_ shall maintain trained personnel available to transport and supervise the operation of the asset(s). All personnel or agents of \_\_\_\_\_ performing any maintenance or repair services in connection with these asset(s) shall be fully qualified and authorized or permitted under federal, state, and local laws to perform such services.

**5. Responsibilities of the REPT.**

The Region 4 REPT understands and acknowledges that, in accepting responsibility as the custodial owner of the asset(s), \_\_\_\_\_ is furthering regional collaboration and mutual aid on behalf of all of the members of Region 4

**6. Assignment of Asset(s).**

If \_\_\_\_\_ does not comply with the requirements under this MOA, or terminates its involvement in this MOA, then DESPP/DEMHS, in consultation with the REPT Chair, may redirect the asset(s), preferably to a different town within the Region. Whenever possible, DESPP/DEMHS will provide 60 days' notice before re-assigning the asset.

**7. Effective Date.**

The terms of this agreement will become effective when all parties have executed it.

**8. Authority to Enter Agreement.**

DESPP/DEMHS is authorized to enter into this Agreement through the Deputy Commissioner of the DESPP/DEMHS pursuant to the authority provided under Connecticut General Statutes §4-8 and Titles 28 and 29. The Municipality of \_\_\_\_\_ is authorized to enter into this agreement through its Chief Executive Officer, authorized pursuant to the attached [original or certified copy of resolution, ordinance or charter provision]. The other persons executing this Memorandum of Agreement (MOA) on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this agreement on behalf of the entity for which they sign, as indicated by valid resolutions, if necessary.

**9. Duration of Agreement.**

Part I of this MOA, as modified with the consent of the parties, remains in full force and effect until the end of the grant period, or any extension thereof, covered by this MOA, unless cancelled by DESPP/DEMHS, giving

\_\_\_\_\_ written notice of such intention at least thirty (30) days in advance. Any party may terminate its involvement with Part II of this agreement upon sixty days' written notice to the other parties. DESPP/DEMHS reserves the right to cancel any funding under this MOA without prior written notice when the funding is no longer available.

**10. Amendment of the Agreement.**

This agreement may be modified upon the mutual written consent of the parties.

**11. Additional Required Terms and Conditions**

Parties agree to incorporate the additional terms in Appendix B and Appendix C into this agreement. Parties agree to be bound by the terms in Appendix B and Appendix C.

**Points of Contact**

| 1. The Point of Contact for DESPP/DEMHS  |                            |
|--|----------------------------|
| <b>Name &amp; Title:</b> Deputy Commissioner Brenda M. Bergeron  |                            |
| <b>Address:</b> 1111 Country Club Road, Middletown, CT 06457   |                            |
| <b>Emails:</b> <a href="mailto:brenda.bergeron@ct.gov">brenda.bergeron@ct.gov</a> and <a href="mailto:DEMHS.HSGP@ct.gov">DEMHS.HSGP@ct.gov</a> | <b>Phone:</b> 860-685-8531 |
|  | <b>Fax:</b> 860-685-8551   |
| 2. The Point of Contact for<br>(Please fill in the following fields)   |                            |
| <b>Name &amp; Title:</b>   |                            |
| <b>Address:</b>  |                            |
| <b>Email Address:</b>  | <b>Phone:</b>              |
|  | <b>Fax:</b>                |

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals on the dates written below:

**THE** \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Its Chief Executive Officer  
 Duly Authorized  
 Typed Name & Title: \_\_\_\_\_

**THE Southeastern CT COG, as fiduciary agent** By:

\_\_\_\_\_  
 Its Chief Executive Officer  
 Duly Authorized  
 Typed Name \_\_\_\_\_ Date: \_\_\_\_\_

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/  
 DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Brenda M. Bergeron  
 Duly Authorized



# MEMORANDUM OF AGREEMENT

REGARDING USE OF  
FEDERAL FISCAL YEAR STATE HOMELAND SECURITY  
GRANT FUNDING AND CUSTODIAL OWNERSHIP OF REGIONAL  
ASSETS IN DEMHS REGION

## AMENDMENT TO APPENDIX A

FOR THE [REDACTED]

Equipment Description

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THE [REDACTED]

By: \_\_\_\_\_  
Its Chief Executive Officer Duly Authorized

Date: \_\_\_\_\_

Typed Name & Title:

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/  
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

By: \_\_\_\_\_  
Brenda M. Bergeron  
Deputy Commissioner  
Duly Authorized

Date: \_\_\_\_\_



**STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY  
APPENDIX B**



**State of Connecticut General Terms and Conditions**

**SECTION 1: Audits**

- 1.1 For purposes of this paragraph, the word "contractor" shall be deemed to mean "nonstate entity," as that term is defined in Section 4-230 of the Connecticut General Statutes. The contractor shall provide for an annual financial audit acceptable to the Department for any expenditure of state-awarded funds made by the contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The contractor will comply with federal and state single audit standards as applicable.

**SECTION 2: Access to Contract and State Data.**

- 2.1 The Contractor shall provide to the Agency access to any data, as defined in Conn. Gen Stat. Sec. 4e-1, concerning the Contract and the Agency that are in the possession or control of the Contractor upon demand and shall provide the data to the Agency in a format prescribed by the Agency and the State Auditors of Public Accounts at no additional cost.

**SECTION 3: Forum and Choice of Law.**

- 3.1 The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the Contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

**SECTION 4: Termination.**

- 4.1 Notwithstanding any provisions in this Contract, the Agency, through a duly authorized employee, may Terminate the Contract whenever the Agency makes a written determination that such Termination is in the best interests of the State. The Agency shall notify the Contractor in writing of Termination pursuant to this section, which notice shall specify the effective date of Termination and the extent to which the Contractor must complete its Performance under the Contract prior to such date.

- 4.2 Notwithstanding any provisions in this Contract, the Agency, through a duly authorized employee, may, after making a written determination that the Contractor has breached the Contract, Terminate the Contract in accordance with the provisions in the Breach section of this Contract.
- 4.3 The Agency shall send the notice of Termination via certified mail, return receipt requested, to the Contractor at the most current address which the Contractor has furnished to the Agency for purposes of correspondence, or by hand delivery. Upon receiving the notice from the Agency, the Contractor shall immediately discontinue all services affected in accordance with the notice, undertake all commercially reasonable efforts to mitigate any losses or damages, and deliver to the Agency all Records. The Records are deemed to be the property of the Agency and the Contractor shall deliver them to the Agency no later than thirty (30) days after the Termination of the Contract or fifteen (15) days after the Contractor receives a written request from the Agency for the Records. The Contractor shall deliver those Records that exist in electronic, magnetic or other intangible form in a non-proprietary format, such as, but not limited to, ASCII or .TXT.
- 4.4 Upon receipt of a written notice of Termination from the Agency, the Contractor shall cease operations as the Agency directs in the notice, and take all actions that are necessary or appropriate, or that the Agency may reasonably direct, for the protection, and preservation of the Goods and any other property. Except for any work which the Agency directs the Contractor to Perform in the notice prior to the effective date of Termination, and except as otherwise provided in the notice, the Contractor shall terminate or conclude all existing subcontracts and purchase orders and shall not enter into any further subcontracts, purchase orders or commitments.
- 4.5 The Agency shall, within forty-five (45) days of the effective date of Termination, reimburse the Contractor for its Performance rendered and accepted by the Agency in accordance with Exhibit A, in addition to all actual and reasonable costs incurred after Termination in completing those portions of the Performance which the notice required the Contractor to complete. However, the Contractor is not entitled to receive and the Agency is not obligated to tender to the Contractor any payments for anticipated or lost profits. Upon request by the Agency, the Contractor shall assign to the Agency, or any replacement contractor which the Agency designates, all subcontracts, purchase orders and other commitments, deliver to the Agency all Records and other information pertaining to its Performance, and remove from State premises, whether leased or owned, all of Contractor's property, equipment, waste material and rubbish related to its Performance, all as the Agency may request.
- 4.6 For breach or violation of any of the provisions in the section concerning representations and warranties, the Agency may Terminate the Contract in accordance with its terms and revoke any consents to assignments given as if the assignments had never been requested or consented to, without liability to the Contractor or Contractor Parties or any third party.
- 4.7 Upon Termination of the Contract, all rights and obligations shall be null and void, so that no party shall have any further rights or obligations to any other party, except with respect to the sections which survive Termination. All representations, warranties, agreements and rights of the parties under the Contract shall survive such Termination to the extent not otherwise limited in the Contract and without each one of them having to be specifically mentioned in the Contract.
- 4.8 Termination of the Contract pursuant to this section shall not be deemed to be a breach of contract by the Agency.

## **SECTION 5: Tangible Personal Property.**

- 5.1 The Contractor on its behalf and on behalf of its Affiliates, as defined below, shall comply with the provisions of Conn. Gen. Stat. §12-411b, as follows:
- 5.1.1 For the term of the Contract, the Contractor and its Affiliates shall collect and remit to the State of Connecticut, Department of Revenue Services, any Connecticut use tax due under the provisions of Chapter 219 of the Connecticut General Statutes for items of tangible personal property sold by the Contractor or by any of its Affiliates in the same manner as if the Contractor and such Affiliates were engaged in the business of selling tangible personal property for use in Connecticut and had sufficient nexus under the provisions of Chapter 219 to be required to collect Connecticut use tax;
  - 5.1.2 A customer's payment of a use tax to the Contractor or its Affiliates relieves the customer of liability for the use tax;
  - 5.1.3 The Contractor and its Affiliates shall remit all use taxes they collect from customers on or before the due date specified in the Contract, which may not be later than the last day of the month next succeeding the end of a calendar quarter or other tax collection period during which the tax was collected;
  - 5.1.4 The Contractor and its Affiliates are not liable for use tax billed by them but not paid to them by a customer; and
  - 5.1.5 Any Contractor or Affiliate who fails to remit use taxes collected on behalf of its customers by the due date specified in the Contract shall be subject to the interest and penalties provided for persons required to collect sales tax under chapter 219 of the general statutes.
- 5.2 For purposes of this section of the Contract, the word "Affiliate" means any person, as defined in section 12-1 of the general statutes, that controls, is controlled by, or is under common control with another person. A person controls another person if the person owns, directly or indirectly, more than ten per cent of the voting securities of the other person. The word "voting security" means a security that confers upon the holder the right to vote for the election of members of the board of directors or similar governing body of the business, or that is convertible into, or entitles the holder to receive, upon its exercise, a security that confers such a right to vote. "Voting security" includes a general partnership interest.
- 5.3 The Contractor represents and warrants that each of its Affiliates has vested in the Contractor plenary authority to so bind the Affiliates in any agreement with the State of Connecticut. The Contractor on its own behalf and on behalf of its Affiliates shall also provide, no later than 30 days after receiving a request by the State's contracting authority, such information as the State may require to ensure, in the State's sole determination, compliance with the provisions of Chapter 219 of the Connecticut General Statutes, including, but not limited to, §12-411b.

## **SECTION 6: Indemnification.**

- 6.1 The Contractor shall indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with the Contract, including the acts of commission or omission (collectively, the "Acts") of the Contractor or Contractor Parties; and (2) liabilities, damages, losses, costs and expenses, including

but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts or the Contract. The Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Contractor's obligations under this section to indemnify, defend and hold harmless against Claims includes Claims concerning confidentiality of any part of or all of the Contractor's bid, proposal or any Records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the Performance.

- 6.2 The Contractor shall not be responsible for indemnifying or holding the State harmless from any liability arising due to the negligence of the State or any third party acting under the direct control or supervision of the State.
- 6.3 The Contractor shall reimburse the State for any and all damages to the real or personal property of the State caused by the Acts of the Contractor or any Contractor Parties. The State shall give the Contractor reasonable notice of any such Claims.
- 6.4 The Contractor's duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the Contract, without being lessened or compromised in any way, even where the Contractor is alleged or is found to have merely contributed in part to the Acts giving rise to the Claims and/or where the State is alleged or is found to have contributed to the Acts giving rise to the Claims.
- 6.5 The Contractor shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract. The Contractor shall name the State as an additional insured on the policy and shall provide a copy of the policy to the Agency prior to the effective date of the Contract. The Contractor shall not begin Performance until the delivery of the policy to the Agency. The Agency shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that the Agency or the State is contributorily negligent.
- 6.6 This section shall survive the Termination of the Contract and shall not be limited by reason of any insurance coverage.

#### **SECTION 7: Sovereign Immunity.**

- 7.1 The parties acknowledge and agree that nothing in the Solicitation or the Contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the Contract. To the extent that this section conflicts with any other section, this section shall govern.

#### **SECTION 8: Summary of State Ethics Laws.**

- 8.1 Pursuant to the requirements of section 1-101qq of the Connecticut General Statutes (a) the State has provided to the Contractor the summary of State ethics laws developed by the State Ethics Commission pursuant to section 1-81b of the Connecticut General Statutes, which summary is incorporated by reference into and made a part of this Contract as if the summary had been fully set forth in this Contract; (b) the Contractor represents that the chief executive officer or authorized signatory of the Contract and all key employees of such officer or signatory have read and understood the summary

and agree to comply with the provisions of state ethics law; (c) prior to entering into a contract with any subcontractors or consultants, the Contractor shall provide the summary to all subcontractors and consultants and each such contract entered into with a subcontractor or consultant on or after July 1, 2021, shall include a representation that each subcontractor or consultant and the key employees of such subcontractor or consultant have read and understood the summary and agree to comply with the provisions of state ethics law; (d) failure to include such representations in such contracts with subcontractors or consultants shall be cause for termination of the Contract; and (e) each contract with such contractor, subcontractor or consultant shall incorporate such summary by reference as a part of the contract terms.

**SECTION 9: Audit and Inspection of Plants, Places of Business and Records.**

- 9.1 The State and its agents, including, but not limited to, the Connecticut Auditors of Public Accounts, Attorney General and State's Attorney and their respective agents, may, at reasonable hours, inspect and examine all of the parts of the Contractor's and Contractor Parties' plants and places of business which, in any way, are related to, or involved in, the performance of this Contract.
- 9.2 The Contractor shall maintain, and shall require each of the Contractor Parties to maintain, accurate and complete Records. The Contractor shall make all of its and the Contractor Parties' Records available at all reasonable hours for audit and inspection by the State and its agents.
- 9.3 The State shall make all requests for any audit or inspection in writing and shall provide the Contractor with at least twenty-four (24) hours' notice prior to the requested audit and inspection date. If the State suspects fraud or other abuse, or in the event of an emergency, the State is not obligated to provide any prior notice.
- 9.4 The Contractor shall pay for all costs and expenses of any audit or inspection which reveals information that, in the sole determination of the State, is sufficient to constitute a breach by the Contractor under this Agreement. The Contractor shall remit full payment to the State for such audit or inspection no later than 30 days after receiving an invoice from the State. If the State does not receive payment within such time, the State may setoff the amount from any moneys which the State would otherwise be obligated to pay the Contractor in accordance with this Agreement's setoff provision.
- 9.5 The Contractor shall keep and preserve or cause to be kept and preserved all of its and Contractor Parties' Records until three (3) years after the latter of (i) final payment under this Agreement, or (ii) the expiration or earlier termination of this Agreement, as the same may be modified for any reason. The State may request an audit or inspection at any time during this period. If any Claim or audit is started before the expiration of this period, the Contractor shall retain or cause to be retained all Records until all Claims or audit findings have been resolved.
- 9.6 The Contractor shall cooperate fully with the State and its agents in connection with an audit or inspection. Following any audit or inspection, the State may conduct and the Contractor shall cooperate with an exit conference.
- 9.7 The Contractor shall incorporate this entire Section verbatim into any contract or other agreement that it enters into with any Contractor Party.

**SECTION 10: Campaign Contribution Restriction.**

- 10.1 For all State contracts, defined in Conn. Gen. Stat. §9-612 as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this Agreement expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice.

**SECTION 11: Protection of Confidential Information.**

- 11.1 Contractor and Contractor Parties, at their own expense, have a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.
- 11.2 Each Contractor or Contractor Party shall develop, implement and maintain a comprehensive data - security program for the protection of Confidential Information. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Confidential Information, and information of a similar character, as set forth in all applicable federal and state law and written policy of the Department or State concerning the confidentiality of Confidential Information. Such data-security program shall include, but not be limited to, the following:
- 11.2.1 A security policy for employees related to the storage, access and transportation of data containing Confidential Information;
  - 11.2.2 Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;
  - 11.2.3 A process for reviewing policies and security measures at least annually
  - 11.2.4 Creating secure access controls to Confidential Information, including but not limited to passwords; and
  - 11.2.5 Encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically.
- 11.3 The Contractor and Contractor Parties shall notify the Department and the Connecticut Office of the Attorney General as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which Contractor or Contractor Parties have come to possess or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, the Contractor shall, within three (3) business days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, the Department and the Connecticut Office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by the Contractor at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include, but is not limited to reimbursement for the cost of placing and lifting one (1) security freeze per credit file pursuant to Connecticut General Statutes § 36a-701a. Such credit monitoring or protection plans shall be approved by the State in accordance with this Section and shall cover a length of time commensurate with the circumstances of the Confidential

Information Breach. The Contractors' costs and expenses for the credit monitoring and protection plan shall not be recoverable from the Department, any State of Connecticut entity or any affected individuals.

- 11.4 The Contractor shall incorporate the requirements of this Section in all subcontracts requiring each Contractor Party to safeguard Confidential Information in the same manner as provided for in this Section.
- 11.5 Nothing in this Section shall supersede in any manner Contractor's or Contractor Party's obligations pursuant to HIPAA or the provisions of this Contract concerning the obligations of the Contractor as a Business Associate of the Department.
- 11.6 The above section uses the terms "Confidential Information" and "Confidential Information Breach." Please use the following two definitions for those terms and include them, alphabetized, in the definition section of the contract:

"Confidential Information" shall mean any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that the Department classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

"Confidential Information Breach" shall mean, generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the Contractor, the Department or State.

## **SECTION 12: Executive Orders and Other Enactments.**

- 12.1 All references in this Contract to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the Contract at any time during its term, or that may be made applicable to the Contract during its term. This Contract shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. Unless otherwise provided by Enactments, the Contractor is not relieved of its obligation to perform under this Contract if it chooses to contest the applicability of the Enactments or the Client Agency's authority to require compliance with the Enactments.



- 12.2 This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this Contract as if they had been fully set forth in it.
- 12.3 This Contract may be subject to (1) Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; and (2) Executive Order No. 61 of Governor Dannel P. Malloy promulgated December 13, 2017 concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this Contract as if fully set forth in it.

### **SECTION 13: Nondiscrimination.**

- 13.1 For purposes of this Section, the following terms are defined as follows:
- 13.1.1 "Commission" means the Commission on Human Rights and Opportunities;
- 13.1.2 "Contract" and "contract" include any extension or modification of the Contract or contract;
- 13.1.3 "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- 13.1.4 "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- 13.1.5 "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- 13.1.6 "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- 13.1.7 "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- 13.1.8 "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- 13.1.9 "minority business enterprise" means any small contractor or supplier of

materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and

13.1.10 "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, state or government described in the immediately preceding enumerated items (1), (2), (3), or (4).

13.2 (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such

information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

- 13.3 Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- 13.4 The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- 13.5 The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- 13.6 The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- 13.7 (1)The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

- 13.8 The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- 13.9 Pursuant to subsection (c) of section 4a-60 and subsection (b) of section 4a-60a of the Connecticut General Statutes, the Contractor, for itself and its authorized signatory of this Contract, affirms that it understands the obligations of this section and that it will maintain a policy for the duration of the Contract to assure that the Contract will be performed in compliance with the nondiscrimination requirements of such sections. The Contractor and its authorized signatory of this Contract demonstrate their understanding of this obligation by (A) having provided an affirmative response in the required online bid or response to a proposal question which asks if the contractor understands its obligations under such sections, (B) signing this Contract, or (C) initialing this nondiscrimination affirmation in the following box:

**SECTION 14: Iran Investment Energy Certification.**

- 14.1 Pursuant to section 4-252a of the Connecticut General Statutes, the Contractor certifies that it has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date.
- 14.2 If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section then the Contractor shall not be deemed to be in breach of the Contract or in violation of this section. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the Contract.

**SECTION 15: Consulting Agreement Representation.**

- 15.1 Pursuant to section 4a-81 of the Connecticut General Statutes, the person signing this Contract on behalf of the Contractor represents, to their best knowledge and belief and subject to the penalty of false statement as provided in section 53a-157b of the Connecticut General Statutes, that the Contractor has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below or in an attachment to this Contract. "Consulting agreement" means any written or oral

agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes.

|                             |          |                              |  |
|-----------------------------|----------|------------------------------|--|
| _____                       |          | _____                        |  |
| Consultant's Name and Title |          | Name of Firm (if applicable) |  |
| _____                       |          | _____                        |  |
| Start Date                  | End Date | Cost                         |  |

The basic terms of the consulting agreement are: \_\_\_\_\_  
 \_\_\_\_\_

Description of Services Provided: \_\_\_\_\_  
 \_\_\_\_\_

Is the consultant a former State employee or former public official?  YES  NO

If YES: \_\_\_\_\_  
 Name of Former State Agency                      Termination Date of Employment

**SECTION 16: Large State Contract Representation for Contractor.**

- 16.1 Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz Executive Order No. 21-2, promulgated July 1, 2021, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:
- 16.2 That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to (i) any public official or State employee of the State agency or quasi- public agency soliciting bids or proposals for State contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;
- 16.3 That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key

personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and

- 16.4 That the Contractor is submitting bids or proposals without fraud or collusion with any person.

**SECTION 17: Large State Contract Representation for Official or Employee of State Agency.**

- 17.1 Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz Executive Order No. 21-2, promulgated July 1, 2021, the State agency official or employee represents that the selection of the person, firm or corporation was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

**SECTION 18: Call Center and Customer Service Work.**

- 18.1 Contractor shall perform all required state business-related call center and customer service work entirely within the State of Connecticut. If Contractor performs work outside of the State of Connecticut and adds customer service employees who will perform work pursuant to this Contract, then Contractor shall employ such new employees within the State of Connecticut prior to any such employee performing any work pursuant to this Contract.

# FY 2023 DHS Standard Terms and Conditions

The Fiscal Year (FY) 2023 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2023. These terms and conditions flow down to subrecipients unless an award term or condition specifically indicates otherwise. The United States has the right to seek judicial enforcement of these obligations.

All legislation and digital resources are referenced with no digital links. The FY 2023 DHS Standard Terms and Conditions will be housed on dhs.gov at [www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions](http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions).

## **A. Assurances, Administrative Requirements, Cost Principles, Representations and Certifications**

- I. DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non-Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the awarding agency.
- II. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002.
- III. By accepting this agreement, recipients, and their executives, as defined in 2 C.F.R. § 170.315, certify that their policies are in accordance with OMB’s guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

## **B. General Acknowledgements and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

- I. Recipients must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS.
- II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel.
- III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
- IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance.
- V. Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of federal financial assistance from DHS or one of its awarding component agencies must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and

# FY 2023 DHS Standard Terms and Conditions

Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>. DHS Civil Rights Evaluation Tool | Homeland Security

The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) prior to expiration of the 30-day deadline.

## **C. Standard Terms & Conditions**

### **I. Acknowledgement of Federal Funding from DHS**

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

### **II. Activities Conducted Abroad**

Recipients must ensure that project activities performed outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

### **III. Age Discrimination Act of 1975**

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Public Law 94-135 (1975) (codified as amended at Title 42, U.S. Code, § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

### **IV. Americans with Disabilities Act of 1990**

Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

### **V. Best Practices for Collection and Use of Personally Identifiable Information**

Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

### **VI. Civil Rights Act of 1964 – Title VI**

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

### **VII. Civil Rights Act of 1968**

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection



# FY 2023 DHS Standard Terms and Conditions

therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. § 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

## VIII. Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

## IX. Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

## X. Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).

## XI. Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons.

## XII. Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

## XIII. E.O. 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety

Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.

# FY 2023 DHS Standard Terms and Conditions

## XIV. Energy Policy and Conservation Act

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

## XV. False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§3729-3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)

## XVI. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

## XVII. Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the Federal Government.

## XVIII. Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C.) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

## XIX. Hotel and Motel Fire Safety Act of 1990

Recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a

## XX. John S. McCain National Defense Authorization Act of Fiscal Year 2019

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

## XXI. Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

# FY 2023 DHS Standard Terms and Conditions

## XXII. Lobbying Prohibitions

Recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

## XXIII. National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act of 1969, (NEPA) Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq. and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

## XXIV. Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

## XXV. Non-Supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

## XXVI. Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

## XXVII. Patents and Intellectual Property Rights

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

## XXVIII. Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

## XXIX. Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973), (codified as amended at 29 U.S.C. § 794,) which provides

# FY 2023 DHS Standard Terms and Conditions

that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

## XXX. Reporting of Matters Related to Recipient Integrity and Performance

General Reporting Requirements:

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

## XXXI. Reporting Subawards and Executive Compensation

Reporting of first tier subawards.

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

## XXXII. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

Recipients must comply with the “Build America, Buy America” provisions of the Infrastructure Investment and Jobs Act and E.O. 14005. Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

(1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;

(2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and

(3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

# FY 2023 DHS Standard Terms and Conditions

## *Waivers*

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. Information on the process for requesting a waiver from these requirements is on the website below.

- (a) When the Federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:
- (1) applying the domestic content procurement preference would be inconsistent with the public interest;
  - (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
  - (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office.

There may be instances where an award qualifies, in whole or in part, for an existing waiver described at ["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov](#).

The awarding Component may provide specific instructions to Recipients of awards from infrastructure programs that are subject to the "Build America, Buy America" provisions. Recipients should refer to the Notice of Funding Opportunity for further information on the Buy America preference and waiver process.

## XXXIII. SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

## XXXIV. Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

## XXXV. Trafficking Victims Protection Act of 2000 (TVPA)

Trafficking in Persons.

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106 (g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference.

# FY 2023 DHS Standard Terms and Conditions

## XXXVI. Universal Identifier and System of Award Management

Requirements for System for Award Management and Unique Entity Identifier Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

## XXXVII. USA PATRIOT Act of 2001

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

## XXXVIII. Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

## XXXIX. Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

**Combined Service Budget**

|                                    | Hours      | # staff | # days | Rate        | Weekly       | Annual          |   |
|------------------------------------|------------|---------|--------|-------------|--------------|-----------------|---|
| <b>Direct Labor</b>                |            |         |        |             |              |                 |   |
| Putnam crew                        | 8          | 1       | 6      | \$19.00     | \$ 912.00    | \$ 47,424.00    | 48 hours                                    |
| Putnam crew                        | 8          | 1       | 5      | \$25.00     | \$ 1,000.00  | \$ 52,000.00    | 40 hours                                    |
| Putnam crew                        | 8          | 2       | 5      | \$22.00     | \$ 1,760.00  | \$ 91,520.00    | 80 hours                                    |
| Putnam crew                        | 24         | 1       | 7      | \$19.00     | \$ 3,192.00  | \$ 165,984.00   | 24 hours                                    |
| Thompson crew                      | 24         | 1       | 7      | \$19.00     | \$ 3,192.00  | \$ 165,984.00   | 24 hours                                    |
| Thompson crew                      | 24         | 1       | 7      | \$19.00     | \$ 3,192.00  | \$ 165,984.00   | 24 hours                                    |
| Peak crew                          | 8          | 1       | 6      | \$19.00     | \$ 912.00    | \$ 47,424.00    | 10:00-18:00                                 |
| Peak crew                          | 8          | 1       | 6      | \$19.00     | \$ 912.00    | \$ 47,424.00    | 10:00-18:00                                 |
| Operations Director - Salary       |            |         |        |             | \$ 1,153.85  | \$ 60,000.00    |   |
| Overtime/call backs @ 5%           | 0          | 0       | 0      | \$ -        | \$ -         | \$ 39,187.20    |   |
| Total direct labor                 |            |         |        |             | \$ 16,225.85 | \$ 882,931.20   |   |
| <b>Non-labor costs</b>             |            |         |        |             |              |                 |   |
| Advertising & promotion            |            |         |        |             |              | \$ 2,000.00     |   |
| Books & training                   |            |         |        |             |              | \$ 6,000.00     |   |
| Professional services              |            |         |        |             |              | \$ 30,000.00    | increased per request                       |
| Depreciation Expense               |            |         |        |             |              | \$ -            |   |
| Dues & Subscriptions               |            |         |        |             |              | \$ 2,500.00     |   |
| Fuel / Oil & Maintenance           |            |         |        |             |              | \$ 20,000.00    |   |
| Insurance Medical - Existing staff |            | 6       |        | \$13,500.00 |              | \$ 81,000.00    | Not all may use                             |
| Insurance Medical - New staff      |            | 10      |        | \$13,500.00 | 10 mos       | \$ 112,500.00   | Not all may use                             |
| Insurance General/Vehicle          |            |         |        |             |              | \$ 65,000.00    | Includes \$5M umbrella                      |
| Meals & entertainment              |            |         |        |             |              | \$ 2,500.00     |   |
| Medical supplies & equipment       |            |         |        |             |              | \$ 20,000.00    |   |
| Medical control /QA services       |            |         |        |             |              | \$ -            |   |
| Office and other supplies          |            |         |        |             |              | \$ 6,000.00     |   |
| Payroll taxes                      |            |         |        |             |              | \$ 88,293.12    |   |
| Postage                            |            |         |        |             |              | \$ 1,500.00     |   |
| Printing                           |            |         |        |             |              | \$ 1,000.00     |   |
| Professional Fees (AC/Leg/Billing) |            |         |        |             |              | \$ 60,000.00    |   |
| Rent expense                       |            |         |        |             |              | \$ -            |   |
| Rental/leased                      |            |         |        |             |              | \$ -            |   |
| Service contracts - payroll        |            |         |        |             |              | \$ 4,800.00     |   |
| Telephone / Utilities              |            |         |        |             |              | \$ 5,000.00     |   |
| Uniforms                           |            |         |        |             |              | \$ 18,000.00    |   |
| Vehicle Lease Cost                 |            |         |        |             |              | \$ 18,000.00    | 3000/mo starting mid-year                   |
| Total Non-Labor                    |            |         |        |             |              | \$ 544,093.12   |   |
| Total operations expense           |            |         |        |             |              | \$ 1,427,024.32 |   |
| Town Contribution - Putnam         |            |         |        |             |              | \$ 280,000      |   |
| Town Contribution -Thompson        |            |         |        |             |              | \$ 280,000      |   |
| Estimated billing revenue          |            |         |        |             |              | \$ 887,394      |   |
| Asset offset - Thompson            |            |         |        |             |              | \$ 16,000       |   |
|                                    |            |         |        | Profit/loss |              | \$ (539,630)    | Before subsidy                              |
|                                    |            |         |        |             |              | \$ 20,370       | After subsidies                             |
|                                    |            |         |        |             |              | \$ 4,370        | Positive balance adjusted for asset payment |
| Cost per billable call             |            |         |        | 1700        |              | \$ 839.43       | Cost per call                               |
| Cost per response                  |            |         |        | 2200        |              | \$ 648.65       | Cost per response                           |
| Population - Primary               | 18,712     |         |        |             |              |                 |   |
| Population - Secondary             | 0          |         |        |             |              |                 |   |
| Price per capita - ALL             | \$ 76.26   |         |        |             |              |                 |   |
| Subsidy per hour                   | \$ (26.96) |         |        |             |              |                 |   |
| 24/7 -8760 hours                   |            |         |        |             |              |                 |   |
| 24/7 = 8760 hours                  |            |         |        |             |              |                 |   |
| Peak = 2496 hours                  |            |         |        |             |              |                 |   |

Asset payment calculated on \$80,000 over 5 years - to be finalized

\$ 4,370 Positive balance adjusted for asset payment

## AGENDA ITEM COVERSHEET

**Submitted by:** Christine Bright, Town Clerk

**Date for Consideration:** April 2023

**Town Attorney Review Required:** No.

### **Financial Summary:**

Not applicable.

### **Staff Recommendation:**

Request Board of Selectmen approval of proposed terms of existing members of **Appointed** Town Boards and Commission.

Appointed Boards and Commissions, by Town Charter, are typically 5 year terms.

Other boards that are appointed by the Mayor at his inauguration are Special Committee Pension Board and Standing Committee General Government. Therefore, this Special and this Standing Committee are 2-year terms.

Note: this has nothing to do with elected boards (BOS, BOF, Library, BOE, SSD, BAA).

### **Goals:**

- All terms will run from December 1<sup>st</sup> through November 30<sup>th</sup>, regardless of date of appointment.
- Board and Commission members must swear in prior to the beginning of every term. Having consistent term start and end dates will help monitor for compliance.
- Maintain consistency within Boards and Commissions year to year so that all members' terms do not expire at the same time. With this proposed staggered term schedule, it will alleviate multiple vacancies on boards. For example, in a 5-member board, 3 members will expire in the same month and year, and the other 2 members will expire same month and day, but 1 year later. Once the five year terms start, there will be a 4 year time period where no appointments need to be made (except in the case of a resignation).
- All vacancy appointments are appointed for the remainder of the term (will not start a new 5-year term).

### **Supporting Materials (if yes, list attachments):**

1. Current List of Appointed Board and Commission Members – 4-3-2023
2. Proposed list of terms associated with Members – 4-3-2023



4.3.2023

**TOWN OF PUTNAM**  
**CURRENT APPOINTED BOARDS AND COMMISSIONS\***

**COMMISSION ON AGING**

**Louise Brodeur (D)**  
**Reappt. 12/05/2022**  
**Term Expires: 12/06/2027**

**Melody Cassio ®**  
**Reappt. 12/05/2022**  
**Term Expires: 12/06/2027**

**Sheila Coderre ®**  
**Reappt. 12/05/2022**  
**Term Expires: 12/06/2027**

**Paul Desautels (D)**  
**Reappt. 12/05/2022**  
**Term Expires: 12/06/2027**

**Joann Sorel ®**  
**Appt: 1/17/2023**  
**Term Expires: 12/06/2027**

**Stephanie Jarmolowicz ®**  
**Reappt. 12/05/2022**  
**Term Expires: 12/06/2027**

**Linda Lamoreaux (D)**  
**Reappt. 12/05/2022**  
**Term Expires: 12/06/2027**

**Ann Russo (D)**  
**Reappt. 12/05/2022**  
**Term Expires: 12/06/2027**

**Laura Crosetti (U)**  
**Reappt. 12/05/2022**  
**Term Expires: 12/06/2027**

4.3.2023

**TOWN OF PUTNAM**  
**CURRENT APPOINTED BOARDS AND COMMISSIONS\***

**ECONOMIC DEVELOPMENT**

**Paul Grenier (U), Chairman**  
**Appointed: 2/16/2021**  
**Term Expires: 12/02/2025**

**Ronald P. Coderre (R)**  
**Appointed: 6/7/2021**  
**Term Expires: 12/02/2025**

**Leonel Konicki, Jr. (D) , Vice Chair**  
**Appointed: 1/16/2018**  
**Term Expires: 12/05/2023**

**J. Doug Taylor (R)**  
**Appointed: 6/7/2021**  
**Term Expires: 11/30/2026**

**Dawn Krasnecky (D)**  
**Reappointed: 11/21/2022**  
**Term Expires: 11/29/2027**

4.3.2023

**TOWN OF PUTNAM**  
**CURRENT APPOINTED BOARDS AND COMMISSIONS\***

**ETHICS COMMISSION**

**Susan Grant-Nash (D)**  
**Appt:02/18/2020**  
**Term Expires:12/3/2024**

**VACANCY**

**Term Expires: 11/29/2022**

**VACANCY**

**Term Expires:12/4/2022**

**William Pearsall ®**  
**Appointed: 1/18/2022**  
**Term Expires:1/19/2027**

**Donna M. Coderre ®**  
**Appointed: 3/01/2021**  
**Term Expires: 12/08/2026**

4.3.2023

**TOWN OF PUTNAM**  
**CURRENT APPOINTED BOARDS AND COMMISSIONS\***

**HOUSING AUTHORITY**

**Shawn Fagan, Chairman (D)**

**Appointed: 11/04/2019**

**Term Expires: 10/31/2024**

**VACANCY**

**Term Expires: 10/31/2024**

**Jennifer A. Benzie (R)**

**Reappointed: 12/5/2022**

**Term Expires: 10/31/2027**

**Rose Chattelle (U)**

**Reappointed: 12/5/2022**

**Term Expires: 10/31/2027**

**Mary (Kozlowski ) Starr (R)**

**Appointed: 1/18/2022**

**Term Expires: 1/19/2027**

4.3.2023

**TOWN OF PUTNAM**  
**CURRENT APPOINTED BOARDS AND COMMISSIONS\***

**INLAND WETLANDS**

**Adam Paquin Chairman (R)**  
**Appointed: 1/18/2022**  
**Term Expires: 1/19/2027**

**Theodore W. Altmeier Jr. (D)**  
**Reappointed: 12/05/2022**  
**Term Expires: 12/11/27**

**Cynthia Dunne (D)**  
**Appointed: 9/6/2022**  
**Term Expires: 05/06/2024**

**Michael Bogdanski (R)**  
**Appointed: 8/16/2022**  
**Term Expires: 1/19/2027**

**Walter (Scott) Irwin (R)**  
**ReAppt: 12/5/2022**  
**Term Expires: 12/11/2027**

**ALTERNATES**

**Shannon O'Shea (R)**  
**Appointed: 1/18/2022**  
**Term Expires: 12/16/2024**

**Peter McMorris (D)**  
**Appointed: 1/3/2023**  
**Term: 11/30/2022 - 11/29/2027**

**VACANCY**

**No term noted**

4.3.2023

**TOWN OF PUTNAM**  
**CURRENT APPOINTED BOARDS AND COMMISSIONS\***

**PARKS AND RECREATION**

**Peter J. Pezanko (U), Chairman**  
**Appointed: 1/18/2022**  
**Term Expires: 1/19/2027**

**Nathan Brodeur (D)**  
**Appointed: 1/22/2019**  
**Term Expires: 12/11/2023**

**Stephen Faucher (U)**  
**Appointed: 2/18/2020**  
**Term Expires: 12/03/2024**

**Eric Sabourin (D)**  
**Appt. 1/18/2022**  
**Term Expires: 1/19/2027**

**David Vitale (D)**  
**Appointed: 2/18/2020**  
**Term Expires: 12/03/2024**

4.3.2023

**TOWN OF PUTNAM**  
**CURRENT APPOINTED BOARDS AND COMMISSIONS\***

**PLANNING COMMISSION**

**Edward Briere, Jr. ® Chairman**  
**Reappointed: 12/5/2022**  
**Term Expires: 12/04/2027**

**Marnie Ciquera (R)**  
**Appointed: 1/18/2022**  
**Term Expires: 1/19/2027**

**Robert W. Greene (U)**  
**Appointed: 2/18/2020**  
**Term Expires: 12/3/2024**

**Warren B. Salvias ®**  
**Appointed: 2/16/2021**  
**Term Expires: 12/1/2026**

**Patricia Gilman (D)**  
**Appointed: 10/15/2018**  
**Term Expires: 12/11/2023**

**ALTERNATES**

**Vacancy**  
**No term noted**

**Vacancy**  
**No term noted**

**Vacancy**  
**No term noted**

4.3.2023

**TOWN OF PUTNAM**  
**CURRENT APPOINTED BOARDS AND COMMISSIONS\***

**PUTNAM ARTS COUNCIL**

**No terms were ever determined at the outset.**

**Karen Osbrey – U**

**David Sullivan - D**

**Kat Dunton Farnsworth**

**Anthony Foronda - D**

**Beth Johnston - U**

**Laura Moorehead - U**

**Julianna Reid - D**

**Jamie Soroka - D**

**Elaine Turner - R**



4.3.2023

**TOWN OF PUTNAM**  
**CURRENT APPOINTED BOARDS AND COMMISSIONS\***

**REDEVELOPMENT AGENCY**

**Paul Grenier, Chairman (U)**  
**Appointed: 11/15/2021**  
**Term Expires: 10/31/2026**

**Delia Fey (U)**  
**Appointed: 03/18/2019**  
**Term Expires: 10/31/2023**

**Leonel Konicki, Jr. (D) Vice Chair**  
**Appointed: 1/16/2018**  
**Term Expires: 10/31/2023**

**Dawn Krasnecky (D)**  
**Appointed: 1/4/2021**  
**Term Expires: 10/31/2026**

**Ronald P. Coderre (R)**  
**Reappointed: 11/21/22**  
**Term: 11/1/2022 – 10/31/2027**

4.3.2023

**TOWN OF PUTNAM**  
**CURRENT APPOINTED BOARDS AND COMMISSIONS\***

**TRAILS COMMITTEE**

**Angela Kneeland (U)**  
**Appt: 11/20/2017**  
**Reappt: 11/21/2022**  
**Expires: 11/29/2027**

**Scott Moorehead (U)**  
**Appt: 11/20/2017**  
**Reappt: 11/21/2022**  
**Expires: 11/29/2027**

**Bruce Fitzback (U)**  
**Appt: 7/19/2021**  
**Reappt: 11/21/2022**  
**Expires: 11/29/2027**

**Stephen Faucher (U)**  
**Vacancy appt: 12/19/22**  
**Expires: 11/29/2027**

**Michael Rocchetti - R**  
**Appt: 11/20/2017**  
**Reappt: 11/21/2022**  
**Expires: 11/29/2027**

**ALTERNATES**

**Vacancy**  
**No term noted**

**Vacancy**  
**No term noted**

**Vacancy**  
**No term noted**

4.3.2023

**TOWN OF PUTNAM**  
**CURRENT APPOINTED BOARDS AND COMMISSIONS\***

**VETERANS ADVISORY COMMITTEE**

**No terms were determined at the outset.**

**Robert Challinor Jr. - R**

**Hans W. Lowell – voter not found**

**David Gilbert - U**

**Alan R. Joslin - D**

**Michael Vassar - D**

**Jim Bradley – voter not found**

**Brian Maynard - R**

**TOWN OF PUTNAM**  
**CURRENT APPOINTED BOARDS AND COMMISSIONS\***

**WATER AND SEWER**

**Michael Paquin, Chairman (R)**  
**Appointed: 11/08/2019**  
**Term Expires: 12/03/2024**

**Dawn M. Dionne (R)**  
**Appointed: 8/17/2020**  
**Term Expires: 12/04/2023**

**Jared C. Spalding (U)**  
**Appointed: 2/6/2023**  
**Term Expires: 12/5/2023**

**Normand Perron, Vice Chair (R)**  
**Appointed: 1/7/2019**  
**Term Expires: 12/03/2024**

**Robert Greene (U)**  
**Appointed: 1/16/2018**  
**Term Expires: 12/05/2023**

**ALTERNATES**

**Brian Maynard ®**  
**Appointed: 1/18/2022**  
**Term Expires: 1/19/2027**

**VACANCY**  
**Term Expires: 11/29/2022**

**VACANCY**

**Term Expires: 11/29/2022**

**TOWN OF PUTNAM**  
**CURRENT APPOINTED BOARDS AND COMMISSIONS\***

**ZONING BOARD OF APPEALS**

**Joseph Nash, Chairman (D)**  
**Reappointed: 12/19/2022**  
**Term Expires: 12/06/2027**

**Robert Greene (U)**  
**Appointed: 2/18/2020**  
**Term Expires: 12/3/2024**

**Glen Godley (R)**  
**Reappointed: 12/05/2022**  
**Term Expires: 11/29/2027**

**Scott Zadora (U)**  
**Appointed: 7/13/2020**  
**Term Expires: 12/03/2025**

**Vacancy**

**Term Expires: 12/4/2022**

**ALTERNATES**

**Vacancy**  
**No term noted**

**Vacancy**  
**No term noted**

**Vacancy**  
**No term noted**

4.3.2023

**TOWN OF PUTNAM**  
**CURRENT APPOINTED BOARDS AND COMMISSIONS\***

**ZONING COMMISSION**  
**(Also serves as Aquifer Protection Agency)**

**Patricia Hedenberg, Chairman (R)**  
**Reappointed: 12/05/2022**  
**Term Expires: 11/29/2027**

**Nick Huston (D)**  
**Appointed: 2/18/2020**  
**Term Expires: 12/3/2024**

**J. Doug Taylor - R**  
**Appointed: 08/17 /2020**  
**Term Expires: 12/2/2024**

**Elisabeth Thompson (D)**  
**Appointed: 2/18/2020**  
**Term Expires: 12/3/2024**

**Lisa Jean Clifford - R**  
**Appointed: 1/3/2023**  
**Term: 12/6/2022 – 12/05/2027**

**ALTERNATES**

**Vacancy**  
**No term noted**

**Vacancy**  
**No term noted**

**Vacancy**  
**No term noted**

**PROPOSED EXTENDED & REVISED TERMS**

**COMMISSION ON AGING**

Louise Brodeur (D)  
**Current Term: 12/06/2027**  
**Extend to: 11/30/2028**  
**5 Year Term: 12/01/2028 – 11/30/2033**

Sheila Coderre (R)  
**Current Term: 12/06/2027**  
**Extend to: 11/30/2028**  
**5 Year Term: 12/01/2028 – 11/30/2033**

Joann Sorel (R)  
**Current Term: 12/06/2027**  
**Extend to: 11/30/2029**  
**5 Year term: 12/01/2029 – 11/30/2034**

Linda Lamoreaux (D)  
**Current Exp: 12/06/2027**  
**Extend to: 11/30/2030**  
**5 Year term: 12/01/2030 – 11/30/2035**

Laura Crosetti (U)  
**Current Exp: 12/06/2027**  
**Extend to: 11/30/2030**  
**5 Year term: 12/01/2030 – 11/30/2035**

Melody Cassio (R)  
**Current Term: 12/06/2027**  
**Extend to: 11/30/2028**  
**5 Year Term: 12/01/2028 – 11/30/2033**

Paul Desautels (D)  
**Current Term: 12/06/2027**  
**Extend to: 11/30/2029**  
**5 Year Term: 12/01/2029 – 11/30/2034**

Stephanie Jarmolowicz (R)  
**Current Term: 12/06/2027**  
**Extend to: 11/30/2029**  
**5 Year term: 12/01/2029 – 11/30/2034**

Ann Russo (D)  
**Current Exp: 12/06/2027**  
**Extend to: 11/30/2030**  
**5 Year term: 12/01/2030 – 11/30/2035**

**PROPOSED EXTENDED & REVISED TERMS**

**ECONOMIC DEVELOPMENT**

**Paul Grenier (U)**

**Current Term: 12/02/2025**

**Extend to: 11/30/2026**

**5 Year term: 12/01/2026 – 11/30/2031**

**Ronald P. Coderre (R)**

**Current Term: 12/02/2025**

**Extend to: 11/30/2026**

**5 Year term: 12/01/2026 – 11/30/2031**

**Leonel Konicki, Jr. (D)**

**Current Term: 12/05/2023**

**Extend to: 11/30/2026**

**5 Year term: 12/01/2026 – 11/30/2031**

**J. Doug Taylor (R)**

**Current Term: 11/30/2026**

**Extend to: 11/30/2027**

**5 Year term: 12/01/2027 – 11/30/2032**

**Dawn Krasnecky (D)**

**Current Term: 11/29/2027**

**Extend to: 11/30/2027**

**5 Year Term: 12/01/2027 – 11/30/2032**



**PROPOSED EXTENDED & REVISED TERMS**

**ETHICS COMMISSION**

**Vacancy**

**Current Term: 11/29/2022**

**Extend to: 11/30/2026**

**5 Year term: 12/01/2026 – 11/30/2031**

**Susan Grant-Nash (D)**

**Current Term: 12/03/2024**

**Extend to: 11/30/2026**

**Next term: 12/01/2026 – 11/30/2031**

**Donna M. Coderre (R)**

**Current Term: 12/08/2026**

**Extend to: 11/30/2027**

**Next term: 12/01/2027 – 11/30/2032**

**Vacancy**

**Current Term: 12/4/2022**

**Extend to: 11/30/2026**

**5 Year term: 12/01/2026 – 11/30/2031**

**William Pearsall (R)**

**Current Term: 1/19/2027**

**Extend to: 11/30/2027**

**Next term: 12/01/2027 – 11/30/2032**

**PROPOSED EXTENDED & REVISED TERMS**

**HOUSING AUTHORITY**

**Shawn Fagan, (D)**

**Current Term: 10/31/2024**

**Extend to: 11/30/2026**

**5 Year Term: 12/01/2026 – 11/30/2031**

**Vacancy**

**Current Term: 10/31/2024**

**Extend to: 11/30/2026**

**5 Year Term: 12/01/2026 – 11/30/2031**

**Jennifer A. Benzie (R)**

**Current Term: 10/31/2027**

**Extend to: 11/30/2027**

**5 Year Term: 12/01/2027 – 11/30/2032**

**Rose Chattelle (U)**

**Current Term: 10/31/2027**

**Extend to: 11/30/2027**

**5 Year Term: 12/01/2027 – 11/30/2032**

**Mary (Kozlowski) Starr (R)**

**Current Term: 01/19/2027**

**Extend to: 11/30/2027**

**5 Year Term: 12/01/2027 – 11/30/2032**

**PROPOSED EXTENDED & REVISED TERMS**

**INLAND WETLANDS**

**Adam Paquin (R)**  
**Current Term: 1/19/2027**  
**Extend to: 11/30/2028**  
**5 Year Term: 12/01/2028 – 11/30/2033**

**Theodore W. Altmeier Jr. (D)**  
**Current Term: 12/11/2027**  
**Extend to: 11/30/2028**  
**5 Year Term: 12/01/2028 – 11/30/2033**

**Cynthia Dunne (D)**  
**Current Term: 5/6/2024**  
**Extend to: 11/30/2028**  
**5 Year Term: 12/01/2028 – 11/30/2033**

**Michael Bogdanski (R)**  
**Current Term: 1/19/2027**  
**Extend to: 11/30/2029**  
**5 Year Term: 12/01/2029 – 11/30/2034**

**Walter (Scott) Irwin (R)**  
**Current Term: 12/11/2027**  
**Extend to: 11/30/2029**  
**5 Year Term: 12/01/2029 – 11/30/2034**

**ALTERNATES**

**Shannon O'Shea (R)**  
**Current Term: 12/16/2024**  
**Extend to: 11/30/2025**  
**5 Year Term: 12/01/2025 – 11/30/2030**

**Peter McMorris (D)**  
**Current Term: 11/29/2027**  
**Extend to: 11/30/2027**  
**5 Year Term: 12/01/2027 – 11/30/2032**

**VACANCY**

**No term noted**  
**Set term to expire 11/30/2026**  
**5 Year Term: 12/01/2026 – 11/30/2031**

**PROPOSED EXTENDED & REVISED TERMS**

**PARKS AND RECREATION**

**Stephen Faucher (U)**

**Current Term: 12/03/2024**

**Extend to: 11/30/2026**

**5 Year Term: 12/01/2026 – 11/30/2031**

**Nathan Brodeur (D)**

**Current Term: 12/11/2023**

**Extend to: 11/30/2026**

**5 Year Term: 12/01/2026 – 11/30/2031**

**David Vitale (D)**

**Current Term: 12/03/2024**

**Extend to: 11/30/2026**

**5 Year Term: 12/01/2026 – 11/30/2031**

**Peter J. Pezanko (U)**

**Current Term: 1/19/2027**

**Extend to: 11/30/2027**

**5 Year Term: 12/01/2027 – 11/30/2032**

**Eric Sabourin (D)**

**Current Term: 1/19/2027**

**Extend to: 11/30/2027**

**5 Year Term: 12/01/2027 – 11/30/2032**

**PROPOSED EXTENDED & REVISED TERMS**

**PLANNING COMMISSION**

**Edward Briere, Jr. ® Chairman**

**Current Term: 12/04/2027**

**Extend to: 11/30/2028**

**5 Year Term: 12/01/2028 – 11/30/2033**

**Marnie Ciquera (R)**

**Current Term: 01/19/2027**

**Extend to: 11/30/2028**

**Term: 12/01/2028 – 11/30/2033**

**Robert W. Greene (U)**

**Current Term: 12/03/2024**

**Extend to: 11/30/2028**

**5 Year Term: 12/01/2028 – 11/30/2033**

**Warren B. Salvas ®**

**Current Term: 12/1/2026**

**Extend to: 11/30/2027**

**5 Year Term: 12/01/2027 – 11/30/2032**

**Patricia Gilman (D)**

**Current Term: 12/11/2023**

**Extend to: 11/30/2027**

**5 Year Term: 12/01/2027 – 11/30/2032**

**ALTERNATES**

**Vacancy**

**No term noted**

**Term: 12/01/2022 – 11/30/2027**

**Vacancy**

**No term noted**

**Term: 12/01/2022 – 11/30/2027**

**Vacancy**

**No term noted**

**Term: 12/01/2022 – 11/30/2028**

**PROPOSED EXTENDED & REVISED TERMS**

**PUTNAM ARTS COUNCIL**

**No terms were ever determined at the inception of the Council. In order to establish staggered 5 year terms, the following is the initial protocol for setting up a board:**

**Karen Osbrey - U**

**Initial Term: 12/01/2022 – 11/30/2023**

**5 Year Term: 12/01/2023 – 11/30/2028**

**David Sullivan - D**

**Initial Term: 12/01/2022 – 11/30/2023**

**5 Year Term: 12/01/2023 – 11/30/2028**

**Anthony Foronda – D**

**Initial Term: 12/01/2022 – 11/30/2023**

**5 Year Term: 12/01/2023 – 11/30/2028**

**Kat Dunton Farnsworth – R**

**Initial Term: 12/01/2022 – 11/30/2024**

**5 Year Term: 12/01/2024 – 11/30/2029**

**Beth Johnston - U**

**Initial Term: 12/01/2022 – 11/30/2024**

**5 Year Term: 12/01/2024 – 11/30/2029**

**Laura Moorehead - U**

**Initial Term: 12/01/2022 – 11/30/2024**

**5 Year Term: 12/01/2024 – 11/30/2029**

**Julianne Reid - D**

**Initial Term: 12/01/2022 – 11/30/2025**

**5 Year Term: 12/01/2025 – 11/30/2030**

**Jamie Soroka - D**

**Initial Term: 12/01/2022 – 11/30/2025**

**5 Year Term: 12/01/2025 – 11/30/2030**

**Elaine Turner - R**

**Initial Term: 12/01/2022 – 11/30/2025**

**5 Year Term: 12/01/2025 – 11/30/2030**

**PROPOSED EXTENDED & REVISED TERMS**

**REDEVELOPMENT AGENCY**

**Paul Grenier (U)**

**Current Term: 10/31/2026**

**Extend to: 11/30/2026**

**5 Year Term: 12/01/2026 - 11/30/2031**

**Delia Fey (U)**

**Current Term: 10/31/2023**

**Extend to: 11/30/2026**

**5 Year Term: 12/01/2026 – 11/30/2031**

**Leonel Konicki, Jr. (D)**

**Current Term: 10/31/2023**

**Extend to: 11/30/2026**

**5 Year Term: 12/01/2026 – 11/30/2031**

**Dawn Krasnecky (D)**

**Current Term: 10/31/2026**

**Extend to: 11/30/2027**

**5 Year Term: 12/01/2027 – 11/30/2032**

**Ronald P. Coderre (R)**

**Current Term: 10/31/2027**

**Extend to: 11/30/2027**

**Term: 12/01/2027 – 11/30/2032**

**PROPOSED EXTENDED & REVISED TERMS**

**TRAILS COMMITTEE**

**Angela Kneeland (U)**

**Current Term: 11/29/2027**

**Extend to: 11/30/2027**

**5 Year Term: 12/01/2027 – 11/30/2032**

**Scott Moorehead (U)**

**Current Term: 11/29/2027**

**Extend to: 11/30/2027**

**5 Year Term: 12/01/2027 – 11/30/2032**

**Bruce Fitzback (U)**

**Current Term: 11/29/2027**

**Extend to: 11/30/2027**

**5 Year Term: 12/01/2027 – 11/30/2032**

**Stephen Faucher (U)**

**Current Term: 11/29/2027**

**Extend to: 11/30/2028**

**5 Year Term: 12/01/2028 – 11/30/2033**

**Michael Rocchetti - R**

**Current Term: 11/29/2027**

**Extend to: 11/30/2028**

**5 Year Term: 12/01/2028 – 11/30/2033**

**ALTERNATES**

**Vacancy**

**No term noted**

**5 Year Term: 12/01/2022 – 11/30/2027**

**Vacancy**

**No term noted**

**5 Year Term: 12/01/2022 – 11/30/2027**

**Vacancy**

**No term noted**

**New Term: 12/01/2022 – 11/30/2028**



**PROPOSED EXTENDED & REVISED TERMS**

**VETERANS ADVISORY COMMITTEE**

**\*Ordinance states that the initial appointments shall be staggered so that no more than two members' terms expire in one year.**

**No terms were ever determined at the inception of the Council. In order to establish staggered 5 year terms, the following is the initial protocol for setting up a board:**

**Robert Challinor Jr. - R  
Initial Term: 12/01/2021 – 11/30/2023  
5 Year Term: 12/01/2023 – 11/30/2028**

**Hans W. Lowell – voter not found  
Initial Term: 12/01/2021 – 11/30/2023  
5 Year Term: 12/01/2023 – 11/30/2028**

**David Gilbert - U  
Initial Term: 12/01/2021 – 11/30/2024  
5 Year Term: 12/01/2024 – 11/30/2029**

**Alan R. Joslin - D  
Initial Term: 12/01/2021 – 11/30/2024  
5 Year Term: 12/01/2024 – 11/30/2029**

**Michael Vassar - D  
Initial Term: 12/01/2021 – 11/30/2025  
5 Year Term: 12/01/2025 – 11/30/2030**

**Jim Bradley – voter not found  
Initial Term: 12/01/2021 – 11/30/2025  
5 Year Term: 12/01/2025 – 11/30/2030**

**Brian Maynard - R  
Initial Term: 12/01/2021 – 11/30/2026  
5 Year Term: 12/01/2026 – 11/30/2031**

**PROPOSED EXTENDED & REVISED TERMS**

**WATER AND SEWER**

**Michael Paquin (R)**

**Current Term: 12/03/2024**

**Extend to: 11/30/2025**

**5 Year Term: 12/01/2025 – 11/30/2030**

**Dawn M. Dionne (R)**

**Current Term: 12/04/2023**

**Extend to: 11/30/2024**

**5 Year Term: 12/01/2024 – 11/30/2029**

**Jared C. Spaulding (U)**

**Current Term: 12/5/2023**

**Extend to: 11/30/2024**

**5 Year Term: 12/01/2024 – 11/30/2029**

**Normand Perron (R)**

**Current Term: 12/03/2024**

**Extend to: 11/30/2025**

**5 Year Term: 12/01/2025 – 11/30/2030**

**Robert Greene (U)**

**Current Term: 12/5/2023**

**Extend to: 11/30/2024**

**5 Year Term: 12/01/2024 – 11/30/2029**

**ALTERNATES**

**Brian Maynard ®**

**Current Term: 1/19/2027**

**Extend to: 11/30/2029**

**5 Year Term: 12/01/2029 – 11/30/2034**

**VACANCY**

**Current Term: expired 2022**

**New Term: 12/01/2022 – 11/30/24**

**5 Year Term: 12/01/2024 – 11/30/2029**

**VACANCY**

**Current Term: expired 2022**

**New Term: 12/01/2022 - 11/30/2025**

**5 Year Term: 12/01/2025 – 11/30/2030**

**PROPOSED EXTENDED & REVISED TERMS**

**ZONING BOARD OF APPEALS**

**Joseph Nash (D)**

**Current Term: 12/06/2027**

**Extend to: 11/30/2028**

**5 Year Term: 12/01/2028 – 11/30/2033**

**Robert Greene (U)**

**Current Term: 12/3/2024**

**Extend to: 11/30/2027**

**5 Year Term: 12/01/2027 – 11/30/2032**

**Glen Godley (R)**

**Current Term: 11/29/2027**

**Extend to: 11/30/2028**

**5 Year Term: 12/01/2028 – 11/30/2033**

**Scott Zadora (U)**

**Current Term: 12/03/2025**

**Extend to 11/30/2027**

**5 Year Term: 12/01/2027 – 11/30/2032**

**Vacancy**

**Term Expired: 12/4/2022**

**Extend to: 11/30/2028**

**5 Year Term: 12/01/2028 – 11/30/2033**

**ALTERNATES**

**Vacancy**

**No term noted**

**Term: 12/01/2022 – 11/30/2027**

**Next term: 12/01/2027 – 11/30/2032**

**Vacancy**

**No term noted**

**Term: 12/01/2022 – 11/30/2027**

**Next term: 12/01/2027 – 11/30/2032**

**Vacancy**

**No term noted**

**Term: 12/01/2022 – 11/30/2028**

**Next term: 12/01/2028 – 11/30/2033**

**PROPOSED EXTENDED & REVISED TERMS**

**ZONING COMMISSION**  
**(Also serves as Aquifer Protection Agency)**

**Patricia Hedenberg (R)**  
**Current Term: 11/29/2027**  
**Extend to: 11/30/2027**  
**5 Year Term: 12/01/2027 – 11/30/2032**

**Nick Huston (D)**  
**Current Term: 12/03/2024**  
**Extend to: 11/30/2026**  
**Term: 12/01/2026 – 11/30/2031**

**J. Doug Taylor - R**  
**Current Term: 12/02/2024**  
**Extend to: 11/30/2026**  
**Term: 12/01/2026 – 11/30/2031**

**Elisabeth Thompson (D)**  
**Current Term: 12/03/2024**  
**Extend to: 11/30/2026**  
**Term: 12/01/2026 – 11/30/2031**

**Lisa Jean Clifford - R**  
**Current Term: 12/5/2027**  
**Revised to: 11/30/2027**  
**Term: 12/01/2027 – 11/30/2032**

**ALTERNATES**

**Vacancy**  
**No term noted**  
**Initial Term: 12/01/2022 – 11/30/2026**

**Vacancy**  
**No term noted**  
**5 Year Term: 12/01/2022 – 11/30/2027**

**Vacancy**  
**No term noted**  
**5 Year Term: 12/01/2022 – 11/30/2027**