

Town Administration

Contract Updates

- Similar to last month: Waiting for State DECD to sign and then other parties to execute. Coordination and legal review of Financial Assistance Proposal with State DECD for Belding Remediation - expect Town as pass-through for work managed by developer.
- School Security: Final Memo of Understanding fully executed May 2023.
- Finalizing RFP for municipal solid waste (MSW) contract, including Town Counsel and insurance input. Requesting proposals for options to continue sticker system, with transition to automatic side load truck pickup. Expect advertisement later May 2023, with proposals due late June.

Recent

- Preparing final FY24 budget steps.
- Internal advertisement and subsequent interview for Revenue Clerk. Offer pending decision.
- Finalizing updates to Cell Phone Policy and Town Employee Manual - requesting BOS review and approval for June 1st effective date.
- Applied for State's solar municipal revenue share agreement through Non-Residential Solar Renewable Energy Solutions (NRES).
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- Drafting ordinances related to Flood Plain (Land Use), and Specially Equipped Motor Vehicles (Assessor).
- Coordinating with Mayor, notified multiple Union employees to standardize hours to 35-hours per week with standard shift start and end times.
- Received information from the State regarding review of School Renovation Project. Initial review has many items that require research of both BOE, Contractor and Town files.

Upcoming

- May 10th Annual Town Meeting and BOF Special Meeting for FY24 budget and mill rate.
- Research and review of School Renovation Project, to respond to State's list of items requiring additional documentation for reimbursement eligibility.
- Reviewing resumes, with potential interview for part-time Blight Officer.
- Pending offer for Revenue Clerk.
- Preparation of end of FY23 financial accounting preparation, including coordinating with each department for their budget, and as applicable, preparing transfer requests for the BOF.
- Follow-up on Town's Closed Landfill and new DEEP Stewardship requirements (additional monitoring including for PFAS, requires submittal of plan).
- Similar to last month: Pomfret St residential property. Non-payment of reimbursement for expenses paid by Town to date - Revenue Office is coordinating for future Tax Sale.
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- Ongoing: progress on projects using ARPA funds, including final design progression on Kennedy Drive Parking, and ACOE input regarding scope of Simonzi Park. Submitted required Annual ARPA Report. Expect updated construction cost estimate for Kennedy and continued design on Simonzi.
- Ongoing: Coordinating with Finance Director and HR Director regarding auto and property updates (including tracking sale information), and overall asset management.

Municipal Complex

Recent/Ongoing

- Ongoing coordination, including with Library space, for room reservation and management. Expect some tightening of room reservation, including limiting rooms and activities.
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- Playscape install ongoing, with poured-in-place material planned for mid-May, weather-dependent.
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- Celebrating completion of final financial review by State Library, and received final reimbursement of grant.

Road and Sidewalk Improvements

Recent / Ongoing

- Same as last month: Church Street and Woodstock Ave project final items and billing. Expect any final efforts to be Spring 2023.
- Grove Street sidewalks: ongoing construction activities, with bi-weekly progress meetings and coordination between NECCOG, contractor, inspector, DOT, police and Town.
- For School Street Sidewalks projects: J&D sending final design to DOT requesting authorization to proceed. NECCOG expects that current LOTCIP funding pool does not have adequate funding to cover project. Researching timing and other sources of funds.
- [Same as last month: Highway has various additional paving projects ongoing and upcoming.]

Upcoming

- Grove Street: ongoing construction management.
- Similar to last month: Monitor School Street for DOT input and to support continuing towards construction schedule.

Bridges

Recent

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

Upcoming

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- Same as last month: Internal management and update for long-term planning of Town bridge improvements, including researching new state funding programs that allow for design through construction packaging.
- Same as last month: Design continuation for Danco Road Bridge replacement - expect bidding to be Spring 2023 at the earliest, with construction following.
- Ongoing/same as last month: In-house minor repairs to bridges to comply with DOT inspection comments. Highway Department leading.
- Same as last month: Initiate planning and permitting with engineering consultant for East Putnam Road Bridge over Mary Brown Brook. (2023 or beyond construction).

Athletic and Recreation

Recent / Ongoing

- Rotary Park Bandstand roof replacement complete, re-painting of structure near complete.
- Kennedy Drive Public Restroom: coordinating with multiple contractors for improvements including new doors, interior painting (expected to be completed by internal forces), and replacement of roof in-kind.
- Senior Services: coordinating with Recreation Office regarding availability of specific ARPA state funds directed towards Senior Services. Considering options for transportation.
- Ongoing: Gravel excavation by contractor for Sabin Street Recreation Field construction work. Land Use Agent leading.
- Ongoing: coordination with consultant Weston & Sampson for Airline Trail Improvements project Trail Bed Improvements including connection to Putnam River Trail at Quinebaug River (Town of Pomfret leading). Design continues, with June 2023 planning for public information meetings.
- Air Line Connection between Putnam and Thompson: Waiting for feedback on Town submitted Resiliency Grant Application for River Trail connection to Air Line Trail in Thompson. Recently submitted application for DEEP Recreational Grant for partial continuation of trail.

Upcoming

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

Other Town Responsibilities

Recent

- WPCA: Same as last month: Near completion of USDA and G. Donovan for wastewater treatment plant storage building and generator project. Loan closing for USDA loan in upcoming months.
- WPCA: Ongoing lead line service inventory work, including coordinating with consultant to provide data on water services and record drawings. Coordinating with DPH for funding and loan forgiveness components (75% grant expected). Expanding program for more inspections and computer-based trending.
- Affordable Housing: report prepared by ECD consultant, Zoning Commission approved at their April 2023 meeting.
- Accessory Dwelling Unit regulations. Draft regulations being developed by the Zoning Commission and Town staff for internal Town review. Based on current schedule, Zoning Commission and ZEO still discussing options, with a Summer 2023 draft for outside review.
- Same as last month: Fox Road transfer station planning: conceptual design by J&D Engineers being developed based on site walk. Will include coordinating for location of facilities onsite, including likely relocating bus parking. Recent efforts are reviewing draft DEEP application for public information plan due to Environmental Justice community requirements.

Upcoming

- Ongoing: BOE elementary school playground, BOE taking lead with Town input as necessary.
- Ongoing: Stormwater MS4 permit requirements, including Town-proposals for text amendments to local regulations (Land Use Agent Bruce Fitzback lead), storm drain sampling and GIS updates. Annual report submitted in Spring 2023.
- Finalize and Advertise for RFP for municipal solid waste pickup, transportation and disposal.
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- Ongoing/long-term: Coordinate with Highway Superintendent regarding Fox Road planning for transfer station categorization and permitting as applicable. Will require Environmental Justice review process.

Conferences and Training

Recent

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

Upcoming

- CCM webinars and legislative tracking sessions.