

**Town Administration**

## Contract Updates

- Belding Grant: Financial Assistance Proposal with State DECD for Belding Remediation fully executed (State, Town, developer, property owner) as of May 2023. Economic Development coordinating other components of project information between parties.
- Proposals for municipal solid waste (MSW) contracts received on June 15th, expect review in upcoming weeks.
- CT DEEP Trail Award announcement for Air Line Trail towards Thompson; expect the contract to be drafted in Summer/Fall, with the announced award of \$175k (in-kind match required).

## Recent

- Annual Town Meeting and approval of FY24 budget and set of mill rate.
- Preparing for start of FY24, including coordination with Human Resources (employee benefits enrollment, insurance asset management) and Finance (accounting system preparation).
- Responded to BOE regarding Town records from the School Renovation Project. The BOE is coordinating with the State for final auditing of project record and final authorization of reimbursement.
- 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.
- Internal transfer to Revenue Clerk.
- Interviews for Blight Officer, with no final employment offers completed. Expect to re-advertise.
- Final update of Cell Phone Policy and Town Employee Manual - completing Employee files with signatures and planning for summary.
- Putnam was waitlisted for State's solar municipal revenue share agreement through Non-Residential Solar Renewable Energy Solutions (NRES). Titan Energy plans to resubmit on future offerings.
- Recent Town Meeting approval of ordinances related to Flood Plain (Land Use), and Specially Equipped Motor Vehicles (Assessor).
- Coordinate with DEEP and consultant's for the Town's Closed Landfill and new DEEP Stewardship requirements (additional monitoring including for PFAS, requires submittal of plan).

## Upcoming

- Finance fiscal year end efforts including invoice management, financial review, planning for Annual Audit (Auditing Firm scheduled preliminary meeting in mid-July).
- Continued coordination with BOE regarding School Renovation Project, and awaiting State determination based on our response.
- Readvertise for part-time Blight Officer.
- Advertise for Finance Accounts Payable Clerk, part-time.
- Ongoing: progress on projects using ARPA funds, including final design progression on Kennedy Drive Parking, and ACOE input regarding scope of Simonzi Park. 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.
- Playscape recently completed and open for use. Ribbon cutting scheduled for June 30th.
- Final payment to Construction Manager, and finalizing project accounting.

**Road and Sidewalk Improvements**

## Recent / Ongoing

- Church Street and Woodstock Ave project close out and file/records requirements.
- Grove Street sidewalks: ongoing construction activities, with bi-weekly progress meetings and coordination between NECCOG, contractor, inspector, DOT, police and Town.
- Same as last month: 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: Design continues towards final design, including local and ACOE permitting.
- Continued consultant work on inspecting under-20-ft span bridges. Moving towards planning for relatively minor repairs.
- Met with grant consultant and DOT to discuss options for getting bridges on the state's new 100% funded program (which replaced the 80/20 Federal Bridge program). There are two that are 100% eligible and DOT will move forward for full replacement (E Putnam over Cady Brook and Chase Road over Cady Brook). Working with NECCOG to consider modifying road classification to hopefully get East Putnam over Mary Brown Brook also eligible for 100%.
- [Note Highway Department continues to complete minor repairs that were identified on previous inspections (spalling repair, guiderail repair).

## Upcoming

- Ongoing: Working with consultants, DOT, NECCOG for long-term planning of Town bridge improvements.
- Design continuation for Danco Road Bridge replacement - expect bidding to be Fall 2023 at the earliest, with construction following season.
- Ongoing/same as last month: In-house minor repairs to bridges to comply with DOT inspection comments. Highway Department leading.
- Altered plan instead of moving forward on 50/50 funding program, investigate road classification for East Putnam Road Bridge over Mary Brown Brook. (2024 or beyond construction).

### Athletic and Recreation

#### Recent / Ongoing

- Same as last month: Rotary Park Bandstand roof replacement complete, re-painting of structure near complete.
- Kennedy Drive Public Restroom: new doors and new roof complete. Interior painting expected to be completed by internal forces.
- Senior Services: Recreation Office applied for specific ARPA state funds directed towards Senior Services. About \$27k towards a transportation vehicle that will allow for wheelchair access.
- Ongoing: Gravel excavation by contractor for Sabin Street Recreation Field construction work. Land Use Agent leading. With school out, this summer will include onsite crushing.
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- 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. June 2023 public information meeting was postponed to allow all aspects of DOT requirements to be completed for prelim design. Now expect a mid-July or later public information meeting.
- Air Line Connection between Putnam and Thompson: We were not selected for award as part of the DEEP Resiliency Grant Application. However, we were awarded \$175k for the continuation by the DEEP Recreational Grant for partial continuation of trail.

#### Upcoming

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- 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.
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- Air Line Trail towards Thompson: expect late Summer or Fall of DEEP/Town Recreation Grant Contract Award.
- Air Line Trail from Pomfret: continued consultant design, upcoming public information meeting.

### Other Town Responsibilities

#### Recent

- WPCA: Project completion efforts for wastewater treatment plant storage building and generator project, including Loan closing for USDA loan in upcoming months.
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- WPCA: Ongoing lead line service inventory work, DPH has awarded/approved funding and loan forgiveness components (75% grant expected). Expanding program for more inspections and computer-based trending. EPA is offering accelerator assistance, with likely additional staff for home inspections.
- Affordable Housing: report prepared by ECD consultant, Zoning Commission approved at their April 2023 meeting. Finalized and submitted to state in May 2023.
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- Same as last month: 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.
- Review proposals for municipal solid waste pickup, transportation and disposal. Following review and selection, negotiate final contract for 5 years of service.
- 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

- CCMO certification requirements. Ongoing annual credits required.
- CCM Legislative Committee meeting, included summary of session.
- Quarterly CTCMA meetings

Upcoming

- CCM webinars
- CTCMA Annual Conference