

MAYOR AND SELECTMEN'S MEETING AGENDA

June 19, 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/8925](https://us06web.zoom.us/j/89251951475)

1951475

Meeting ID: 892 5195 1475

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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 June 5, 2023, Board of Selectmen Meeting
 5. Petitions & Communications
 7. Reports of Special Committee
 8. Town Administrator Report
 9. Unfinished Business
 10. Grant Considerations and Updates
 11. New Business
 - A. Status of Building Committee
 12. Public Comment – 3- minute maximum per person
 13. Executive Session – Claim, Union
 14. Adjournment

To Be Approved Mayor and Selectmen's Meeting
 June 5, 2023
 Also Via Zoom:
 Meeting ID # 853 222 1633

TOPIC	DISCUSSION		
PRESENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Rawson, Selectwoman Marion, Selectman Pempek, Selectman Paquin		
ABSENT:	Selectman Hayes		
1.	Call to Order	Mayor Seney called the meeting to order at 7:00 PM	
2.	Pledge of Allegiance	Led by Mayor Seney	
3.	Public Comment		None
4.	Approval of the Minutes	A.	Minutes from May 15, 2023, Board of Selectmen Meeting Selectwoman Marion made a motion to approve the minutes of the May 15, 2023 as presented. The motion was seconded by Selectman Paquin and passed unanimously.
5.	Petitions & Communications	A.	Letter from Chairman Paquin from WPCA Commission Selectwoman Marion made a motion to move item 5A, to item 8 C. The motion was seconded by Selectman Paquin and passed unanimously.
6.	Reports of Standing Committees	A.	General Government Committee None
7.	Reports of Special Committees		None

8.	Unfinished Business	<p>A. Putnam High School Financials Town Administrator Sistare reviewed information regarding the Putnam High School Financials and what is anticipated to be received from the State.</p> <p>B. Employee Hours The Board reviewed the duties of the Mayor and Board of Selectmen as stated in the Charter, as well as the employee manual.</p> <p>C. Letter from Chairman Paquin from WPCA Commission Selectman Paquin asked that Vice Chairman Perron speak regarding the letter. Vice Chairman Perron stated he was in support of the letter.</p>
9.	Grant Considerations and Updates	None
10.	New Business	<p>A. Special Event Permit Application – Hartford Marathon Deputy Mayor Simmons made a motion to approve the Special Event Permit Application for the Hartford Marathon. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>B. Consider waiving building permit fees for Putnam Fire Department Generator project. Selectwoman Marion made a motion to waive the building permit fee for the Putnam Fire Department Generator project. The motion was seconded by Deputy Mayor Simmons and passed unanimously.</p> <p>C. Recognition of Emma Barbeau – Eagle Scout The Mayor and Board of Selectmen will send a letter to Emma Barbeau congratulating her on her Eagle Scout achievement.</p>
11.	Public Comments	<p>3 minute maximum per person</p> <p>Deputy Mayor Simmons made a motion to go into Executive Session for the purpose of Potential Claim(s), inviting in Town Administrator Sistare at 8:00 PM. The motion was seconded by Selectman Pempek and passed unanimously.</p>
12.	Executive Session –	<p>Potential Claim(s)</p> <p>No action was taken in Executive Session.</p>
13.	Adjournment	Deputy Mayor Simmons made a motion to reconvene the BOS meeting and adjourn at 9:17 PM. The motion was seconded by Selectman Pempek and passed unanimously.
		Respectfully submitted: Denise A. Geeza, Executive Assistant

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

AGENDA ITEM COVERSHEET

Item

Submitted by: Elaine Sistare, Town Administrator (and Ex-Officio Member of Building Committee)

Date for Consideration: June 19, 2023

Town Attorney Review Required: Not applicable

Financial Summary:

The Municipal Complex is projected to conclude under budget by \$510,060 (under Approved Referendum).

Based on various revenue sources towards the project, there is projected to be \$220,949 excess funds.

Staff Recommendation:

No action by BOS – information only.

Expect at later date coordinating with the BOF for request to transfer excess funds to another capital project, likely Athletic and Recreation Fields.

After the project accounts are closed in upcoming months, will request BOS to sunset the Building Committee.

Supporting Materials (if yes, list attachments):

Table of Overall Project Budget, Costs, and Revenues (as shared with Building Committee at their June 8, 2023 meeting).

Monday, June 5, 2023
Funds Used to Date and Calculated Cost at Completion, Revenue to Date and Difference

Approved Referendum, September 2018 **\$19,940,697**

Total Project Cost: **\$19,430,637**

Revenue Sources:

- Ash Fund per Town Approval \$5,500,000
- Bonded Value \$11,000,000
- Bond Premium \$1,147,625
- State Library Grant \$1,000,000
- Sale of Library and Town Hall \$824,459
- Library Donation \$27,588
- Eversource Energy Rebate \$151,914
- Subtotal Revenue:** **\$19,651,586**

Therefore, the project is under budget (the Referendum amount) by: **\$510,060**

Based on revenue sources to date, there are available funds in the project (Subtotal Revenue minus Total Project Cost): **\$220,949**

Note: Regarding excess project funds, the Town will request BOF transfer into other capital projects.