

MAYOR AND SELECTMEN'S MEETING AGENDA

July 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/8804](https://us06web.zoom.us/j/88041378770)

1378770

Meeting ID: 880 4137 8770

+1 646 558 8656 US (New York)

- 
1. Call to Order by the Presiding Officer
  2. Pledge of Allegiance
  3. Public Comment – 3 – minute maximum per person
  4. Approval of the Minutes
    - A. Minutes from June 19, 2023, Special Board of Selectmen Meeting
    - B. Minutes from June 19, 2023, Board of Selectmen Meeting
  5. Petitions & Communications
  6. Reports of Special Committee
  7. Quarterly Staff reports
  8. Town Administrator Report
  9. Unfinished Business
  10. Grant Considerations and Updates
  11. New Business
    - A. Accept the resignation of Kat Dunton from the Putnam Arts Council.
    - B. Consider the appointment of Ann Joly to the Putnam Arts Council with a term to expire 11/30/24
  12. Public Comment – 3- minute maximum per person
  13. Executive Session – Potential Claim; Union claim
  14. Adjournment

To Be Approved  
Special Mayor and Selectmen's Meeting  
June 19, 2023

TOPIC	DISCUSSION
PRESENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Rawson, Selectman Hayes, Selectman Paquin, Selectman Pempek, Selectwoman Marion
ABSENT:	
1.	Call to Order Mayor Seney called the meeting to order at 6:00 PM
2.	Pledge of Allegiance Led by Mayor Seney
3.	Executive Session Claim – Union  Deputy Mayor Simmons made a motion to enter Executive Session for the purpose of Claim – Union at 6:02 PM, inviting in Town Administrator Sistare, HR/PR Director Clifford, Attorney Roberts and Attorney Forsyth. The motion was seconded by Selectman Pempek and passed unanimously.  No action was taken in Executive Session
4.	Adjournment Deputy Mayor Simmons made a motion to adjourn at 6:59 PM. The motion was seconded by Selectman Pempek and passed unanimously.
	Respectfully submitted: Denise A. Geeza, Executive Assistant

To Be Approved  
 Mayor and Board of Selectman Meeting  
 June 19, 2023  
 Also, Via Zoom  
 Meeting ID: 892 5195 1475

TOPIC	DISCUSSION		
PRESENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Hayes, Selectman Rawson, Selectman Pempek, Selectwoman Marion, Selectman Paquin		
ABSENT:			
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 June 5, 2023, Board of Selectmen Meeting  Deputy Mayor Simmons made a motion to approve the minutes from the June 5, 2023, Board of Selectmen Meeting. The motion was seconded by Selectman Pempek and passed unanimously.
5.	Petitions & Communications		None
6.	Reports of Standing Committees	A.	General Government Committee None
7.	Reports of Special Committees		None
8.	Town Administrator Report		Town Administrator Sistare reviewed her report with the Selectmen.

9.	Unfinished Business		None
10.	Grant Considerations and Updates		None
11.	New Business	A.	Status of Building Committee  Town Administrator Sistare informed the Selectmen that the Municipal Complex project is complete.
13.	Public Comment		3 minute maximum per person  None
14.	Executive Session		Claim, Union  Selectmen Pempek made a motion to enter Executive Session for the purpose of Claim, Union at 7:18 PM, inviting in Town Administrator Sistare and HR/PR Director Clifford. The motion was seconded by Selectman Paquin and passed unanimously.  No action was taken in the Executive Session.  Deputy Mayor Simmons made a motion to reconvene the Mayor and Board of Selectman Meeting at 7:29 PM. The motion was seconded by Selectman Pempek and passed unanimously.
15.	Adjournment		Deputy Mayor Simmons made a motion to adjourn at 7:30 PM. The motion was seconded by Selectman Pempek 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

7/11/2023

Rachel Ferreira, CCMA I - Assessor

April – June 2023

April 2023

- Filing Report of Assessed Values of State-owned Real Property and Municipal Airports (Form M-37) with OPM, due April 1st.
- Filing Report of Assessed Value of Real Property of Private Colleges and General or Free-Standing Chronic Disease Hospitals (Form M-37C&H) with OPM, due April 1st.
- Elderly/Totally Disabled Renters' Rebate Program application period begins April 1<sup>st</sup>.
- Annual Income and Expense Report must be sent to taxpayers April 15<sup>th</sup>.
- Deadline by which assessor and town clerk must submit a Property Assessment Sales Data Report (Form M-45) to OPM, for each sale that occurred during the month of March, due April 30<sup>th</sup>.

May 2023

- Filing deadline to submit Grand List of Taxable Property (Form M-13) to OPM, due May 1<sup>st</sup>.
- Filing deadline to submit Grand List of Tax-Exempt Property (Form M13a) to OPM, due May 1<sup>st</sup>.
- Filing deadline to submit MME (Form M-65a) to OPM, due May 1<sup>st</sup>.
- Filing deadline to submit GIS to Council of Governments, due May 1<sup>st</sup>.
- Deadline for Elderly/Disabled Homeowner's Program, May 15<sup>th</sup>.
- Assessor and town clerk must submit a Property Assessment Sales Data Report (Form M-45) to OPM, for each sale that occurred during the month of April, due May 30<sup>th</sup>.

June 2023

- Filing deadline to submit Grand List of Tax Exempt Property (Form M13a) to OPM, due June 1<sup>st</sup>.
- Deadline for receipt of Annual Income and Expense Report from owner of income producing property, June 1<sup>st</sup>.
- Deadline for Elderly/Disabled Homeowner's Program credits to be entered and calculated by assessor's office, June 1<sup>st</sup>.
- Deadline by which assessor must submit report for parcels classified as farm, forest and open space to the State Forester. §12-107d under sub-section (k), June 30<sup>th</sup>.
- Deadline for assessor to determine a prorated assessment for new construction completed between October 1st and February 1st, due June 30<sup>th</sup>.
- Assessor and town clerk must submit a Property Assessment Sales Data Report (Form M-45) to OPM, for each sale that occurred during the month of May, due June 30<sup>th</sup>.



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Efforts Throughout Quarter

- Continued work on the 2024 Revaluation RFP with the assistance of the Town Administrator.
- 2024 Reval RFP published and submitted to contractors June 26<sup>th</sup>.
- Collaboration with the Tax Collector throughout June to assure the correctness of 2022 Grand List bills mailed July 1<sup>st</sup>.
- Continued work on current lawsuit and other complex issues with other departments.

Upcoming Quarter Efforts

- Selection of a company to perform the 2024 Revaluation in collaboration with the Town Administrator.
- Handling the questions arising from the issuance of 2022 Grand List tax bills.
- Beginning to update databases with changes for the October 1, 2023 Grand List.

July 10, 2023

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

RE: Building Official/Z.E.O. Report – 2nd Quarter 2023 – (April-June)

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:**

**97 Providence Pike – Garden Center Area – 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 building - ongoing – slab poured**  
**50 Providence Pike – Montana Nights finish-out - ongoing**  
**105 Cady Road – rebuild ongoing**  
**125 Kennedy Drive – interior renovations – ongoing**  
**36 Ridge Road – New owner (Sever) –interior renovation – ongoing**  
**38 Ridge Road - - mezzanine - ongoing**  
**146 Park Road – Take-out/waiting area addition – ongoing**  
**5 Kennedy Drive – Addition and remodel – ongoing – Phase 2**  
**26 Liberty Highway – rebuild after fire – ongoing**  
**58 Main Street – Pergola – ongoing**  
**19 Brookside Landing – new house – site work ongoing**  
**88 Providence Pike – Toyota Dealership – waiting for permit application**  
**125 Kennedy Drive – Water Treatment Building – waiting on permit application**  
**257 Heritage Road – new house – ongoing**  
**399 School Street – Fire scene – working with insurance and waiting on Engineer letter**

**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 – **demolition ongoing**  
**432 Church Street – permits obtained – interior/exterior renovations ongoing**  
**399 School Street – trash at curb – letter sent - done**  
**89-93 Mantup Road – trash at street – letter sent**  
**57 School Street – trash at street - done**  
**339 Church Street – trash at sidewalk – owner to remove and speak to tenants - done**  
**284 School Street – Unsafe Notice sent via Certified and regular – permit application received – building to remove and metal building installed**  
**28 Industrial Park Road – couch – removed**  
**132 Grove Street – trash at sidewalk – letter sent - gone**

**BLIGHT CITATIONS:****ZONING:**

**Update Zoning Regulation for Accessory Dwelling Units – ongoing**  
**3 Park Road – possible Cannabis location**  
244 Woodstock Avenue – Real Estate agent – non-conforming commercial use lost – **property sold – Being used as a single family home**  
**406 Sabin Street – 55+ condos – 12 units only – ongoing**  
**146 Park Road – widening of entrance – Ok'd per Building/Zoning and DPW**  
**27 Railroad Street – owner wants 3<sup>rd</sup> unit – not enough land –**

**HOUSING COMPLAINTS:**

**34 Marshall Street – complaint regarding contractors – PD was involved – emergency repairs required by Court Order**  
**411 School Street – inspection with FM Belleville**



**TRAINING:**

**Introduction to the 2021 International Existing Building Code - Session 1– Versteeg – 1.5 hrs**

**Significant Changes to the 2021 IMC and Common Inspection Issues – Session 1 - Colter – 1.5 hrs**

**Introduction to the 2021 International Existing Building Code - Session 2– Versteeg – 1.5 hrs**

**Significant Changes to the 2021 IMC and Common Inspection Issues – Session 2 - Colter – 1.5 hrs**

**2022 CFSW for Tents and Membrane Structures – Session 1 – 1.5 hrs**

**Connecticut Energy Code Updates, Enforcement and Solutions – Session 1 – DeWein – 1.5 hrs**

**2022 CFSW for Tents and Membrane Structures – Session 2 – 1.5 hrs**

**Connecticut Energy Code Updates, Enforcement and Solutions – Session 2 – DeWein – 1.5 hrs**



## **Board of Selectman Quarterly Report – July 2023**

### Economic and Community Development

**Enterprise Corridor Zone** – 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 recently received funding through the Recreational Trails Grant of \$175,000. We did not receive funding from the Climate Resilience Fund.

**Putnam Arts Council** – The Fine Arts and Crafts Festival was a fantastic success! The PAC voted on a date for next year of June 22<sup>nd</sup> and 23<sup>rd</sup>. We will be sending out a “Save the Date” for next year and are working on sponsorship tiers. We are in the very preliminary process of creating a public art plan the encompasses engagement and education of community members.

**Farmers Market** – The Farmers Market has been having a great season. So far, the attendance total of the season is 1,679 with a high of 411 visitors on July 1<sup>st</sup>. Total debit payments so far are \$2,015 and total SNAP payments are \$367. Our Market Master, Emily Barnes, applied and successfully secured a \$500 grant from Farm Credit East for the market. On May 10<sup>th</sup> I attended the Thompson Wellness Fair to represent the Farmers Market and Community Garden.

**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 “Tax Incentives”. Once our small business loans are solidified, we will create one to give to businesses upon visits.

**Community Garden** – The Community Garden is running smoothly this season (other than one pesky woodchuck). We have been planning community programming to encourage activities among the gardeners. The first of these was painting the shed on June 10<sup>th</sup>, which was a fantastic success. Next, we will be hosting a local organic, no-till farm to the Municipal Complex for an open discussion on July 25<sup>th</sup>.

**Beautification Day** – Beautification Day was a huge success with over 250 garbage bags collected. The new mapping system made check-in more efficient. In looking at it’s potential for next year, I would like to coordinate more with Earth Day and looking into some educational aspects.

**Pocket Parks** – The Town has partnered with Quiet Corner Garden Club to revitalize the park at the Providence St. Municipal Parking Lot. The implementation and completion were in late May, welcomed with positive feedback. All Union Square parcels have been revitalized with the purchase of plantings. New plaques have been put in for QCGC, 85 Main, NOW, Northeast Women and Girls Fund, and the Robin M. Smith

Memorial Garden. Every parcel in town has been inventoried with sunlight, plantings, and ownership.

**Job Resource Center** – We have continued to update the Job Resource Center on the ECD website. It 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 continue to receive responses from Putnam industries to update them of this opportunity to post locally.

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### **Professional Development**

April 12<sup>th</sup> – Senator Chris Murphy Luncheon through Eastern Regional Tourism District.

April 28<sup>th</sup> – Eastern Connecticut Land Bank monthly meeting.

May 8<sup>th</sup> – Community Investment Fund Presentation at the Plainfield Town Hall.

May 26<sup>th</sup> – State of the Arts Meeting.

June 9<sup>th</sup> – Thames River Boat Tour Floating Workshop.

### **Ribbon Cuttings**

May 31<sup>st</sup> – Sparrow Soaps

June 15<sup>th</sup> – Kluttered Klosets

### **Industrial Park Tours**

May 4<sup>th</sup> – Paramount Glass

May 11<sup>th</sup> –Magnetic Technologies

May 11<sup>th</sup> –ERW

May 16<sup>th</sup> – Foster Corporation

May 16<sup>th</sup> – New England Plasma

May 22<sup>nd</sup> – Creative Envelope

May 16<sup>th</sup> – Custom Curved Mouldings

May 24<sup>th</sup> – Park Tribute Crematorium

May 24<sup>th</sup> – Dimension-Polyant Inc.

May 25<sup>th</sup> – Staples Tour

June 14<sup>th</sup> – Impact Plastics

## 2023 Facilities Department Quarterly Report

April – June

Prepared by Kevin Lamothe

### April

Powerful Improvements finished cleaning the exterior windows of the Complex.

Lou LaPalm Plumbing was onsite with WPCA to reconnect the irrigation systems water meter and backflow preventer in the ground vault.

Justin from P/S Irrigation charged and tested the irrigation system and control app for the startup of the system.

NEPPS completed mulching all the gardens and trees on the property.

Steve Severino from ESC was onsite to trouble shoot zoom camera issues in conference room 201 and Microphone issues in conference room 109.

Work has begun on the library playscape, the base has been prepped and fence posts have been installed.

Front entry door weather seal repair and adjustment.

### May

Gerber Landscaping and construction completed the site prep work for the installation of the playground. The Gerber crew also loamed and seeded the parking lot edges and balding lawn areas on the property, as well as hydroseeded the perimeter of the new playground.

Gerber Construction cut out and repaired a section of asphalt at the south driveway entrance of the complex. The area had cracked and settled around a seam in a previously repaired area.

Creative Recreations completed the playground and play area surface.

A final walk through of the playground with Carlos from Downes Construction, Barney, Elaine, Priscilla and I for the final approval.

New England Glass Co was on site to install a hydraulic door closer to the front main entry door to prevent any further random door openings from the wind. The replacement of some faulty sliding glass window brackets in the Building and Land use office was also completed.

## June

The facilities dept assisted with erecting a tent for the summer feeding program, which was donated for use by Grill 37.

Paquet Electric installed a duplex outlet in the front of the Complex near the flagpoles.

Rooter-Man drain service was called for an emergency sewer pipe blockage and backup in the 2<sup>nd</sup> floor women's restroom.

Facilities worked with Carly from Economic and Community Development and Willie with Parks and Recreation to house the 2-day Fine Arts and Craft Festival.

Automated Building Systems provided some system training to help us with monitoring and maintaining our HVAC settings and equipment.

Impact Fire / P&J sprinkler along with Venture Communications conducted testing on our fire suppression system and sprinkler alarms.

Facilities have been working with Griggs & Browne Co. to remove some seasonal insects that enter periodically at the doorways.

### Future Goals/comments

In order to maintain the integrity and appeal of the building and grounds, the Facilities Department will be working on touching up and repainting several walls in some of the high traffic areas of the complex this summer. With the increase in activity in the building due in part to the new playground and the summer lunch program, we have increased our cleaning routines both in and outside of the building. We have also been monitoring the library roof since the last repair and I am happy to report that there have been no issues.

# Finance Department

## Quarterly Report (April – June 2023)

July 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 down 1 employee, the Accounts Payable position.

### 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 \$2,075,679.92. All funding has now been received.

General government budget collected \$4,633,934.10 this quarter. Highlighting some of the depts; \$230,161.13 in revenue from Revenue office taxes, \$78,859.75 Town Clerk, and \$77,624.30 Building Dept.

Stickers for trash pickup took in \$69,400 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 \$1,912,510.48 out of the General Government budget.

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

## **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.

Prepare for the yearly audit.

Students who have been awarded various scholarships through Putnam High School, will be submitting their information for payments to be processed to the various colleges for the fall semester.

Maureen Benway

Finance Director



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.

## **April**

- Pothole patching and basin top cleaning.
- Tree removal
- Town wide road sweeping
- Equipment repairs
- Town wide brush pick up.
- Brush cutting and chipping.
- Drainage swale cleaning.

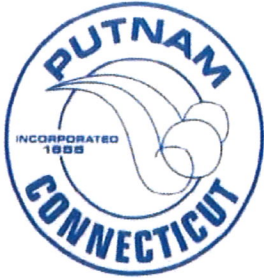
## **May**

- Pothole patching and basin top cleaning.
- Assist P&R with removal and landscaping on sides of railroad area above School St.
- Equipment maintenance.
- Tree removal
- Brush cutting and chipping.
- Swale cleaning and pipe jetting.
- Catch basin vacuuming.
- Roadside mowing.
- Paving.
- Catch basin and drainage pipe installation.

## **June**

- Pothole patching and basin top cleaning.
- Equipment maintenance
- Roadside mowing.
- Tree removal and chipping.

- Roadside mowing
- Paving
- Catch basin vacuuming.
- OSHA training in hazard communications and energy control.
- Stop bar, crosswalk and line painting.



# TOWN OF PUTNAM

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

## **Human Resource and Payroll Department**

**April 2023 – June 2023 Quarterly Report**

**From: Mariah Clifford, Department Head**

### Payroll:

- Yearly EAP Census
- Census of Governments, Survey of Public Employment & Payroll
- FYE Rollover Training
- FYE Completion for Town/WPCA
- Accrued Wages
- Federal/State Quarterly taxes
- Summer Camp Prep/Orientation
- Leave Accrual Audit
- HSA/Medicare Audit

### FMLA/Workers Comp:

- 1 employee return from WC – April 2023
- 2 FMLA Denials
- As of 6/2023 one employee is on FMLA – Estimated return is August.
- As of 5/2023 one employee is on approved non-FMLA leave – Estimated return is August.

### Employment Changes:

- Blight Enforcement Officer posting/interviews – 2 offers unaccepted.
  - Readvertisement 7/2023
- One internal position moved – AP Clerk to Revenue Clerk
- AP Clerk position posted internally/externally.

### Insurance:

- Vehicle/Equipment Audit, completed.

Human Resources and Payroll Department  
Mariah Clifford

- Open Enrollment 6/12 – 6/23/2023

Misc Efforts:

- Completion of updated Employee Manual
  - Presentation held with employees 6/23/2023.
- Completion of updated Cell Phone Policy
- Wellness Committee Member efforts
- Updated/audited all employee files.

Q3 2023 Expected Efforts:

- Updated applicable job descriptions
- Start update to Library Personnel Policy
- Fixed Asset training – audit of assets/integration to infinite visions
- Continue Government Accounting class study/exams
- Continue training towards CCMO (2 classes taken in Q2)
- Member of SHRM. Study/Exams towards SHRM-CP Certification

## Land Use Agent Report

2st Quarter 2023

Update for 2st Quarter 2023 April, May & June

Bruce Fitzback Land Use Agent

### Inland Wetlands and Watercourses Commission

April: 112 Hawkins Rd. Robert Guillot, One Lot Subdivision, Application Approved

May: 601-603 School St. Khaphanh & Sukpase Phongsa, Commercial parking Lot , Approved  
19 Brookside Landing, Alan Rawson, Single Family Residence, Approved

June: 51 Providence Pike, JSC Management Group, Restoration Plan, Approved

### Planning Commission

April: 112 Hawkins Rd. Robert Guillot, One Lot Subdivision, Application Approved  
285 River Rd & 357 River Road, 11 Lot Subdivision, Public Hearing Accepted

May: 285 & 357 River Rd, 285 River Road LLC & Putnam River Road LLC, 11 Lot Re-Subdivision  
Public Hearing continued

June: 285 & 357 River Rd, 285 River Road LLC & Putnam River Road LLC, 11 Lot Re-Subdivision  
Public Hearing continued

### Zoning Commission

April: 285 River Rd & 357 River Road, Excavation Special Permit, Public Hearing scheduled

May: " " Public Hearing continued

June: " " Public Hearing continued

### Plan of Conservation and Development

April: No activity

May: No activity

June: No Activity

### Flood Prevention Management

May: FEMA Regulatory Amendments, review by Town Attorney

Ordinance: Flood prevention FEMA revision, Special Town Meeting, Approved

### Sabin St. Recreation Field

April: No activity

May: Material Stock Piling

June: Rock Hammering to start, Gravel Hauling

### Stormwater

April: MS4 Annual Report filed with CT DEEP

May: Project review

June: CDM Smith stormwater outfall sampling and mapping

### **Town GIS**

April: CGS Sec. 7-1001 Annual report Digital Parcel Files.

May No Activity

June No Activity

### **Quinebaug Technology Park**

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, remediation plan approved.

April: 10 Mary Crest Drive, Removal of contaminated materials completed, Remediation to start

May: No Activity

### **Pedestrian and Bike Trails**

Airline State Park Trail

April: No activity

May: Meeting with NECCOG to have Putnam – Thompson Gap to be reviewed by CT DOT

June: Waiting for NECCOG to bring the Thompson Trail gap project to CT DOT

### **Cellular**

April: Contract under review

May: Contract under review by Town Attorney

June: Contract back to AT&T with comments

### **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

Hearing completed.

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

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

No activity

### **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, 2023

April: First Group under review by Town Attorney

May: “ “

June: Town Attorney approves sale of the first group.

**Training**

April: **NVCOG** Invasive Plant webinar

May: CT DEEP, Thames River Basin Workshop  
FEMA, Flood Awareness seminar

June: FEMA, Open house Plainfield  
Infiltrator Co., Cannabis wastewater Webinar

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  
July 2023

“Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation.”  
Walter Cronkite

Library statistics continued to increase in the just-completed 2022-2023 fiscal year. 40,135 visited the library (a 20% increase from the previous year) and 74,339 items have circulated (a 6% increase from the previous year). Ebooks, eaudiobooks and downloadable magazines continue to be a small part of the circulation (7.6%), as most of our patrons still prefer print to electronic. 544 new patrons were added in the year.

Summer programming began 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! Activities and programs make the library a very busy place before and after lunch with such events as Music and Movement, NOW programs, Read to Sophie (the dog), miniature horse visit, goats, reptiles and more! The new play scape has been a fantastic draw to the Municipal Complex with constant activity. We are very thankful to Grill 37 for letting us use their tent this summer to shade the outside summer activities. It takes a village!

We are very happy to announce that Eastconn will be presenting a weekly family literacy program at the library starting in the fall. Before COVID we had a volunteer group who met with people who could benefit with literacy training, either because of recent immigration or to make up a deficit. The inability to meet in person during COVID put an end to this informal program, and no new volunteers had emerged. A representative came to see our facility in the spring and expressed interest in providing literacy programming in Putnam. It seems that there has not been a formal literacy effort in Putnam since a program at the high school some years ago. We will publish the schedule appropriately when we receive more information from Eastconn.

I'd like to thank the Board of Selectmen of the Town of Putnam for the having the foresight to pursue the dream of the municipal complex. The complex has been a huge boon for all sectors; town government, library, senior activities and historical center. I see the awe in the faces of the people who visit the library for the first time, and the pride of the community in the beautiful and efficient surroundings. Meaningful connections with knowledge, people and the arts are happening every day at the complex. It would not be possible without your dedication and perseverance. Thank you.

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, Eastconn, 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 Quarterly Report : April- May – June 2023 Report**

### **Vet's Committee:**

Grove St. Monument report- Flag Pole installed

### **Ongoing Projects:**

Bandstand Roof completed, painting is completed

Spring Fertilization applied

### **Rotary Park :**

Porto-john project finished

### **Miller Park report :**

Message board will be next phase

### **St. Marie- Greenhalgh :**

Track crack sealing completed

### **Program report**

Memorial Day Parade and Program went well

Fishing derby (83 youngsters)

Movie in the Park (45 attendees)

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

**Other projects :** Instagram Project , placards will be displayed this week

### **COA report:**

Luncheon Trip May ( 55 ) attendees

Community Room Veterans Month

### **Upcoming Events 2023:**

June 3 – Italian Festival

June 10 -Particle Accelerator

June 17/18- PAC Arts Festival at Municipal Complex

June 23- NEPS Concert

July 1, Fireworks

## **Board of Selectman Quarterly Report – July 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 utilize Mary Bromm as our consultant from the Town of Killingly to complete the administrative and technical duties. The Town’s use of funds was planned to end in June of 2023, but an extension was granted for all funds to be used by February 2024. Accordingly, Mrs. Bromm’s contract has been extended from July 1<sup>st</sup> to March 1<sup>st</sup>.

**Blight** – The Board of Finance approved the use of the Economic & Community Development Trust Fund to expend funds for a blight officer. Interviews were conducted and two successful candidates were chosen. Both had to step down for varying reasons. The ECD Commission voted to repost the job and conduct another round of interviews scheduled for mid-July.

**Affordable Housing Plan** – The Affordable Housing Plan was adopted by the Zoning Commission on April 19<sup>th</sup>. A final version of the plan was sent to the state and placed on the Town’s website on May 31<sup>st</sup>. AHP’s will be required by state statute every five years. Commission members have been given training opportunities pursuant to the AHP through UCONN’s CLEAR program.

**Small Business 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. The department has been reviewing the Small Business Loan Program to offer loans more actively. A Small Business Loan Committee met on July 6<sup>th</sup> to discuss the terms of the loan policy. Further attorney review is needed, and the program will be readvertised.

**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 completed the Assistance Agreement and Project Administration Monitor Plan on June 29<sup>th</sup>. Next steps are to obtain a flood management certificate and create a tax abatement structure. An update to our blight ordinance will need to be made to abate property taxes for more than 10 years.

**Brownfield Grant Programs** – We have been working with One Earth Environmental to consult on the Belding Mill Project and other competitive brownfield grants. The current goal is to submit an assessment grant in the fall on three brownfield properties within a couple miles of one another.

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

Period from April 1, 2023 through June 30, 2023

Accomplishments

- The Revenue Office began prepping for the July 1, 2023 billing period. Banks were coded for escrow, the Rate Bill / Tax Warrant letters were sent to the Town and districts. The Collector's M – 1 reports were sent to the Office of Policy and Management for the upcoming fiscal year's tax information of the Town and districts. Legal notices were put into the local paper for July collections. 12,952 bills were prepped, proofed and mailed to taxpayers. Escrow files were emailed to Wells Fargo, Lereta and Corelogic.
- The Revenue Office closed out the collection year by filing real estate liens with the Putnam Town Clerk and personal property liens with the State of Connecticut Commercial Code Division in May 2022. Our office met with the Town and districts and approved suspense lists for all accounts with delinquencies of the 2014, 2015 and 2016 Grand Lists. All delinquent personal property and motor vehicle taxes were sent to Rossi Law Offices, Putnam's collection agency, to begin further collection enforcement.
- A date of August 8, 2023 has been set for the 2023 tax sale. Our office currently has twelve properties on the tax sale list holding a delinquency of \$174543.61, consisting of Town and District taxes. A current listing of tax sale properties is attached.

Classes / Meetings Attended by Department Head

- QDS user meeting May 4 2023
- CTX/CAAO Spring meeting May 9, 2023
- CCM Workshop "Film and Television Production" May 11, 2023
- Windham / Tolland Collector / Assessor meeting April 5, 2023
- CCM Workshop "Nuts and Bolts of Being a Supervisor" May 18, 2023
- CCM Workshop "Freedom of Information" May 23, 2023
- UCONN Workshop June 6, 2023
- UCONN Workshop June 8, 2023
- CTX Legislative Update June 15, 2023
- CCM Workshop "Customer Service" June 29, 2023

Upcoming Goals

- Finalizing collections July 2023
  - Attending the Assessor Fall Symposium in September
  - Completing the Tax Sale
  - Reviewing Real Estate delinquencies for the upcoming 2024 Tax Sale
-



**TOWN CLERK'S QUARTERLY REPORT**

Apr 2023 – Jun 2023

The Putnam Town Clerk's office has collected approximately \$281,043.21 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 544 land recordings totaling: \$256,076.21  
Which includes State Conveyance Tax of: \$180,117.66  
And Town Conveyance Tax of: \$ 46,972.55  
(64 transfers of property representing \$17,784,020.00 in real estate transactions)

Issued: 820 certified copies of vital records \$ 16,625.00  
(117 via the online portal - \$2720 plus  
postage fees of \$92)

Copies (land records and maps): \$ 2,295.00

Miscellaneous, Notary, Liquor permits, vendor permits,  
burial and cremation permits, trade names, H & F licenses \$ 3,477.00

Issued 12 marriage licenses \$ 600.00

Dog Licenses: 219 dog licenses issued (15 online) \$ 2,104.00

This office has registered Births/Marriages/Deaths - 156  
(109 births, 35 deaths and 12 marriages – this does not include adoptions,  
legal name changes and any other corrections/amendments to vital records)

In addition, approximately 130 notarizations were done for the local community.

Upcoming events: party endorsements for the November election and potential preparation for  
September primary, if needed.

**Town Administration**

Contract Updates

- Same as last month: 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, met with one respondent, discussing clarifications and continuing towards decision for award.
- Same as last month: CT DEEP Trail Award for Air Line Trail towards Thompson; expect the contract to be drafted in Summer/Fall, for the award of \$175k (in-kind match required).

Recent

- Year end activities for FY23, including final actual costs, final invoicing for purchase orders, and prepared transfer requests between departments, which BOF approved. Minor additional transfers expected at upcoming BOF meeting.
- Year start activities for FY24, including departments encumbering known costs with applicable purchase orders.
- Auditing firm onsite July 12-13th, for initial record review and discussions for their audit preparation of FY23.
- Advertised for Finance Accounts Payable Clerk.
- Re-advertised for Blight Officer.
- With HR/Payroll Director, held presentation summarizing newly adopted Employee Handbook.
- Similar to last month: Coordinate with DEEP and consultants for the Town's Closed Landfill and new DEEP Stewardship requirements. Sampling for PFAS analysis, expect results later this summer. PFAS is ambiguous and existing pumping materials likely contain PFAS (teflon tubing, pumps).

Upcoming

- Same as last month: Continued coordination with BOE regarding School Renovation Project, and awaiting State determination based on our response.
- Interview for Accounts Receivable and Blight Officer, with offers and onboarding as applicable.
- 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

- As of July 1st, new procedures for room reservations, including limiting to non-profits, and all organizations may only reserve for 1 year at a time.
- Held ribbon cutting for playscape. Finalized project accounting, and working with auditing firm for goal to close out project in FY23.

**Road and Sidewalk Improvements**

Recent / Ongoing

- Same as last month: 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.
- Highway Department is coordinating with Eversource Gas for paving following their gas main rehab work, and preparing for portion of Kennedy Drive pavement rehab. Ongoing: 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.
- Highway Department various throughout town.

**Bridges**

Recent

- Danco Road Bridge: Expect 90%+ design submittal for Town review in upcoming weeks.
- Same as last month: Continued consultant work on inspecting under-20-ft span bridges. Moving towards planning for relatively minor repairs.
- Ongoing: Coordination 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.
- Same as last month: 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.
- Ongoing: 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: 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.
- 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.
- Air Line Connection between Putnam and Thompson: Waiting for DEEP to draft Recreational Grant contract agreement for our award of \$175k for the continuation 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.
- 
- 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: planning for USDA loan closing efforts for wastewater treatment plant storage building and generator project.
- WPCA: Same as last month. 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.
- 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.
- 
- Fox Road transfer station planning: On hold as the Town determines MSW and how some provisions coordinate. Conceptual design by J&D Engineers being developed . 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, and consideration of Zone.

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.
- Negotiation and contract finalization based on proposals for municipal solid waste pickup, transportation and disposal. Expect stickers program to continue through FY24, with change to bins, and various forms of public information sessions.
- 
- 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.
- Annual CTCMA conference

Upcoming

- CCM webinars
- September AWWA Conference including presentation of Putnam Lead Service Line Inventory
- Fall ICMA Conference

I Kathryn Hunter need to resign  
from the Putnam Art Council as of Friday,  
May 11<sup>th</sup> 2023 Due to family.

Thank you  
Kathryn Hunter  
5/11/23.

2023 MAY 12 A 10: 33  
Kathryn Hunter  
PUTNAM CT

**APPLICATION OF INTEREST  
PUTNAM BOARDS AND COMMISSIONS VACANCIES**

Name Ann Joly

Address 15 King St. Putnam, CT 06260

Phone# 860 412- 4153 Party Affiliation: unaffiliated

Email anniegjoly@gmail.com

Board/Commission interested in: Putnam Arts Council

Why are you interested in serving? Having been a resident of Putnam for many years, I have

seen the excellent contribution of this committee to the town. I am a local artist and educator,

and feel I would be able to contribute in a meaningful way.

What experiences do you have that would benefit the Board/Commission you are interested in joining?

My past experiences include over thirty five years as an artist and educator, most recently at Quinebaug

Valley Community College where I was Professor & Program Coordinator of Visual Arts and served

on many committees. Past experiences include full time positions at The University of Hartford and the

Art Institute of Boston.

Are you willing to take training in field of Yes

Board/Commission? Are you available for evening Yes, available evenings

meetings? Signature *Ann Joly*

Date July 7, 2023