

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

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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: 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.
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- 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.
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- 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.
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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

- 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