

MAYOR AND SELECTMEN'S MEETING AGENDA
Monday, August 21, 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/86016038166>

Meeting ID: 860 1603 8166

- +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 July 17, 2023, Board of Selectmen Meeting
 - B. Minutes from August 2, 2023, Special 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. Establish a Building Committee for the Putnam Elementary School Roof Replacement
 - B. Sticker Program – Revenue update
 12. Public Comment – 3- minute maximum per person
 13. Executive Session – Contract Negotiations, Claim
 14. Adjournment

To Be Approved Mayor and Selectmen's Meeting
 July 17, 2023
 Also Via Zoom:
 Meeting ID # 880 4137 8770

TOPIC	DISCUSSION	
PRESENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Hayes, Selectman Paquin, Selectman Pempek, Selectwoman Marion, Selectman Rawson	
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	<p>A. Minutes from June 19, 2023, Special Board of Selectmen Meeting Deputy Mayor Simmons made a motion to accept the minutes from the June 19, 2023, as presented. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>B. Minutes from June 19, 2023, Board of Selectmen Meeting Deputy Mayor Simmons made a motion to approve the minutes of the June 19, 2023, Board of Selectmen meeting as presented. The motion was seconded by Selectman Paquin and passed unanimously.</p>
5.	Petitions & Communications	None
6.	Reports of Special Committees	None
7.	Quarterly Staff Reports	Staff reports were included in the agenda packet

8.	Town Administrator Report		Town Administrator Report was included in the agenda packet
9.	Unfinished Business		None
10.	Grant Considerations and Updates		None
11.	New Business	A.	Accept the resignation of Kat Dunton from the Putnam Arts Council Selectman Pempek made a motion to accept the resignation of Kat Dunton from the Putnam Arts Council with regret. The motion was seconded by Deputy Mayor Simmons and passed unanimously.
		B.	Consider the appointment of Ann Joly to the Putnam Arts Council with a term to expire 11/30/24. Deputy Mayor Simmons made a motion to appoint Ann Joly to the Putnam Arts Council with a term to expire 11/30/24. The motion was seconded by Selectman Pempek and passed unanimously.
12.	Public Comment		None
13.	Executive Session		Potential Claim, Union Claim Deputy Mayor Simmons made a motion to go into Executive Session for the purpose of Potential Claim, Union Claim and Solid Waste Contract negotiations at 7:13 PM, inviting in Town Administrator Sistare. The motion was seconded by Selectman Pempek and passed unanimously. The Mayor and Board of Selectmen came out of Executive Session to reconvene the Mayor and Board of Selectmen Meeting at 8:27 P.M. No action was taken in Executive Session
14.	Adjournment		Selectwoman Marion made a motion to adjourn at 8:27 P.M. The motion was seconded by Selectman Pempek.
			Respectfully submitted: Denise A. Geeza, Executive Assistant

To Be Approved
Special Mayor and Selectmen's
Meeting August 2, 2023
Also Via Zoom:
Meeting ID # 862 2636 5530

TOPIC	DISCUSSION
PRESENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Hayes, Selectman Paquin, Selectwoman Marion
ABSENT:	Selectman Rawson and Selectman Pempek
1. Call to Order	Called to order by Mayor Seney at 5:00 PM
2. Pledge of Allegiance	Led by Mayor Seney
3. Consider the revision(s) to the Trash Ordinance and set the date for a Public Hearing and Special Town Meeting	Deputy Mayor Simmons made a motion to approve the revisions of the trash Ordinance and set the date for Public Hearing and Special Town Meeting as August 21 st at 6:00 PM for the Public Hearing and August 21 st at 6:30 PM for the Special Town Meeting. The motion was seconded by Selectwoman Marion and passed unanimously.
4. Consider the revision(s) to the Blight Ordinance and set the date for a Public Hearing and Special Town Meeting	Deputy Mayor Simmons made a motion to approve the revisions to the Blight Ordinance and set the date for a Public Hearing and Special Town Meeting as August 21 st at 6:00 PM for the Public Hearing and August 21 st at 6:30 PM for the Special Town Meeting. The motion was seconded by Selectman Hayes and passed unanimously.
5. Adjournment	Selectman Hayes made a motion to adjourn at 5:07 PM. The motion was seconded by Selectman Paquin and passed unanimously.

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, proposals hold for 90 days. Efforts related to Ordinance and Other Negotiation.
- CT DEEP Trail Award for Air Line Trail towards Thompson; received scope from state, coordinating for edits and feasible deliverables based on the award amount of \$175k (plus 20% in-kind match required).

Recent

- Final FY23 year end activities, including gathering all applicable invoices for FY23. Most transfer requests completed with BOF in June, with some final minor expected transfer requests (between departments) in August. General Government operating budget projected as meeting/exceeding budgeted revenues, and under budgeted expenditures.
- Continued year start activities for FY24, including departments encumbering known costs with applicable purchase orders, and encumbering debt service.
- Continued negotiations for potential new hire for Finance Accounts Payable Clerk.
- Hired and on-boarding for new Blight Officer.
- With HR/Payroll Director, planned Pension Committee meeting for September 7th, including our consultant providing a presentation outlining the plan and allowing for Q&A. Inviting applicable entities (Town employees, BOE, SSD).
- Planned and held individual department staff meetings, prioritizing those with new Department Heads in the last year.
- Coordinating with consultant to review and plan for any modifications to our electrical accounts, including assigning appropriate Departments for specific sites.
- Same as last month: Coordinate with DEEP and consultants for the Town's Closed Landfill and new DEEP Stewardship requirements. Sampling for PFAS analysis, preliminary results show PFAS in most sampling locations, as expected. PFAS is ambiguous and existing pumping materials likely contain PFAS (teflon tubing,

Upcoming

- Same as last month: Continued coordination with BOE regarding School Renovation Project, and awaiting State determination based on our response.
- Negotiation for Accounts Receivable position and onboarding selected candidate.
- Same as last month: 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

- Upcoming project financials closeout. This month will be the last regular update of the Complex.

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: final construction activities in August, with bi-weekly progress meetings and coordination between NECCOG, contractor, inspector, DOT, police and Town. Reviewing possible extension to South Main parking area improvements.
- 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 recent contracting and manpower for portion of Kennedy Drive pavement rehab. [Ongoing: Highway has various additional paving projects ongoing and upcoming.]

Upcoming

- Grove Street: ongoing construction management.
- Same as 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 100%+ design submittal for Town review in August. Requires right-of-way mapping for minor intrusion into State and private adjacent properties. May need formal land easement process (Town Board/Special Meeting approvals).
- Same as last month: Continued consultant work on inspecting under-20-ft span bridges. Moving towards planning for relatively minor repairs.
- Ongoing: Continued application and 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%.
- Planning for FY24 continued bridge inspection efforts.
- [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, 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 - expect next summer will also require additional crushing activities.
- 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, expect September 2023 Public Information Meeting as Pomfret BOS, held here at Putnam Complex.
- Air Line Connection between Putnam and Thompson: Reviewing 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 Fall DEEP/Town Recreation Grant Contract Award.
- Air Line Trail from Pomfret: continued consultant design, upcoming public information meeting.

Other Town Responsibilities**Recent**

- WPCA: coordinating with Bond Counsel and Town Counsel for USDA loan closing efforts for wastewater treatment plant storage building and generator project.
- WPCA: Preparing Resolution for full DPH fund support amount (75% grant). Ongoing lead line service inventory work, 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 Fall 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 in July 2024, and various forms of public information sessions held Dec 2023 - February 2024 timeframe.
 -
 - 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 NEWWA Conference September 19th including presentation of Putnam Lead Service Line Inventory with consultant
 - Fall ICMA Conference September 30th-October 4th
 - CCM Annual Convention November 28th-29th
-

PUTNAM PUBLIC SCHOOLS



**Passionate
Empowered
Proud**

Superintendent of Schools
Steven Rioux

Business Administrator
Nancy T. Cole

Director of Student Services
Rebecca J. Lopes

**Director of Curriculum and
Instruction**
Jacqueline A. Vetrovec

152 Woodstock Avenue
Putnam, CT 06260
Phone: (860) 963-6900
Fax: (860) 963-6904
www.putnamschoolsct.org

August 4, 2023

Barney Seney, Mayor
Board of Selectmen
Town of Putnam
200 School Street
Putnam, CT 06260

Dear Mayor Seney and members of the Board of Selectmen,

The Board of Education would like to thank the Board of Selectmen and the Board of Finance for their continued support of the school district. Over the past few years, the roof at Putnam Elementary School has been showing its age, with many leaks throughout the building. To protect the integrity of the building and prevent environmental issues like mold, the building requires a new roof.

On August 1, 2023, at a Special Board of Education meeting, the Board voted and approved a motion to request that the roof be replaced at Putnam Elementary School. We understand that the mayor will appoint a Building Committee member if this project moves forward.

The Board of Education has selected Jamie Purdon as its representative on the building committee. Mr. Purdon has successfully served as our representative on other projects.

We thank you again for your consideration and attention to this request.

In Partnership,

Steve Rioux

cc: Board of Finance, Town of Putnam
Jill Zangerl, Putnam Board of Education Chair
Nancy Cole, Business Administrator, Putnam Public Schools

Proud of our Past – Charting our Future

Sticker Revenue

FY 20/21	FY 21/22	FY 22/23	FY 23/24		
			\$48,100.00	\$3.00 Stickers	as of 8/9/23
			\$23,500.00	\$5.00 Stickers	as of 8/9/23
		\$242,400.00		\$1.00 Stickers	
		\$99,000.00		\$2.00 Stickers	
	\$109,635.50			.50 stickers	
	\$78,500.00			\$1.00 stickers	
\$110,842.00				.50 stickers	
\$83,431.00				\$1.00 stickers	

(totals = remaining \$1.00 stickers and new \$3.00 stickers)

(totals = remaining \$2.00 stickers and new \$5.00 stickers)