

**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**

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- 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.
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  - 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.
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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.
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**Conferences and Training**

**Recent**

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- CCMO certification requirements. Ongoing annual credits required.
  - Annual CTCMA conference
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**Upcoming**

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- 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
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