

MAYOR AND SELECTMEN'S MEETING AGENDA

Tuesday, September 5, 2023 @ 7:00 PM

Putnam Municipal Complex

Room 109

200 School Street Putnam, CT

Also Available Via Zoom:

Town of Putnam is inviting you to  
a scheduled Zoom meeting.

Join Zoom Meeting

[https://us06web.zoom.us/j/8400  
2197245](https://us06web.zoom.us/j/84002197245)

Meeting ID: 840 0219 7245

• +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 August 21, 2023, Board of Selectmen Meeting
  5. Petitions & Communications
  6. Reports of Special Committee
  7. Unfinished Business
    - A. Sticker program – revenue update
  8. Grant Considerations and Updates
  9. New Business
    - A. Consider the appointment of James Douglas Taylor to the Redevelopment Agency with a term to expire 11/30/27.
    - B. Loan Resolution - WPCA
  10. Public Comment – 3- minute maximum per person
  11. Executive Session – Contract Negotiation; Potential Claim
  12. Adjournment

To Be Approved Mayor and Selectmen's Meeting  
 August 21, 2023  
 Also Via Zoom:  
 Meeting ID # 860 1603 8166

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 7:15 PM
2. Pledge of Allegiance	Led by Mayor Seney
3. Public Comment	None
4. Approval of the Minutes	<p>A. Minutes from July 17, 2023, Board of Selectman Meeting</p> <p>Deputy Mayor Simmons made a motion to approve the minutes of the July 17, 2023, Board of Selectmen meeting as presented. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>B. Minutes from August 2, 2023, Special Board of Selectmen Meeting</p> <p>Deputy Mayor Simmons made a motion to approve the minutes of the August 2, 2023, Special Board of Selectmen meeting as presented. The motion was seconded by Selectwoman Marion and passed with Selectman Rawson abstaining.</p>
5. Petitions & Communications	<p>Mayor Seney received a letter from Ronald Coderre, resigning from his position on the Economic Development Council.</p> <p>Deputy Mayor Simmons made a motion to accept the resignation of Ronald Coderre from the Economic Development Council with humongous regret. The motion was seconded by Member Rawson and passed unanimously.</p>

6.	Reports of Special Committees		None
7.	Town Administrator Report		Town Administrator Sistare reviewed her report with the Board.
8.	Unfinished Business		None
9.	Grant Considerations and Updates		None
10.	New Business	A.	<p>Establish a Building Committee for the Putnam Elementary School Roof Replacement</p> <p>Deputy Mayor Simmons made a motion to establish a Building Committee for the Putnam Elementary School Roof Replacement. The motion was seconded by Selectmen Pempek and passed unanimously.</p>
		B.	<p>Sticker Program – Revenue Update</p> <p>Town Administrator Sistare reviewed the Sticker program revenue with the Selectmen.</p>
11.	Public Comment – 3 minute maximum per person		A member of the public questioned who was taking care of the blight responsibilities for the Town prior to hiring a Blight officer. Town Administrator Sistare stated it was our zoning official. The member of the public asked if that person’s salary had changed at all due to the reduction in duties. Town Administrator Sistare stated there had been no change in salary.

12.	Executive Session	<p>Contract negotiations, Claim</p> <p>Deputy Mayor Simmons made a motion to enter executive session for the purpose of contract negotiations, claim, inviting in Town Administrator Sistare at 7:35 pm. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>The Board came out of executive session at 8:13 PM.</p> <p>Deputy Mayor Simmons made a motion to reconvene the Board of Selectmen meeting. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>No action was taken in executive session.</p>
13.	Adjournment	<p>Selectman Pempek made a motion to adjourn at 8:14 PM. The motion was seconded by Selectman Paquin and passed unanimously.</p>
		<p>Respectfully submitted: Denise A. Geeza, Executive Assistant</p>

### Sticker Revenue

FY 20/21	FY 21/22	FY 22/23	FY 23/24		
			\$63,282.00	\$3.00 Stickers	as of 8/31/23
			\$30,146.00	\$5.00 Stickers	as of 8/31/23
		\$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	
<b>\$194,273.00</b>	<b>\$188,135.50</b>	<b>\$382,408.50</b>	<b>\$93,428.00</b>		

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

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

**Totals**

# James Douglas Taylor

Town of Putnam CT | Generated 8/25/2023 @ 9:49 am by OnBoard2 - Powered by ClerkBase

## Status

**Name** James Douglas Taylor  
**Application Date** 8/24/2023  
**Expiration Date** 8/24/2025  
**Board Member** [J. Doug Taylor](#)  
**Status** Validated

## Board

[Redevelopment Agency](#)

## Vacancies

0

## Status

Pending

## Basic Information

**Name**  
James Douglas Taylor  
**Date of Birth**  
12/13/1949

## Contact Information

**Address**  
17 pezanko Court  
Putnam, CT 06260  
**Resident**  
Yes  
**Ward/District**  
**Email**  
[mvjvtaylor@gmail.com](mailto:mvjvtaylor@gmail.com)  
**Phone**  
8609330896

## Political Party

**What are your political party affiliations?**  
Republican

## Additional Information

**Notes**

Generated 8/25/2023 @ 9:49 am

**AGENDA ITEM COVERSHEET**

**Item 10 B. – Loan Resolution - WPCA**

**Submitted by: Elaine Sistare, Town Administrator      Date for Consideration: 9/5/2023.**

**Town Attorney Review Required: N/A**

**Financial Summary:**

**At the Special Town meeting of November 12, 2019, and Referendum vote on November 26, 2019, the Town voted favorably to appropriate \$1,500,000 for improvements to the WPCA Facility. The attached Loan Resolution needs to be signed by the Mayor and WPCA Superintendent. We are asking for authorization to sign.**

**Staff Recommendation:**

**Authorize the Mayor and WPCA Superintendent to execute the documents as required.**

**Supporting Materials (if yes, list attachments):**

**Special Town Meeting Notice November 12, 2019**

**Minutes from Special town Meeting of November 12, 2019**

**Loan Resolution**

**LOAN RESOLUTION**  
(Public Bodies)

A RESOLUTION OF THE Board of Selectman

OF THE Town of Putnam

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

Municipal

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Town of Putnam

*(Public Body)*

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

**One Million One Hundred Ninety-Five Thousand & 00 100**

pursuant to the provisions of Connecticut Statutes ; and

**WHEREAS**, the Association intends to obtain assistance from the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

**NOW THEREFORE**, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal ly permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0121. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*





**CERTIFICATION TO BE EXECUTED AT LOAN CLOSING**

I, the undersigned, as Mayor of the Town of Putnam

hereby certify that the **Board of Selectman** of such Association is composed of

7 members, of whom, 4 constituting a quorum, were present at a meeting thereof duly called and

held on the 5th day of September 2023; and that the foregoing resolution was adopted at such meeting

by the vote shown above. I further certify that as of \_\_\_\_\_, the date of closing of the loan from the United States Department of Agriculture, said resolution remains in effect and has not been rescinded or amended in any way.

Dated, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
**Norman B. Seney, Jr.**

Title Mayor

**TOWN OF PUTNAM  
NOTICE OF SPECIAL TOWN MEETING  
NOVEMBER 12, 2019  
AND**

TOWN CLERK - PUTNAM CT

*S. J. J. J.*  
2019 NOV -5 A 8: 57

**REFERENDUM VOTE ON NOVEMBER 26, 2019**

A Special Town Meeting of the electors and citizens qualified to vote in town meetings of the Town of Putnam, Connecticut, will be held in the Daniel S. Rovero Selectmen Chambers, Town Hall of Putnam, 126 Church Street, Putnam, CT on November 12, 2019, 2019 at 6 P.M. for the following purposes:

1. To consider and discuss the recommendations of the Board of Finance and the Board of Selectmen:

(a) to appropriate \$1,500,000 for improvements to the Water Pollution Control Facility, including acquisition and installation of replacement generators, design and installation of security improvements, and design and construction of a vehicle and supply maintenance building at the Water Pollution Control Facility; the appropriation may be spent for design, acquisition, installation, demolition and construction costs, equipment, furnishings, materials, site improvements, survey costs, architects' fees, engineering fees, other consultants' fees, legal fees, net temporary interest and other financing costs, and other expenses related to the project;

(b) to issue bonds or notes of the Town in an amount not to exceed \$1,500,000; to provide that the amount of bonds or notes authorized to be issued shall be reduced by any grants received for the project;

(c) to issue temporary notes of the Town in amount not to exceed \$1,500,000 in anticipation of such bonds or notes;

(d) to authorize the Mayor and the Treasurer of the Town to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes;

(e) to take such action to allow temporary advances of available funds which the Town reasonably expects will be reimbursed from the proceeds of borrowings; and to authorize the Mayor and the Treasurer to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by the resolution if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years;

(f) to authorize the Mayor and the Treasurer to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes;

(g) to authorize the Mayor, the Treasurer and other proper officers of the Town to take all other action which is necessary or desirable to complete the project and to issue bonds or notes to finance the aforesaid appropriation.

Copies of the complete appropriation and authorization resolution will be made available to the general public.

2. Pursuant to Chapter 8, Section 4(F) of the Town Charter to adjourn said Special Town Meeting at its conclusion and to submit the aforesaid resolution to vote upon voting by paper ballot or voting machines on November 26, 2019, between the hours of 12:00 P.M. and 8:00 P.M.

Voting will be at the following polling places:

District 1, Murphy Building, 61 Keech Street, Putnam, Connecticut;

District 2, Public Works Garage, 151 Fox Road, Putnam, Connecticut

Persons qualified to vote in town meetings who are not electors shall vote at:

District 1; Murphy Building, 61 Keech Street, Putnam, Connecticut

The aforesaid resolution will be placed on the paper ballots or voting machines under the following heading:

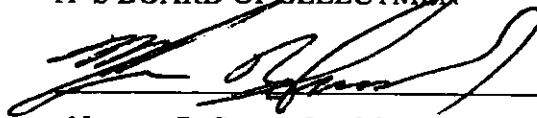
“SHALL THE TOWN OF PUTNAM APPROPRIATE \$1,500,000 FOR THE WPCA IMPROVEMENTS PROJECT AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT?”

Voters approving said resolution will vote “Yes” and those opposing said resolution will vote “No.”

Absentee ballots will be available from the Town Clerk’s office.

Dated at Putnam, Connecticut, this 4<sup>th</sup> day of November, 2019 .

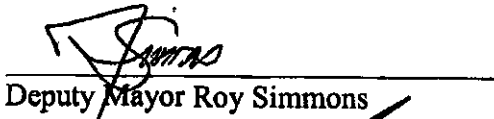
TOWN OF PUTNAM  
IT'S BOARD OF SELECTMEN



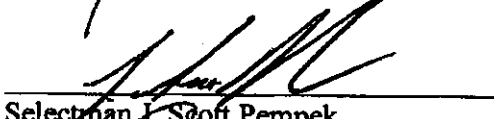
Norman B. Seney, Jr. , Mayor



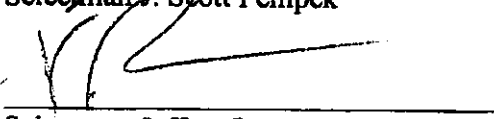
Selectman Donald Steinbrick



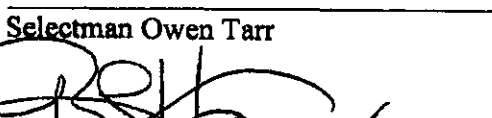
Deputy Mayor Roy Simmons



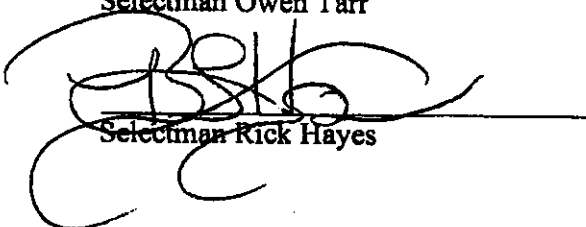
Selectman J. Scott Pempek



Selectman Jeffrey Rawson

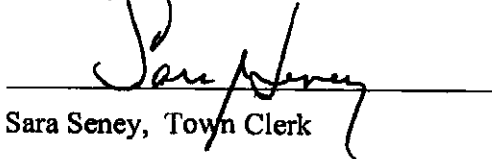


Selectman Owen Tarr



Selectman Rick Hayes

ATTEST:



Sara Seney, Town Clerk

RESULTS OF SPECIAL TOWN MEETING  
NOVEMBER 12, 2019  
AND  
REFERENDUM NOVEMBER 26, 2019

The meeting was called to order at 6:00P.M.

Approximately 8 people were present.

Sara J. Seney read the call of the meeting.

Motion made by Roy Simmons, seconded by Mike Paquin to nominate Norman Seney as Moderator.

Motion made by Roy Simmons, seconded by Mike Paquin to close nominations.

SO VOTED

Norman Seney declared Moderator.

Pursuant to Chapter 8, Section 4 (F) of the Town Charter to adjourn Special Town Meeting at its conclusion and to submit the aforesaid resolution to vote upon voting machines or by paper ballot on Tuesday, November 26, 2019, between the hours of 12:00 P.M. and 8:00P.M.

The meeting will continue for purposes of discussion only on the proposed resolution:

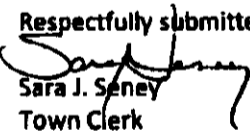
**'SHALL THE TOWN OF PUTNAM APPROPRIATE \$1,500,000 FOR THE WPCA IMPROVEMENTS PROJECT AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT?'**

Motion made by Roy Simmons, seconded by Mike Paquin to amend the time from 12:00P.M. to 6:00A.M. due to the Special Election for the District Authority on the same day.

SO VOTED

Motion made by Roy Simmons, seconded by Mike Paquin to adjourn to Referendum November 26, 2019.

SO VOTED

Respectfully submitted,  
  
Sara J. Seney  
Town Clerk

REFERENDUM RESULTS  
Nov. 26, 2019

Question 1:

	<u>YES</u>	<u>NO</u>
Dist. 1	60	21
Dist. 2	37	13
<b>Totals:</b>	<b>97</b>	<b>34</b>

Total Registered Voters: 6014

Total Voted: 131                      2% Voter Turnout