

MAYOR AND SELECTMEN'S MEETING AGENDA
Monday, September 18, 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/89094339223>

Meeting ID: 890 9433 9223
• +1 646 931 3860 US

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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 September 5, 2023, Board of Selectmen Meeting
 5. Petitions & Communications
 6. Reports of Special Committee
 - A. Pension Committee
 7. Reports of Standing Committees
 - A. General Government Committee
 8. Town Administrator Report
 9. Unfinished Business
 - A. Sticker program – revenue update
 10. Grant Considerations and Updates
 11. New Business
 - A. Consider the appointment of Anne Lamondy, as the Putnam representative to NDDH Board.
 - B. Consider the appointment of Michael Santerre to the Veterans Advisory Committee with a term to expire 11/30/27.
 - C. Consider the appointment of Delia Fey to the Economic Development Commission with a term to expire 8/31/25.

D. Putnam Elementary School Roof Project

Consider the appointment of: Maura Higginson, Steve Gagnon, Jaimie Purdon, Gloria Marion and Suzanne Lazarou to the Putnam Elementary School Roof Building Committee.

12. Public Comment – 3- minute maximum per person
13. Executive Session – Possible Claim; Contract Negotiations
14. Adjournment

To Be Approved
 Mayor and Selectmen's Meeting
 Sept 5, 2023
 Also, Via Zoom:
 Meeting ID #
 840 0219 7245

TOPIC		DISCUSSION	
PRESENT:		Mayor Seney, Deputy Mayor Simmons, Selectman Rawson, Selectman Hayes, Selectman Paquin, Selectman Pempek and Selectwoman Marion	
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	Several tenants from Cargill Loft Mills Apartments spoke to the Mayor and Selectmen regarding the lead, mold, moisture and various health and safety concerns in the apartments. Tenants spoke about the lack of concern from the Town.	
4.	Approval of the Minutes	A.	Minutes from August 21, 2023, Board of Selectmen Meeting Selectwoman Marion made a motion to approve the minutes from the August 21, 2023, Board of Selectmen meeting as presented. The motion was seconded by Selectman Pempek and passed unanimously.
5.	Petitions & Communications	None	
6.	Reports of Special Committee	None	
7.	Unfinished Business	A.	Sticker program – revenue update Town Administrator Sistare reviewed the Sticker program revenue with the Board of Selectmen.
8.	Grant Considerations and Updates	None	

9.	New Business	<p>A. Consider the appointment of James Douglas Taylor to the Redevelopment Agency with a term to expire 11/30/27.</p> <p>Deputy Mayor Simmons made a motion to appoint James Douglas Taylor to the Redevelopment Agency. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>B. Loan Resolution – WPCA</p> <p>Deputy Mayor Simmons made a motion to authorize the Mayor and WPCA Superintendent to sign the Loan Resolution for the WPCA. The motion was seconded by Selectwoman Marion and passed unanimously.</p>
10.	Public Comment	<p>3 minute maximum per person</p> <p>J. Gerhart of Lamothe Street spoke to the Selectmen about the revised trash program.</p>
		Respectfully submitted: Denise A. Geeza, Executive Session

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.
- Contract negotiation for municipal solid waste (MSW) contract in final stages, with expected final version for Selectmen consideration on September 18th BOS meeting.
- Executed revaluation contract with Vision Government Solutions for the October 1, 2024 Grand List Revaluation. Initial data collection and other efforts to begin in upcoming weeks.
- Same as last month: 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 financial activities, including requesting and receiving BOF approval for some relatively minor transfers. FY23 General Government operating budget year-end as meeting/exceeding budgeted revenues, and under budgeted expenditures.
- Ongoing FY24 budget management, including coordinating with Finance Department and all departments for encumbrances and planning.
- Hired and onboarding efforts for Finance Accounts Payable Clerks.
- Advertised and interviews for Assessor position.
- Ongoing coordination with new Blight Officer and several departments that require coordination (Building, Fire, ECD, Land Use).
- Held Pension Committee meeting, including our consultant presentation of pension plan.
- Continued review with consultant for Town electrical accounts, including planning for account modifications and other energy efficiency measures.

Upcoming

- MSW Contract and coordination of residential program, including planning for FY24 transition to carts and invoicing.
- Same as last month: Continued coordination with BOE regarding School Renovation Project, and awaiting State determination based on our response.
- Onboarding for new Assessor, with expected mid-October start date.
- Similar to last month: progress on projects using ARPA funds, including final design progression on Kennedy Drive Parking, and ACOE input regarding scope of Simonzi Park. Late September meeting scheduled with design team and Eversource for Kennedy Drive parking.
- Ongoing /same as last month: Coordinating with Finance Director and HR Director regarding auto and property updates (including tracking sale information), and overall asset management.

Road and Sidewalk Improvements

Recent / Ongoing

- Same as last month: Church/Woodstock Ave project close out and file/records requirements.
- Grove Street sidewalks: recent final and punchlist activities, with continued bi-weekly progress meetings and coordination between NECCOG, contractor, inspector, DOT, police and Town. Expect upcoming change to add South Main pavement and fence 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 paving projects in various locations around town. [Ongoing: Highway has various additional paving projects ongoing and upcoming.]

Upcoming

- Grove Street: ongoing construction management, and final project financial analysis.
- School Street: coordinate with NECCOG and DOT for support towards construction.
- Highway Department various throughout town.

Bridges

Recent

- Danco Road Bridge: Held 100%+ design review meeting with consultant, reviewing construction cost estimate and initial planning for Town CIP needs.
- 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. E Putnam over Cady Brook and Chase Road over Cady Brook are planned. 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. Initial planning for FY24 bridge inspections, including the one-lane to WPCA.
- Danco: coordinating with Town Counsel and property owners for right-of-ways for minor intrusion into adjacent properties. Expect bidding to be in 2023, with 2024 construction start.
- 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

- Senior Services. Recreation Office received about \$27k from ARPA state funds directed towards Senior Services, applied to a new transportation van/vehicle that allows for wheelchair access.
- Ongoing: Gravel excavation by contractor for Sabin Street Recreation Field construction work. Land Use Agent leading. Crushing activities end with the start of the school year; based on onsite conditions, expect summer 2024 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 towards 60% deliverable.
- Air Line Connection between Putnam and Thompson: coordinating with DEEP regarding scope of Recreational Grant contract agreement for our awarded \$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 Fall DEEP/Town Recreation Grant Contract Award execution.
- Air Line Trail from Pomfret: continued consultant design, September 21st public information meeting being held at Putnam Municipal Complex.

Other Town Responsibilities

Recent

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- WPCA: coordinating with Bond Counsel and Town Counsel for USDA loan closing efforts for wastewater treatment plant storage building and generator project. Expect mid-October loan closing.
- WPCA: Prepared Resolution for full DPH fund support amount (75% grant) plus legal and admin costs. 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

- BOE elementary playground, recently completed, BOE leading with Town input as necessary.
- Ongoing: Stormwater MS4 permit requirements, including text amendments to local regulations (Land Use Agent Bruce Fitzback lead), storm drain sampling and GIS updates.
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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 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

Sticker Revenue

FY 20/21	FY 21/22	FY 22/23	FY 23/24		
			\$72,282.00	\$3.00 Stickers	as of 9/11/23
			\$35,646.00	\$5.00 Stickers	as of 9/11/23
		\$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	
\$194,273.00	\$188,135.50	\$382,408.50	\$107,928.00		

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

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

Totals

Mr Michael L Santerre

Town of Putnam CT | Generated 9/7/2023 @ 2:45 pm by OnBoard2 - Powered by ClerkBase

Status

Name

Mr Michael L Santerre

Application Date

8/9/2023

Expiration Date

8/9/2025

Board Member

Michael L Santerre

Status

subdeter

Board	Vacancies	Status
Veterans Advisory Committee	1	Pending

Basic Information

Name

Mr Michael L Santerre

Date of Birth

5/31/1952

Contact Information

Address

104 Underwood Road, Unit 6
Putnam, CT 06260

Resident

Yes

Ward/District

Email

noni1santerre@gmail.com

Phone

860-315-9216

Political Party

What are your political party affiliations?

Democrat

Additional Information

Notes

Delia P Fey

Town of Putnam CT | Generated 8/31/2023 @ 12:08 pm by OnBoard2 - Powered by ClerkBase

Status

Name

Delia P Fey

Application Date

8/31/2023

Expiration Date

8/31/2025

Board Member

[Delia P Fey](#)

Status

Validated

Board	Vacancies	Status
Economic and Community Development Commission	1	Pending

Basic Information

Name

Delia P Fey

Date of Birth

5/1/1977

Resume File

[Download](#)

Contact Information

Address

341 Woodstock Ave

Apt 2

Putnam, CT 06260

Resident

Yes

Ward/District

Downtown

Email

dpfey570@gmail.com

Phone

[8606080834](tel:8606080834)

Cell Phone

[860-608-0834](tel:860-608-0834)

Political Party

What are your political party affiliations?

Republican

Additional Information

Notes

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