

MAYOR AND SELECTMEN'S MEETING AGENDA  
Monday, October 16, 2023 @ 7:00 PM  
Putnam Municipal Complex  
Room 109  
200 School Street, Putnam, CT  
Also via Zoom:

Join Zoom Meeting  
<https://us06web.zoom.us/j/81596542646>

Meeting ID: 815 9654 2646

• +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 September 18, 2023, Board of Selectmen Meeting
    - B. Minutes from September 21, 2023, Special Board of Selectmen Meeting
  5. Petitions & Communications
  6. Reports of Special Committee
  7. Town Administrator Report
  8. Staff Quarterly Reports
  9. Unfinished Business
    - A. Sticker program – revenue update
  10. Grant Considerations and Updates
  11. New Business
    - A. Disposition of Surplus Real Estate
    - B. Release of rights for a temporary Cul-de-Sac
    - C. Term expiration date for M. Bogdanski - ECD.
  12. Public Comment – 3- minute maximum per person
  13. Executive Session – Real Estate
  14. Adjournment

To Be Approved Mayor and Selectmen's Meeting  
September 18, 2023  
Also Via Zoom:  
Meeting ID # 890 943 39223

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		<p>None</p> <p>Selectman Paquin made a motion to add item 11E. WPCA to the agenda. The motion was seconded by Deputy Mayor Simmons and passed unanimously.</p> <p>Selectman Rawson made a motion to add item 11F. Michael Bogdanski to the ECD Commission to the agenda. The motion was seconded by Selectman Pempek and passed unanimously.</p>
4.	Approval of the Minutes	A.	<p>Minutes from September 5, 2023, Board of Selectmen Meeting</p> <p>Selectman Pempek made a motion to approve the minutes from the September 5, 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	A.	<p>Pension Committee</p> <p>Deputy Mayor Simmons and Selectman Pempek reported that the Pension Committee held an informational session, which was well attended by staff members.</p>
7.	Reports of Standing Committees	A.	<p>General Government Committee</p> <p>Nothing to report</p>

8.	Town Administrator Report		The Town Administrator Report was included in the agenda packet. Town Administrator Sistare reviewed her report with the Selectmen.
9.	Unfinished Business	A.	<p>Sticker program – revenue update</p> <p>The revenue report from the sticker program was included with the agenda packet</p>
10.	Grant Considerations and Updates		None
11.	New Business	A.	<p>Consider the appointment of Anne Lamondy, as the Putnam representative to the NDDH Board.</p> <p>Selectman Pempek made a motion to approve the appointment of Anne Lamondy, as the Putnam representative to the NDDH Board. The motion was seconded by Selectman Hayes and passed unanimously.</p>
		B.	<p>Consider the appointment of Michael Santerre to the Veterans Advisory Committee with a term to expire 11/30/27.</p> <p>Deputy Mayor Simmons made a motion to appoint Michael Santerre to the Veterans Advisory Committee with a term to expire 11/30/27. The motion was seconded by Selectwoman Marion and passed unanimously.</p>
		C.	<p>Consider the appointment of Delia Fey to the Economic Development Commission with a term to expire 8/31/25.</p> <p>Selectman Rawson made a motion to vote on item 11C and 11F at the same time due to only 1 vacancy. The motion was seconded by Selectwoman Marion and passed unanimously.</p>
		F.	<p>Consider the appointment of Michael Bogdanski to the Economic Development Commission</p> <p>Selectman Rawson made a motion to appoint Michael Bogdanski to the Economic Development Commission with a term to expire 8/31/25. The motion was seconded by Selectwoman Marion and passed with 3 yay/2nay.</p>
		D.	<p>Putnam Elementary School Roof Project</p> <p>Consider the appointment of Maura Higginson, Steve Gagnon, Jaimie Purdon, Gloria Marion, and Suzanne Lazarou to the Putnam Elementary School Roof Project Building Committee</p> <p>Deputy Mayor Simmons made a motion to appoint Maura Higginson, Steve Gagnon, Jaimie Purdon, Gloria Marion, and Suzanne Lazarou to the Putnam Elementary School Roof Project Building Committee. The motion was seconded by Selectman Pempek and passed with Selectwoman Marion abstaining.</p>

		<p>E. WPCA</p> <p>Selectman Paquin distributed his letter of resignation as Chairman and a member of the WPCA, effective immediately.</p> <p>Deputy Mayor Simmons made a motion to accept the resignation of Chairman Paquin with regret. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>Mayor Seney and Deputy Mayor Simmons both thanked and commended Chairman Paquin for his service.</p>
12.	Public Comment	<p>J. Gerhart of Lamothe Street spoke to the Selectmen about the revised trash program.</p> <p>Deputy Mayor Simmons made a motion to recess the BOS meeting at 7:31 PM and go into Executive Session for the purpose of Potential Claim, Contract Negotiations, inviting in Town Administrator Sistare, Attorney Roberts, and Sue Starkey from NDDH. The motion was seconded by Selectman Pempek and passed unanimously.</p>
13.	Executive Session	<p>Potential Claim, Contract Negotiations</p> <p>Deputy Mayor Simmons made a motion to reconvene the Board of Selectmen Meeting at 8:51 PM.</p> <p>Selectman Rawson made a motion to approve the Municipal Solid Waste, Recycling and Bulky Waste Pickup, Transport and Disposal Agreement between the Town of Putnam and Willimantic Waste Paper Company, with Contract Date effective July 1, 2023, for a base Contract Term through June 20, 2028. The motion was seconded by Selectman Pempek and passed unanimously.</p>
14.	Adjournment	<p>Selectman Pempek made a motion to adjourn at 8:52 PM. The motion was seconded by Selectwoman Marion and passed unanimously.</p>
		<p>Respectfully submitted: Denise A. Geeza, Executive Assistant</p>



To Be Approved  
Special Mayor and Selectmen's  
Meeting September 21, 2023  
Also Via Zoom:  
Meeting ID # 843 9269 2151

TOPIC		DISCUSSION
PRESENT:		Mayor Seney, Deputy Mayor Simmons, Selectman Hayes, Selectman Paquin, Selectwoman Marion, Selectman Rawson and Selectman Pempek
ABSENT:		
1.	Call to Order	Called to order by Mayor Seney at 4:00 PM
2.	Pledge of Allegiance	Led by Mayor Seney
3.	Communication with NDDH	<div>Mayor Seney submitted a draft letter addressed the NDDH Board of Directors for the Selectmen’s review and approval.</div> <div>Selectman Rawson made a motion to send the proposed letter to the NNDH Board of Directors. The motion was seconded by Deputy Mayor Simmons and passed unanimously.</div>
4.	Adjournment	Deputy Mayor Simmons made a motion to adjourn at 4:22 PM. The motion was seconded by Selectman Pempek and passed unanimously.

## Town Administration

### Contract Updates

- CT DEEP Trail Award for Air Line Trail towards Thompson fully executed. Award amount of \$175k (plus 20% in-kind match required), expect next step procurement of engineering consultant firm.
- Coordination with Win-Waste Lisbon Incinerator for continuation of final MSW disposal - expect 5-year contract.

### Recent

- Executed 5-Year Contract with Casella for municipal solid waste and recycling pickup and transport. Ongoing preparation for Year 2 change to bins and multiple public informational efforts in upcoming months.
- Ongoing FY24 budgeting management with Finance Director and Department Heads. Initial planning for template and Department Head budget efforts for FY25 - expect December 2023 as first efforts towards FY25 budgeting.
- Ongoing coordination with new Blight Officer and several departments that require coordination (Building, Fire, ECD, Land Use).
- Ongoing/Continued review with consultant for Town electrical accounts, including planning for account modifications and other energy efficiency measures.

### Upcoming

- Onboarding efforts for Assessor - Tina Corriveau start date October 12th.
- Advertise and interviews for ECD Director position following recent resignation.
- MSW Contract and coordination of residential program, including planning for FY24 transition to carts and invoicing.
- Similar to last month: Continued coordination with BOE regarding School Renovation Project. (Per October 2nd update from Nancy Cole: she met with state auditor September 20th, state auditor is preparing his final draft report and expects to share with Nancy for comment in October. If there are no questions, final step is processing final reimbursement to Town.)
- ARPA funds: final design and prepare for bidding on Kennedy Drive Parking including EV stations and infrastructure based on Eversource input. The intent is to focus remaining available ARPA funds towards the Kennedy Drive project, and to consider any remaining fund use following that bid receipt. [CT Audubon and ACOE did not select the Simonzi Park Streambank Improvements project for full application for In-Lieu Fee Grant funding. Without that funding support, Simonzi Streambank project costs are not feasible, and any future use of ARPA funds for Simonzi Park will be discontinued.
- 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

- Grove Street sidewalks: final construction efforts to include improvements to South Main Street parking pavement and fencing, planned for late October.
- School Street Sidewalks projects: NECCOG waiting on state confirmation - based on other projects that have been postponed and the overall LOTCIP funding pool, DOT may be able to give authorization for School Street to move to bidding.

- 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: Final DOT coordination including temporary and permanent easements necessary.
- 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%.
- [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 rights-of-way 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**

- Ongoing: Gravel excavation by contractor for Sabin Street Recreation Field construction work. Land Use Agent leading. 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: received fully executed contract from DEEP for Recreational Grant contract agreement for our awarded \$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: plan for consulting engineer selection in upcoming months.
- Air Line Trail from Pomfret: continued consultant design and permitting.

## Other Town Responsibilities

### Recent

°

WPCA: similar to last month, coordinating with Bond Counsel and Town Counsel for USDA loan closing efforts for wastewater treatment plant storage building and generator project. Closing pushed to November.

°

WPCA: Coordinating closing with DPH. 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: re-engaging consultants to plan 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: Belding Grant including Financial Assistance Proposal with State DECD, coordinating project information between parties.

° Ongoing: Stormwater MS4 permit requirements, including dry-weather and wet-weather outfall sampling, text amendments to local regulations (Land Use Agent Bruce Fitzback lead), storm drain sampling and GIS updates.

°

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.

° ICMA Annual Conference

° NEWWA Conference for Lead Service Line Inventory

### Upcoming

° CCM webinars

° CCM Annual Convention November 28th-29th



**TOWN OF PUTNAM**  
MUNICIPAL COMPLEX  
TOWN HALL  
200 SCHOOL STREET • PUTNAM, CT 06260

**Department Head Quarterly Report to Board of Selectmen**

Report Prepared By: Tom Bobrowski  
Department: Blight Enforcement  
Date of Report: October 4, 2023  
Reporting Quarter: **July 31, 2023, through September 30, 2023**

**Next Quarter Upcoming Efforts:**

- Continuing efforts to identify blighted properties & notify owner(s).

**Significant Efforts during Reporting Period:**

- Creation/approval of documents to be used for notification of violators in compliance with Blight Ordinance
- Creation/approval of citation process for violations pursuant to the Blight Ordinance
- 55 properties identified; 45 initial notices sent to property owners; 50% of noticed properties/owners have voluntarily complied with notices & corrected the identified violation(s); 10 fine notices sent (see attached table of activities)

**Boards and Commissions Activities:**

- Presented at Economic and Community Development Commission Meeting on September 12, 2023

**Training and Seminars:**

- Internet Security Training completed on August 7, 2023
- Sexual Harassment Training completed on October 5, 2023

Respectfully,

Thomas Bobrowski  
Blight Enforcement Officer  
(860) 963-6800 Ext 109 (P)  
[thomas.bobrowski@putnamct.us](mailto:thomas.bobrowski@putnamct.us)

Address	Source	First Letter	Notes
1 167-171 S. Main Street	Self	8/7/2023	
2 8 Genevieve Street	Citizen	8/7/2023	Owner cleaning property on 8/12; mowed
3 247-249 Providence Street	Previous	8/7/2023	
4 25 Dudley Street	Previous	8/7/2023	Notice sent to wrong owner
5 30-32 Marshall Street	Self	8/7/2023	Trash removed as of 9/4/23
6 118-120 Pomfret Street	Previous	8/7/2023	State Marshal picked up notices to deliver
7 142 S. Main Street	Previous	8/7/2023	
8 225 School Street	Self	8/7/2023	Trash removed; grass mowed
9 284 School Street	Previous	8/7/2023	Active permit; Barney advised to give until 9/1
10 344 Chase Road	Previous	8/10/2023	Meeting with Scott 8/15
11 13 Chase Street	Citizen	8/7/2023	Trash removed
12 35 King Street	Self	8/7/2023	Mowed/property listed for sale 8/10/23
13 158 Park Road	Previous	8/7/2023	Sold
14 89 Mantup	Previous		Visit on 8/15; see daily log; Lis Penders
15 192 Walnut Street	Citizen	8/14/2023	Junk cars removed/bus relocated 8/21/23
16 16 Park Road	Self		Active building permit
17 207 Killingly Avenue	Self	8/10/2023	See daily log
18 64 Woodside Avenue	Self	8/10/2023	See daily log; efforts ongoing
19 57 School Street	Self	8/10/2023	Bulky items removed 8/13/23
20 7 Mohegan Street	Self	8/14/2023	Trash removed 8/17/23
21 122-124 Powhattan Street	Self	8/14/2023	
22 89-91 Powhattan Street	Self	8/14/2023	Grass mowed 9/4/23
23 180 Recreation Park Road	Previous		
24 21 Dudley Street	Previous	8/17/2023	Notice sent 8/17
25 168 Recreation Park Road	Previous	8/21/2023	Vehicle removed 8/28/23
26 219 Providence Street	Self	8/22/2023	Roof being replaced; permit pulled
27 223 Providence Street	Self		
28 50 Green Street	Self	8/22/2023	Noticed mowed lawn on 9/4/23
29 54-56 Mill Street	Self	8/22/2023	
30 1 Bellevue Street	Self		Active building permit; work being performed
31 181-183 S. Main Street	Self	8/28/2023	
32 29 Sunset Avenue	Self	8/28/2023	
33 177 Park Road	Self	8/28/2023	Left angry VM on 8/31...see daily log
34 54 Park Street	Self	8/28/2023	Lawn mowed 8/31/23
35 46 Park Street	Self	8/28/2023	Spoke with owner...she has hired company to be

36	38 Park Street	Self	9/19/2023	Active building permit/no work; see daily log
37	1-5 Park Street	Self	8/28/2023	Message from owner; trash removed
38	44-48 Farrow's Street	Citizen	8/28/2023	Mattress removed (9/19/23)
39	19 Battey Street	Self	8/28/2023	Grass mowed.
40	171 Providence Street	Self	9/25/2023	Talked to owner; see daily log
41	46 Grove Street	Self	9/5/2023	Mattress removed 9/20/23
42	65-67 Smith Street	Self	9/5/2023	Mattress removed
43	68-70 Smith Street	Self	9/5/2023	Immediate Health issues discussed w/NDDH
44	75-77 Van Den Noort Street	Self	9/5/2023	
45	31 Roosevelt Street	Self	9/5/2023	Dumpster delivered for tenant use 9/15/23
46	76 Chapman Street	Self	9/5/2023	Mowed
47	68-70 Chapman Street	Self	9/5/2023	Trash still present 9/19/23 & 9/28/23
48	49 Battey Street	Self	9/5/2023	Mowed (observed on 9/19/23)
49	133 Grove Street	Citizen		Mattress removed prior to visit
	7 Dewey Street	Self	9/25/2023	Grass
	89 Walnut Street	Self	9/25/2023	Garbage
	47-49 Mill Street	Citizen		Playscapes litter the yard/not blight
	38 George Street	Citizen		Spoke with owner's daughter; see notes
	324-328 Church Street	Self	9/28/2023	

October 5, 2023

Mayor Seney  
Town Administrator  
Board of Selectmen  
126 Church Street  
Putnam, CT 06260

RE: Building Official/Z.E.O. Report – 3rd Quarter 2023 – (July-September)

Hours: Monday – Wednesday 7:30 – 4:30  
Thursday 7:00 – 6:00  
Friday 7:00 – 1:00

**ALL ITEMS BELOW, IN BOLD, ARE CURRENT ACTIVITY**

**ONGOING AND UPCOMING:**

**97 Providence Pike – Garden Center Area – Generator install commencing**  
**314 River Road – Wheelabrator – Scale House - complete, Office - complete,**  
**Pre-Treatment Bldg. ongoing, Wheel Wash Bldg. ongoing**  
**123 Park Road – Additional building - ongoing – slab poured – steel delivered**  
**50 Providence Pike – Montana Nights finish-out - ongoing**  
**105 Cady Road – rebuild ongoing**  
**125 Kennedy Drive – interior renovations – ongoing**  
**36 Ridge Road – New owner (Sever) –interior renovation – ongoing**  
**38 Ridge Road - mezzanine - ongoing**  
**146 Park Road – Take-out/waiting area addition – ongoing**  
**5 Kennedy Drive – Addition and remodel – ongoing – Phase 2**  
**26 Liberty Highway – rebuild after fire – ongoing**  
**19 Brookside Landing – new house – ongoing**  
**88 Providence Pike – Toyota Dealership – waiting for permit application**  
**125 Kennedy Drive – Water Treatment Building – waiting on permit application**  
**257 Heritage Road – new house – CO scheduled**  
**399 School Street – Fire scene – working with insurance and waiting on Engineer letter –**  
**Repairs ongoing**  
**139 Pomfret Street – Vachon – addition and renovations to dealership**  
**97 Providence Pike – Cannabis Retail – in for permit**  
**68 Five Mile River Road – new house - clearing**  
**500 Five Mile River Road – new house - clearing**  
**546 Five Mile River Road – new house - clearing**  
**77 Industrial Park Road – new bldg. – ongoing**  
**155 Groveland Avenue – new house – ongoing**



**ONGOING AND UPCOMING CONT:**

64 Providence Pike – KFC renovations  
168 Elmwood Hill Road – Renovations and addition  
158 Park Road – Demo and renovations – planning stages  
20 Joslin Road – Renovations due to fire – 2<sup>nd</sup> floor

**ZONING:**

Update Zoning Regulation for Accessory Dwelling Units – ongoing  
3 Park Road – possible Cannabis location - public hearing continued  
215 Park Road – Special Permit – Autobody Shop -  
139 Pomfret Street – Vachon – met Architect  
Halloran-Sage – ADU questions regarding non-conforming structures  
158 Park Road – uses  
Bates Avenue  
50 Providence Pike – Commercial condos – met with owner

**TRAINING:**

2021 International Swimming Pool and Spa Code – Roundtable – 2 hrs

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Building Permit	141	58,860.58	5,055,313.30	0.00	0.00	0.00	0.00	0.00	0.00	1,315.34	1,410.00	56,135.24
Demolition Permit	1	175.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	165.00
Electrical Permit	26	4,776.72	416,555.00	0.00	0.00	0.00	0.00	0.00	0.00	109.72	260.00	4,407.00
Fire Protection Permit	1	100.08	7,800.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	10.00	88.00
Gas Permit	9	417.50	20,303.53	0.00	0.00	0.00	0.00	0.00	0.00	6.50	90.00	321.00
Mechanical Permit	23	3,633.52	295,228.00	0.00	0.00	0.00	0.00	0.00	0.00	78.52	230.00	3,325.00
Plumbing Permit	12	2,020.68	164,850.00	0.00	0.00	0.00	0.00	0.00	0.00	43.68	120.00	1,857.00
Grand Totals	213	69,984.08	5,975,049.83	0.00	0.00	0.00	0.00	0.00	0.00	1,555.84	2,130.00	66,298.24
Grand # Voids	0											

## **Board of Selectman Quarterly Report – October 2023**

### Economic and Community Development

**Enterprise Corridor Zone** – This is a five-year 80% abatement of local property taxes on qualifying real estate and personal property. Two businesses in the Industrial Park have submitted successful applications: Magnetic Technologies and Paramount Glass.

**Trails** – The Town has been working on securing funds to connect the Air Line Trail from Putnam to Thompson. We recently received funding through the Recreational Trails Grant of \$175,000. It has been decided, with support from the Trails Committee, that the best use of these funds is continued design and surveying work.

**Putnam Arts Council** – The PAC has been working on solidifying a grant and scholarship program for local artists to further their skillset. Sponsorship forms have been created and will be in circulation in the coming months. The PAC is looking at conducting a winter fundraiser known as an Art Heist. A new member was appointed in July: Annie Joly.

**Farmers Market** – The Farmers Market is in the process of finding a new Market Manager. The Town has been reviewing the financials of the market to determine an appropriate pay rate and vendor fee. New applications have been created for next year and a new website page has been created, allowing the elimination of their current webpage.

**One-Pager Initiative** – A small business loans postcard was created to explain the benefits of the SBLP.

**Community Garden** – We have been planning community programming to encourage activities among the gardeners. We hosted a local organic, no-till farm to the Municipal Complex for an open discussion on July 25<sup>th</sup> with a great turn-out from the public. Gardeners have had success with their plantings this season.

**Job Resource Center** – We have continued to update the Job Resource Center on the ECD website. It culminates jobs available through online databases like Indeed, the Northeast Chamber of Commerce and WINY as well as local opportunities for career development through QVCC. We continue to receive responses from Putnam industries to update them of this opportunity to post locally.

**Business Retention Gifts** – The Town printed and hand delivered gifts to all the Industrial Park tenants, along with a survey on September 1<sup>st</sup>. This was made much easier given the recent tours conducted by the Director.

**Small Business Saturday** – The Town has been working on promoting small businesses with the PBA on November 25<sup>th</sup> for Small Business Saturday. An initial email has been sent to all retail businesses and they are extremely receptive to the idea.

## **Board of Selectman Quarterly Report – October 2023**

### Putnam Redevelopment Agency (PRA)

**Community Development Block Grant (CDBG)** – The CDBG is a grant program conducted by the State Department of Housing in which we received \$400,000. We utilize Mary Bromm as our consultant from the Town of Killingly to complete the administrative and technical duties. The Town's use of funds was planned to end in June of 2023, but an extension was granted for all funds to be used by February 2024. PRA Director recently attended a week-long training and passed certification.

**Blight** – The Town hired a blight officer to begin on July 31<sup>st</sup>. A report was made to the PRA on September 12<sup>th</sup>. Please review Blight Officer's quarterly report for further information.

**Affordable Housing Plan** – The Affordable Housing Plan was adopted by the Zoning Commission on April 19<sup>th</sup>. A final version of the plan was sent to the state and placed on the Town's website on May 31<sup>st</sup>. AHP's will be required by state statute every five years. Commission members have been given training opportunities pursuant to the AHP through UCONN's CLEAR program.

**Small Business Loan Program** – We are currently servicing one loan for Centric Relations which is a dental lab in town; it is a \$25,000 loan, 5-year term, at 4% interest for a piece of equipment. The Small Business Loan Program has been relaunched with new applications, an informational segment on WINY, and handouts. A loan committee has been established to conduct approvals and underwriting.

**CT DECD 2022 Municipal Brownfield Assessment and Remediation Grant Program** – The Town has received \$2 million through this grant program for the clean-up and remediation of both Belding Mill and the Metal Maste property. The town submitted a letter of support for the BRRP (Brownfield Revitalization and Redevelopment Program). A text amendment was passed by the BOS unanimously to be a mechanism for abating taxes on projects costing more than \$1 million.

**Brownfield Grant Programs – Round 18** – A grant was submitted on September 22<sup>nd</sup> for \$200,000 to complete an assessment of 2 Furnace Street and 50 Mechanics Street. The Town utilized One Earth Environmental as a partner for preparing the grant. Awards will be announced in the coming months.

**Battery Storage Properties** – The Town holds three properties on Park Road that were initially thought to be developed for battery storage. They have been under an option to purchase contract with two companies. Both companies in the past month have dissolved the contract, noting they completed interconnectedness studies that do not support development for battery storage. An appraisal is being conducted for the properties to be put on the market.

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### **Professional Development**

July 19<sup>th</sup> – Advance CT Partners Meeting

August 3<sup>rd</sup> – CHR Ribbon Cutting

August 24<sup>th</sup> – Business After Hours, Northeast Chamber of Commerce

August 25<sup>th</sup> – Eastern Connecticut Land Bank

September 5<sup>th</sup> – Northeast Commercial Investment Division

September 27<sup>th</sup> - Advance CT Partners Meeting

September 29<sup>th</sup> – Eastern Connecticut Land Bank

### **Ribbon Cuttings**

Leona's Baking Company – September 14<sup>th</sup>

Stove King – August 19<sup>th</sup>

12<sup>th</sup> Dimension – August 10<sup>th</sup>

## **2023 Facilities quarterly report July – September**

Prepared by Kevin Lamothe October 2 ,2023

### **July**

New England Service and Controls performed the quarterly preventative maintenance service on the HVAC equipment.

Griggs & Browne onsite for quarterly monitoring and maintenance service.

Due to the weather, weed control and eradication have been a constant effort weekly.

Rooter Man called to unclog and camera the restroom sewer drains.

EDS Mechanical was called in to assist and rectify the issue by way of changing the flushometers for better water flow.

### **August**

Facilities took down the borrowed tent for the library summer programs. I am working with the library board, exploring options to purchase their own tent moving forward.

Capital Carpet replaced several stained areas of carpet tiles with a more durable color to handle the foot traffic.

Kinsley Generator completed their bi-annual preventative maintenance on the generator.

### **September**

Downes Construction and sub-contractor replaced the damaged area of flooring in the community room and kitchen area.

Impact Fire completed the quarterly fire suppression system preventative maintenance.

The Water Department performed their regular backflow testing.

### **Upcoming projects**

I am currently working on securing a contract to service our Emergency Management BDA system.

We are preparing to repaint several walls in high traffic areas.

I am awaiting pricing and availability of materials to install chair rails in the selectman's chambers and conference room 109.

# **Finance Department**

## **Quarterly Report (July – September 2023)**

October 2023

### **1. Summary**

Process BOE request of transfers for their Bi-Weekly payroll and weekly Payables.  
Process weekly transfers of monies for Payroll for both Town and WPCA.  
Reconcile monthly, ALL the bank statements to the General Ledger  
Continue reviewing the status of outstanding checks that have not been cashed by the different Vendors in the various funds.  
My office processes the sticker requests for trash orders from the area stores.  
I have a new employee that will fill the Accounts Payable position. She started this past September. Working out very well.

### **2. Audit**

Continue the work on cleaning up old accounts. Preparing for the end of fiscal year audit.

### **3. Budget**

Will Continue to monitor the FY24 budget as we proceed through the year.  
Monitoring the Capital Project Budgets in Infinite Visions for FY 2024.

### **4. Revenue**

Continuing work on prioritizing projects for the ARPA funding received in FY21 through FY24 the balance is \$2,068,884.80. All funding has now been received.

General government budget collected \$11,603,075.95 this quarter. Highlighting some of the depts; \$9,903,711.97 in revenue from Revenue office taxes, \$63,991.50 Town Clerk, and \$59,279.24 Building Dept.

Stickers for trash pickup took in \$145,908.00 this quarter. This account is now included in the General government's budget.

The daily deposit tickets are scanned into Infinite Visions after they are verified and posted.

## **5. Expenditures**

Continue updating the W-9's as needed.

Processed invoices & payroll totaling \$2,565,702.51 out of the General Government budget.

When invoices are processed for payment, they are scanned into Infinite Visions.

## **6. Capital Improvement Project (CIP) & Fixed Assets**

Continue reviewing the list for FY24 Fixed Assets for accuracy and necessary list for insurance components.

## **7. Training & Conferences**

We continue cross training of duties within the department.

Making improvements on the procedures for processing invoices and generating accounts receivable invoices. All with making improvements to the Req/PO's, having the requester scan into IVisions and attaching it to the Req, any and all supporting documentation for their purchase.

We are taking refresher class/Webinars for training in the different modules.

## **8. Next Quarter/Upcoming Activities**

Auditors will be onsite October 24<sup>th</sup> – 26<sup>th</sup> for the yearly audit.

Students who have been awarded various scholarships through Putnam High School, will be submitting their information for payments to be processed to the various colleges for the fall semester.

Maureen Benway

Finance Director





**TOWN OF PUTNAM  
FIRE MARSHAL  
EMERGENCY MANAGEMENT  
3<sup>RD</sup> QUARTER STFF REPORT**



**FIRE MARSHALS OFFICE**

**Staffing**

Future Deputy Fire Marshal Ryan Walsh began fire investigation certification classes on September 11. He will travel to Hartford and Southbury 3 days a week until the end of October. The projected graduation date is October 27<sup>th</sup>. After certification, all fire investigations will include both fire marshals until DFM Walsh is comfortable with the investigation process. In the future, dedicated “on-call” schedules will be implemented to ensure 100% Fire Marshal coverage. Beth Barrett has begun working with the Fire Marshals Office as an Administrative Assistant. Beth will continue to assist in the office 1 day weekly anywhere from 5 – 8 hours. Duties include scheduling, filing, correspondence, program preparation, organization, and more. Beth will be an extremely valued asset to the office.

FM Belleville has successfully completed the recertification process for Certified Fire and Explosion Investigator sponsored by the National Association of Fire Investigators, International. The certification is a 5-year cycle with a board review process that includes training hours and the number of investigations completed. The initial certification includes an extensive background in fire investigation experience, training, and a rigorous testing process.

FM Belleville has been appointed as the Connecticut Fair Plans Windham County Coordinator for the annual Fire Prevention Poster Contest. The contest includes 4<sup>th</sup> and 5<sup>th</sup> grade students from local classrooms who create a fire safety poster. Posters are judged on several levels, starting with 2 winners from each grade in each town, who move to the county level, and then the state level. The state winner receives a scholarship from the Connecticut Fair Plan and the cover of the annual calendar. Locally we always make the contest a big deal and give prizes for the top 3 posters in each grade. Those winners receive prizes from the Fire Marshals Office for their posters at a school assembly.

**Fire Prevention**

October is Fire Prevention Month and preparation for presentations to various groups has begun. Scheduling and preparation of fire prevention materials takes an immense amount of time to properly conduct an effective community outreach program. From preschool aged children to older adults the Putnam Fire Marshals Office is committed to providing the information and resources to promote and uphold a fire safe community for our customers. We will be traveling to schools, businesses, and residential complexes delivering several fire safety talks and programs.

The Fire Marshals Office continues to witness and participate in fire drills at the schools. The newest fire code has a few changes for drill requirements and being onsite is helpful.

## **Inspections**

Fire code inspections continue on a daily basis. Currently most inspections are done by request of the property owner or property management due to the lack of manpower. Once DFM Walsh has completed his training, inspections will be done on a more proactive approach. Some of the major inspections completed for the 3<sup>rd</sup> quarter are listed below:

Putnam Elementary School (Door Mags, Complete Inspection)	Dimension Polyant (Sprinkler Review)
Day Kimball Hospital	Foster Corp. (Numerous Alterations)
YMCA (Camp Cutler)	Ella Grasso Gardens
Matulaitis Nursing Home	5 Kennedy Dr.
Lofts at Cargill Mill	Pall Corp (Sprinkler Review, Alterations)
Windham Container (Sprinkler Review)	Residential Properties (Renovations, Annual Fire Code)
John M Dean (Sprinkler Review)	Ensinger (Sprinkler Review)
KFC (Major Renovation)	Montana Nights (New Buildout)

## **Incidents**

There were no major fire losses for the 3<sup>rd</sup> quarter. Over the 3-month period there were 21 requests for Fire Marshal services by fire, police, and dispatch centers. 15 of the 21 were after business hours or weekends. All 21 requests were fulfilled without mutual aid assistance.

## **Training**

Connecticut Fire Marshals are required to obtain 90 continuing education units (CEUs) on a 3 year cycle. All training CEUs need the approval of the Connecticut Office of Education and Data Management.

3<sup>rd</sup> Quarter Training;

FM Belleville

Appliance Fire Investigation – 3 CEUs

Lithium Ion Battery Fires - 3 CEUs

Fire Flow Analysis – 3 CEUs

Fire Scene Physical Evidence – 4 CEUs

Scientific Method for Fire & Explosion Investigation – 3 CEUs

Bi-Directional Amplifier Code Requirements – 2 CEUs

## **Permits**

Burn permits historically wind down during the summer months due to weather and vacations. Permits for open burning have increased as the colder weather becomes more prevalent. Only 1 permit was issued for July but the quarter saw 8 permits for open burning. Since January 1, 2023, 30 Burn Permits have been issued.

Liquor permit requirements have changed. In the past a signature or proof of annual inspection was required on the liquor permit application which meant that the permittee would contact the Fire Marshal to schedule an inspection. As of October 1, 2023 the sign off by the Fire Marshal is no longer required. However, per CT Fire Code the annual inspection is still a requirement. This means that the local Fire Marshal will have to contact the permittee to schedule the inspections.

## **EMERGENCY MANAGEMENT**

### **Staffing**

Both EMD Belleville and D-EMD Turner continue to be active members of the Region 4 Incident Management Team. John and Scott work as a team to keep all IMT-4 equipment in a state of readiness. In July, IMT-4 was deployed to New London to assist with Incident Command, EOC operations, and overall incident preparation.

D-EMD Turner is active with the Region 4 Amateur Radio Team (ARES). ARES held a major role in communications for the Brooklyn and Woodstock Fairs.

EMD Belleville continues as the North Chair for Region 4 Emergency Management, President of the NECT Emergency Management Committee and the Region 4 Regional Emergency Planning Team Steering Committee. The Steering Committee reviews the grant proposals from all Region 4 Emergency Support Functions, decides which projects will be most appropriate for regional response. This year over \$350,000 was awarded to projects in Eastern CT, including Putnam.

### **Emergency Management Assets**

The Town of Putnam is custodian of numerous Region 4 Emergency Management assets. These assets have all been funded by FEMA and the Connecticut Department of Emergency Management and Homeland Security (DEMHS). Funding often includes maintenance and repairs of the equipment. Recently the Region 4 F-450 tow vehicle had the engine fail. The truck is a 2011 with @ 11,000 miles on it and out of warranty. The decision to repair the vehicle was approved by DEMHS and the engine was replaced at no cost to the Town of Putnam. Total cost of repair was \$21,175.

The Polaris Ranger UTV continues to be a popular asset for the Region. Out of all the Region 4 assets, it is the most requested. Most recently the UTV was deployed to Scotland, CT after 3 bridges had washed out leaving residents stranded. The unit is housed and hosted by the Putnam Fire Department who uses the unit when it is not deployed to other large-scale events or emergencies.

Assets housed in Putnam were recently deployed for the Main St. Car Cruise and the July Fireworks.

### **Training**

Both Scott Belleville and John Turner attended a full day Mass Casualty Incident Training at the Eastern CT Fire School which was sponsored by the Red Cross.

Both Scott Belleville and John Turner attended the full day Silver Jackets Flood Awareness Class at Eastern CT Fire School.

Both Scott Belleville and John Turner attended a 2hr Eversource Training

### **Emergency Management Meetings**

#### **EMD Belleville**

- School Safety Committee
- REPT Steering Committee
- NECT Emergency Mgmt Committee
- Eversource Quarterly Meeting

#### **D-EMD Turner**

- ARES Radio
- Eversource Quarterly Meeting
- NECT Emergency Mgmt Committee

## **Weather Events**

Several weather related events have Emergency Management on alert and prepared to respond as needed. We will typically monitor extreme heat and cold, power outages, precipitation amounts, dam flows, wind, and warnings/watches. Typical summer heat will create the Governor to declare extreme heat protocols which includes the opening of a cooling center and registering with 211. Below is a list of weather events.

7/3/23 – Heavy Rainfall/Heat Wave

7/9&10/23 – Heavy Rainfall

7/13-15/23 -Heavy Rainfall

7/21/23 – Severe Thunderstorms

7/27/23 – Severe Thunderstorms

7/29/23 – Severe Thunderstorms

9/11/23 – Heavy Rainfall

9/13&14/23 – Heavy Rainfall

9/22/23 – Heavy Rainfall

TO: Mayor Seney and Board of Selectmen

FROM: Travis Serrine, Highway Superintendent

Re Quarterly Report

The following work projects were performed by the Highway Department. The Mechanic worked on scheduled and emergency maintenance.

## **July**

- Pothole patching and basin top cleaning.
- Tree removal
- Roadside mowing
- Equipment repairs
- Road prep and paving
- Prepping roads for milling contractor
- Drainage structure replacement
- Catch basin vacuuming.
- Brush chipping
- Stop bar and line painting

## **August**

- Pothole patching and basin top cleaning.
- Equipment repairs
- Road prep and paving
- Roadside mowing
- Traffic control for Milling contractor
- Traffic control for Kennedy Drive project and sub-contractors
- Town wide metal pick up.

## **September**

- Pothole patching and basin top cleaning.
- Equipment maintenance
- Catch basin replacement and repairs.
- Wood removal and brush chipping.
- Road prep and paving

- Curbing install on multiple roadways
- Catch basin vacuuming and pipe clearing.
- OSHA bloodborne pathogen training.



# TOWN OF PUTNAM

Municipal Complex  
200 School Street  
Putnam, Connecticut 06260  
Telephone: (860) 963-6800

## **Human Resource and Payroll Department**

### **July 2023 – September 2023 Quarterly Report**

**From: Mariah Clifford, Department Head**

#### Payroll:

- Accrued Wages
- Leave Balance Transfers/Yearly Accruals
- FYE Rollover
- FYE Completion for Town/WPCA
- Summer Camp Orientation
- Open Enrollment Changes

#### Pension:

- Hooker & Holcombe Pension Presentation to Pension Committee and all employees

#### FMLA/Workers Comp:

- 1 employee return from FMLA, 8/7/2023
- 1 employee out of FMLA as of 8/15/2023 – returned on 9/11/2023
- 1 employee returned from FMLA, 8/21/2023

#### Employment Changes:

- Blight Enforcement Officer hired, 7/31/2023
- Accounts Payable Clerk hired, 8/22/2023
- Adult Services Librarian retired, 9/1/2023
  - External posting
- Assessor resignation, 9/8/2023
  - Offer accepted for new Assessor – Start date 10/12/2023

#### Misc Efforts:

10/4/2023

Page 1 of 2

Human Resources and Payroll Department  
Mariah Clifford

- Fixed Asset Training completed.
- KnowBe4 Annual Training completed for all employees.

Q4 2023 Expected Efforts:

- Union negotiations preparation.
- Sexual Harassment Training for all employees
- Start update to Library Personnel Policy
- Audit continuation of assets/integration to infinite visions
- Continue Government Accounting class study/exams
- Continue training towards CCMO (3 classes taken in Q3)
- Member of SHRM. Study/Exams towards SHRM-CP Certification



## **Land Use Agent Report**

**3rd Quarter 2023**

**Update for 3rd Quarter 2023 July, August, September**

**Bruce Fitzback Land Use Agent**

### **Inland Wetlands and Watercourses Agency**

July: 76-88 Providence Pike McGee Automotive Family, Toyota of Hanover, Approved

August: 165 Kennedy Dr. Town of Putnam Parking lot redesign, Approved

Sept: No Activity

### **Planning Commission**

July: 285 & 357 River Rd, 285 River Road LLC & Putnam River Road LLC, 11 Lot Re-Subdivision  
Public Hearing closed, Waivers Approved

August: 285 & 357 River Road 11 Lot Subdivision, Approved

Sept: 20 Dudley St, Release of right for Cul-de-sac, Positive approval

### **Zoning Commission**

July: 285 River Rd & 357 River Road, Excavation Special Permit, Approved

### **Plan of Conservation and Development**

July: No activity

Aug: No activity

Sept: No Activity

### **Flood Prevention Management**

July: FEMA Regulatory Amendments, complete

August: FEMA Amendments, Approved by Planning and Zoning,  
Documents sent to State CT, forwarded to FEMA

Sept: No Activity

### **Sabin St. Recreation Field**

July: Rock Hammering, rock crushing, gravel hauling

August: Portable crushing plant rock crushing, and gravel hauling

Sept: Rock crushing stopped; school is in session. Current estimates, there is still enough suitable material  
and rock for another season of gravel operation next year.

### **Stormwater**

July: CDM Smith stormwater outfall sampling and mapping

August: CDM Smith updates IDDE sampling on the Town mapping

Sept: Working on a new contract

## **Quinebaug Technology Park**

No activity

## **Private Project improvements include water, sewer, stormwater, and site review components.**

51 Providence Pike, Burger King - remediation plan approved.

## **Pedestrian and Bike Trails**

Airline State Park Trail

Prepare mapping of the proposed trail gap between Putnam and Thompson for DEEP meeting  
September 18<sup>th</sup> DEEP meeting concerning P & W Railroad and the proposed trail location.

## **Cellular**

July: Contract back to AT&T with comments

## **Solar**

Glenvale Solar, 56 River Rd. 4 MW array at CT Siting Council Docket 514 has been acted upon, awaiting approval of Development and Management Plan.

WPCA: 4 Kennedy drive and 83 Park St solar projects under way.

LSE Scorpius, LLC 112 & 580 Hawkins Rd, Solar array

## **Electric Vehicle & Charging stations.**

Meetings with Eversource, J&D Civil Engineers

## **Disposition of Surplus Real Estate**

**First Group:** Groveland Ave 56, 58, 110, 157 and 94 Oak St, Sealed Bid Auction protocol, and instruction document prepared and presented for scheduling BOS meeting.

**Training:** July 17<sup>th</sup>, EPA Nonpoint Source Pollution  
August 13<sup>th</sup>, UConn CLEAR, CT Geoportal  
Sept 26<sup>th</sup>, UConn CLEAR, New CT Stormwater Manual

Respectfully Submitted,

Bruce Fitzback, L.S.

Land Use Agent  
Town of Putnam  
126 Church Street  
Putnam, CT 06260  
Office: 860-963-6800, x 114  
Email: [Bruce.Fitzback@putnamct.us](mailto:Bruce.Fitzback@putnamct.us)



## Board of Selectmen Quarterly Report October 2023

"I have found the most valuable thing in my wallet is my library card."  
Laura Bush

The first quarter of the 2023-2024 fiscal year was very well attended in the library! The average walk in attendance per week was 903, with the highest weekly visitor count at 1,037. The addition of the playscape to the summer reading programs was the icing on the cake, and the tent lent to us by Grill 37 made all of the outside programs cooler! The library will be buying a tent for next summer, and Kevin will help us to put it up and take it down. It's hard to believe that we've been in our new space for two years already...

The circulation this summer was the highest number for the last ten years! 18,232 items were checked out at the library in the first three month of the fiscal year. In recent years we have augmented the print books with STEAM (Science, technology, engineering, arts and math) kits and Wonderbooks, which add an audio element to the print children's books.

Eastconn started offering an ELL (English language-learners) program at the library in September. They meet on Mondays and Wednesday from 5:30-7:30 pm in one of the library's program rooms. They started with four students and we are hoping that this will be the start of a valuable program for many people. Another new resource this fall is Grandparents Raising Grandchildren, offered by Senior Resources. They will meet from 10 am-12:30 pm on the first Wednesday of every month to offer a place for grandparents to share feelings, experiences and resources. We believe that the library is a central place for people to get connected with resources that can help them to grow and learn, and we open our arms to agencies who are willing to provide those resources.

We are in the midst of hiring a new Adult Services librarian after Patricia Jensen retired in August after almost 38 years! This professional position will be responsible for adult programming and outreach into the community, as well as circulation desk duties. Other than this planned retirement our staffing has been stable for the last year. Our library staff is smart, helpful and thoughtful. They go above and beyond to assist the public with whatever information needs they have and create a caring community for all.

The Library Board of Trustees and library director went through the process of designing a logo and tagline in 2010. The process was facilitated by one of the Board member's daughter who works in the PR world, and the resulting logo and tagline are still valued. As you may remember, a sign with the chosen tagline Read.Learn.Connect was in the front of the old library building but it was left behind affixed to the entry. The Board worked with Chase Graphics to design a wall decal for the inside of the library, which was installed in September. We feel that it is a good description of how the library serves the community and we love the reminder on the wall.

Putnam Public Library offers:

- **Books, magazines, books on CD and DVDs** for children and adults
- **Newspapers** to read in the library
- **Public Internet computers** with Microsoft Office Suite and printing capabilities
- Free **ebook, eaudiobook and magazine downloads** through Overdrive (Libby and Sora apps)
- Free **programs and cultural events** for children, adults and families
- Free or reduced **museum passes**
- Bibliomation consortium offers **more materials** than PPL can own and store
- Free **computer help and wireless connection**
- Library website offers opportunities to **renew and request books online** (gas savings)
- The Friends of the PPL **Book Nook** (gently used books for \$1 or .50)
- **Outreach services** to home-bound patrons

Literacy and life-long learning opportunities that we offer:

- Preschool and toddler **story times and programs** to develop pre-literacy skills
- **Collaboration** with Headstart, Eastconn, NOW, YMCA, Ella Grasso Gardens, Senior Resources, the Family Resource Center and Putnam schools
- **Summer Reading Program** for children, and teens which extends and reinforces school year learning
- **Universal Class** free online classes in more than 500 subjects
- **Adult Summer Reading Program** which promotes life-long learning and literacy
- **Statewide databases** offer free research sources for newspapers, reference books, and journals, conveniently linked off of the library website
- Host for **after-school tutors** to continue education after school hours
- **Downloadable audio, ebook and magazine service (Overdrive)**
- **Proctoring exams** for distance-learning students
- **Reference help** available in the library and through email
- **AARP Safe Driving Workshops** to assist older drivers with education and insurance reduction
- **VITA** (Volunteer Income Tax Assistance) during the tax season.

Services:

- Notary services 42 hours per week
- Fax/copier/scanning/trash sticker services
- Meeting place for community groups
- Open 52 hours per week, 4 evenings until 8 pm and Saturdays from September to June.

## **Recreation Department Report : July-August-Sept 2023 Report**

### **Vet's Committee:**

Bushes at Vet's Park

### **Ongoing Projects:**

Two New Ornaments for Holiday Display

Tennis Court update - Spring 2024 project

### **Rotary Park :**

Putnam Sign

### **Miller Park report :**

Miller Park Plaques and bench plaque

### **St. Marie- Greenhalgh :**

Field Prep for Fall Season-fertilization completed

### **Other projects :**

Steve's Blossoms- new 4 corners near Cargill Falls

Cargill Falls Tree Clearing

### **COA report:**

Luncheon Trips- to Slater Museum, Thu Aug 31, Greg's Warwick, Royal Buffet, Wright's Farm

Dances – Sept report

Upcoming Dances: Oct-Halloween, Nov-Thanksgiving, Dec – Christmas Party

**PROGRAMS** : HS Sports, WPTP, NECONN, PSA BASEBALL, TRI TOWN BASEBALL, LL FALL BALL

### **Current Events 2023:**

Review of August Events : Super Hero, Country Fest, Car Cruise

Sept : Savor The Flavor, Sept 10 report

Oct: Zombie Fashion Oct 6

Oct 21 Pumkin Fest

Oct 28 Downtown Trick or Treating

**Tax Collector's Office**  
**Quarterly Report**  
**October 2, 2023**

Period from July 1, 2023 through September 30, 2023

Accomplishments

- The Revenue Office mailed 12,966 bills to taxpayers on June 30, 2023. The taxes billed amounted to \$17,086,262.52 for Town Taxes, \$4,079,715.24 for Special Services, \$526,635.46 for East Putnam and \$22,611.55 for West Putnam. A collection summary for the Town Collections is attached.
- Our office has begun working on the Suspense List for the spring of 2024.
- On August 8, 2023, a tax sale of the remaining five delinquent properties took place in Community Room 109 of the Town Hall. All properties were sold and all taxes due were collected. A listing of all collections from the August tax sale is attached.

Classes / Meetings Attended by Department Head

- "Cares Training" CCM webinar workshop September 15, 2023
- "MERA" webinar held on September 20, 2023

Upcoming Goals

- Working on Alias Tax Warrants to send to State Marshal for collections
- Continued work with Auditors on the 2023 Fiscal Year
- 2025 FY Budget Preparations
- Prepping for December Supplemental Motor Vehicle Billing
- Reviewing Real Estate delinquencies for the upcoming 2024 Tax Sale
-

## TOWN COLLECTIONS 7/1-9/30/2023

## CASH REPORT

## PUTNAM- COLLECTOR OF REVENUE

## MONTHLY SUMMARY REPORT BY BILLING YEAR

Condition: Year From: 2004 TO 2066 CASH: TOWN Date: 10/02/2023 Pay Date: 07/01/2023 To 09/30/2023 Time: 11:56:52 Page: 1  
 Recap Option: year Type District: All Term# Total Only: YES Bill Type: 00 ALL BILLS Susp/Credit: ALL Cycle #: 00 TO 00

BILL #	TOWN Gross	S-D	INTEREST	EXMPT	LIEN Net	FES	Tax	BINT	TOTAL	DATE PAID	K	TP	OVR	BATCH	TRANS#	TERM#	NAME
TOT MV	253.77		685.19		0.00	0.00		0.00	938.96								
TOT YR 2007	253.77		685.19		0.00	0.00		0.00	938.96								
TOT RE	61.34		156.42		16.00	0.00		0.00	233.76								
TOT MV	168.67		425.05		0.00	0.00		0.00	593.72								
TOT YR 2008	230.01		581.47		16.00	0.00		0.00	827.48								
TOT RE	61.34		145.38		16.00	0.00		0.00	222.72								
TOT MV	115.98		271.39		0.00	0.00		0.00	387.37								
TOT YR 2009	177.32		416.77		16.00	0.00		0.00	610.09								
TOT RE	61.34		134.33		16.00	0.00		0.00	211.67								
TOT YR 2010	61.34		134.33		16.00	0.00		0.00	211.67								
TOT RE	65.74		132.14		16.00	0.00		0.00	213.88								
TOT YR 2011	65.74		132.14		16.00	0.00		0.00	213.88								
TOT RE	66.31		121.35		16.00	0.00		0.00	203.66								
TOT YR 2012	66.31		121.35		16.00	0.00		0.00	203.66								
TOT RE	66.32		106.44		16.00	0.00		0.00	188.76								
TOT MV	4.61		7.33		0.00	1.79		0.00	13.73								
TOT YR 2013	70.93		113.77		16.00	1.79		0.00	202.49								
TOT RE	67.85		97.21		16.00	0.00		0.00	181.06								
TOT YR 2014	67.85		97.21		16.00	0.00		0.00	181.06								
TOT RE	73.28		94.53		48.00	0.00		0.00	215.81								
TOT MV	114.51		147.72		0.00	50.67		0.00	312.90								
TOT MVS	18.08		21.70		0.00	5.97		0.00	45.75								
TOT YR 2015	205.87		263.95		48.00	56.64		0.00	574.46								

MONTHLY SUMMARY REPORT BY BILLING YEAR  
Condition: Year From: 2004 TO 2066  
Recap Option: Year Type

CASH: TOWN Date: 10/02/2023 Pay Date: 07/01/2023 To 09/30/2023 Time: 11:56:53 Page: 2  
District: All Term# Total Only: YES Bill Type: 00 ALL BILLS Susp/Credit: ALL Cycle #: 00 TO 00

<b>CASH: TOWN</b>							Date:	10/02/2023	Pay Date:	07/01/2023	To	09/30/2023	Time:	11:56:53	Page:	2						
<b>District:</b>							All Term#	Total Only:	YES	Bill Type:	00 ALL BILLS	Susp/Credit:	ALL	Cycle #:	00 TO 00							
<b>Recap Option:</b>							Year Type															
<b>BILL #</b>								S-D	TOWN	INTEREST	LITEN	FEE\$	BINT	TOTAL	DATE PAID	K TP	OVR BATCH TRANS# TERM# NAME					
								Gross	Exmot	Net												

BILL #	S-D	TOWN Gross	INTEREST Exmtol	LIEN Net	FEES Tax	BINT	TOTAL	DATE PAID	K	TP	OVR	BATCH	TRANS#	TERM# NAME
TOT RE		86.00	95.46	48.00	0.00	0.00	229.46							
TOT MV		121.67	110.23	0.00	34.15	0.00	266.05							
TOT MVS		70.82	70.93	0.00	0.00	0.00	141.75							
TOT YR 2016		278.49	276.62	48.00	34.15	0.00	637.26							
TOT RE		89.62	83.35	48.00	2.83	0.00	223.80							
TOT MV		142.24	278.19	0.00	43.58	0.00	464.01							
TOT YR 2017		231.86	361.54	48.00	46.41	0.00	687.81							
TOT RE		94.86	67.98	48.00	0.00	0.00	210.84							
TOT MV		243.77	182.49	0.00	50.45	0.00	476.71							
TOT MVS		449.82	290.32	0.00	0.00	0.00	740.14							
TOT YR 2018		788.45	540.79	48.00	50.45	0.00	1,427.69							
TOT RE		5,840.11	2,224.36	224.00	0.00	0.00	8,288.47							
TOT MV		1,757.72	897.99	0.00	101.45	0.00	2,757.16							
TOT MVS		659.88	316.06	0.00	187.54	0.00	1,163.48							
TOT YR 2019		8,257.71	3,438.41	224.00	288.99	0.00	12,209.11							
TOT RE		42,391.89	14,556.52	288.00	193.83	0.00	57,430.24							
TOT PP		49.49	12.12	0.00	12.66	0.00	74.27							
TOT MV		7,003.71	2,675.42	0.00	1,089.23	0.00	10,768.36							
TOT MVS		3,032.66	776.47	0.00	342.05	0.00	4,151.18							
TOT YR 2020		52,477.75	18,020.53	288.00	1,637.77	0.00	72,424.05							
TOT RE		64,747.31	9,798.17	552.00	0.00	0.00	75,097.48							
TOT PP		911.12	133.26	0.00	95.50	0.00	1,139.88							



# TOWN COLLECTIONS 7/1-9/30/2023

## CASH REPORT

### PUTNAM- COLLECTOR OF REVENUE

MONTHLY SUMMARY REPORT BY BILLING YEAR  
 Condition: Year From: 2004 TO 2066  
 Recap Option: Year Type S-D

CASH: TOWN Date: 10/02/2023 Pay Date: 07/01/2023 To 09/30/2023 Time: 11:56:59 Page: 3  
 District: All Term# Total Only: YES Bill Type: 00 ALL BILLS Susp/Credit: ALL Cycle #: 00 TO 00

BILL #	TOWN Gross	INTEREST Exmpt	LIEN Net	FES	Tax	BINT	TOTAL DATE PAID K TP	OVR BATCH	TRANS#	TERM#	NAME
TOT MV	25,636.62	5,185.40	0.00	4,342.65		0.00	35,164.67				
TOT MVS	8,634.19	970.30	0.00	1,416.58		0.00	11,021.07				
TOT YR 2021	99,929.24	16,087.13	552.00	5,854.73		0.00	122,423.10				
TOT RE	6,901,808.82	6,600.95	0.00	20.00		0.00	6,908,429.77				
TOT PP	1,248,221.53	2,198.38	0.00	0.00		0.00	1,250,419.91				
TOT MV	1,545,408.34	6,268.96	0.00	40.35		0.00	1,552,717.65				
TOT YR 2022	9,696,438.69	15,068.29	0.00	60.35		0.00	9,711,567.33				
TOT CUR/YR COLL.	9,696,438.69	15,068.29	0.00	60.35		0.00	9,711,567.33				
TOT BACK/YR COLL.	163,162.64	41,271.20	1,368.00	7,970.93		0.00	213,772.77				
TOT ACTIVE	9,858,903.04	54,780.77	1,368.00	7,972.85		0.00	9,923,024.66				
TOT SUSPENSE	698.29	1,558.72	0.00	58.43		0.00	2,315.44				
GRAND TOTAL	9,859,601.33	56,339.49	1,368.00	8,031.28		0.00	9,925,340.10				
TOWN DIST	CURRENT: 9,711,567.33	BACK: 213,772.77									
	CURRENT: 0.00	BACK: 0.00									

RECEIPT TOTAL 9,925,340.10  
 CASH TOTAL 252,315.91  
 CHANGE TOTAL 4,302.64

CASH BALANCE 248,013.27  
 CHECK TOTAL 4,962,224.17  
 CREDIT TOTAL 0.00  
 DEBIT TOTAL 0.00  
 DEPOSIT TOTAL 9,925,340.10 \*\*\* (EXCLUDE CREDIT AND DEBIT CARD)  
 DEPOSIT TOTAL 9,925,340.10

\*\*\* TOTAL BALANCE IS NOT EQUAL TO DEPOSIT TOTAL \*\*\*

# TOWN COLLECTIONS 7/1-9/30/2023

ADJUSTMENT REPORT  
PUTNAM- COLLECTOR OF REVENUE

MONTHLY SUMMARY REPORT BY BILLING YEAR  
Condition: Year From: 2004 TO 2066 District: All Term# Bill Type: 00 ALL BILLS Susp/Credit: ALL Cycle #: 00 TO 00  
S-D S-D ADJ  
CASH: TOWN Date: 10/02/2023 Pay Date: 07/01/2023 TO 09/30/2023 Time: 12:00:39 Page: 1  
ASSM EXEMP CODE COC DATE-PAID MON TP OVR BATCH TRANS# TERM# NAME PLAN

TOT M/V -1,152.92 -1,152.92 -54409 0

TOT MVB -137.84 -137.84 -6505 0

TOT YR 2021 -1,290.76 -1,290.76 -60914 0

TOT REAL -1,176.10 8,396.08 -7900 0  
-9,572.18

TOT P/P -9,756.93 -9,756.93 -435226 0

TOT M/V -25,570.57 6,167.14 -852541 300340  
-31,737.71

TOT YR 2022 -36,503.60 14,563.22 -1295667 300340  
-51,066.82

# TOWN COLLECTIONS 7/1-9/30/2023

ADJUSTMENT REPORT  
PUTNAM- COLLECTOR OF REVENUE

MONTHLY SUMMARY REPORT BY BILLING YEAR  
Condition: Year From: 2004 TO 2066 District: All Term# Bill Type: 00 ALL BILLS Susp/Credit: ALL Cycle #: 00 TO 00  
BILL # S-D ADV  
CASH: TOWN Date: 10/02/2023 Pay Date: 07/01/2023 To 09/30/2023 Time: 12:00:39 Page: 2  
ASSM EXEMP CODE COC DATE-PAID MON TP OVR BATCH TRANS# TERM# NAME PLAN

TOT CUR/YR COLL. -36,503.60 -1295667 300340  
14,563.22  
-51,066.82

TOT BACK/YR COLL. -1,290.76 -60914 0  
-1,290.76

TOT ACTIVE ONLY -37,794.36 -1356581 300340  
14,563.22  
-52,357.58

GRAND TOTAL -37,794.36 -1356581 300340  
14,563.22  
-52,357.58

TOWN COLLECTIONS 7/1-9/30/2023  
BOUNCED CHECKS  
PUTNAM- COLLECTOR OF REVENUE

MONTHLY SUMMARY REPORT BY BILLING YEAR  
Condition: Year From: 2004 TO 2066  
Recap Option: Year Type S-D  
CASH: TOWN Date: 10/02/2023 Pay Date: 07/01/2023 To 09/30/2023 Time: 12:00:40 Page: 10  
District: All Term# Total Only: YES Bill Type: 00 ALL BILLS Susp/Credit: ALL Cycle #: 00 TO 00

BILL #	TOWN	GROSS	INTEREST	LIEN	FEES	Tax	BINT	DATE	PAYD	K	TP	OVR	BATCH	TRANS#	TERM#	NAME
TOT RE		-4,673.11	0.00	0.00	0.00		0.00							-4,673.11		
TOT MV		-537.59	-2.51	0.00	0.00		0.00							-540.10		
TOT YR 2022		-5,210.70	-2.51	0.00	0.00		0.00							-5,213.21		
TOT CUR/YR COLL.		-5,210.70	-2.51	0.00	0.00		0.00							-5,213.21		
TOT ACTIVE		-5,210.70	-2.51	0.00	0.00		0.00							-5,213.21		
GRAND TOTAL		-5,210.70	-2.51	0.00	0.00		0.00							-5,213.21		
BOUNCE CKS		-5,210.70	-2.51	0.00	0.00		0.00							-5,213.21		
TOWN DIST		CURRENT: -5,213.21	0.00	BACK :			0.00									
		CURRENT:		BACK :			0.00									

RECEIPT TOTAL	-5,213.21
CASH TOTAL	0.00
CHANGE TOTAL	0.00
CASH BALANCE	0.00
CHECK TOTAL	0.00
CREDIT TOTAL	0.00
DEBIT TOTAL	0.00
DEPOSIT TOTAL	-5,213.21 *** (EXCLUDE CREDIT AND DEBIT CARD)
DEPOSIT TOTAL	-5,213.21

## TOWN COLLECTIONS 7/1-9/30/2023

## REFUNDS

## PUTNAM- COLLECTOR OF REVENUE

## MONTHLY SUMMARY REPORT BY BILLING YEAR

Condition: Year From: 2004 TO 2066

Recap Option: Year Type S-D

BILL #

CASH: TOWN

District: All Term#

INTEREST

EXMPT

LIEN

Net

FEES

TAX

BINT

TOTAL

DATE PAID

K TP

OVR

BATCH

TRANS#

TERM#

NAME

Date: 10/02/2023

Pay Date: 07/01/2023 To 09/30/2023

Time: 12:00:40

Page: 11

Bill Type: 00 ALL BILLS

Susp/Credit: ALL

Cycle #: 00 TO 00

TOT MV -6.00 0.00 0.00 0.00 0.00 -6.00

TOT YR 2017 -6.00 0.00 0.00 0.00 -6.00

TOT MV -431.33 0.00 0.00 0.00 -431.33

TOT YR 2019 -431.33 0.00 0.00 0.00 -431.33

TOT MV -72.83 0.00 0.00 0.00 -72.83

TOT YR 2020 -72.83 0.00 0.00 0.00 -72.83

TOT MV -575.58 0.00 0.00 0.00 -575.58

TOT MVS -98.59 0.00 0.00 0.00 -98.59

TOT YR 2021 -674.17 0.00 0.00 0.00 -674.17

TOT RE -5,772.40 0.00 0.00 0.00 -5,772.40

TOT PP -269.83 0.00 0.00 0.00 -269.83

TOT MV -1,035.55 0.00 0.00 0.00 -1,035.55

TOT YR 2022 -7,077.78 0.00 0.00 0.00 -7,077.78

TOT CUR/YR COLL. -7,077.78 0.00 0.00 0.00 -7,077.78

TOT BACK/YR COLL. -1,184.33 0.00 0.00 0.00 -1,184.33

TOT ACTIVE -8,262.11 0.00 0.00 0.00 -8,262.11

GRAND TOTAL -8,262.11 0.00 0.00 0.00 -8,262.11

TOT REFUNDS -8,262.11 0.00 0.00 0.00 -8,262.11

TOWN CURRENT: -7,077.78 BACK: -1,184.33

DIST CURRENT: 0.00 BACK: 0.00

RECEIPT TOTAL

-8,262.11

CASH TOTAL

0.00

CHANGE TOTAL

0.00

CASH BALANCE

0.00

CHECK TOTAL

0.00

CREDIT TOTAL

0.00

DEBIT TOTAL

0.00

TOWN COLLECTIONS 7/1-9/30/2023

REFUNDS

PUTNAM- COLLECTOR OF REVENUE

MONTHLY SUMMARY REPORT BY BILLING YEAR

Condition: Year From: 2004 TO 2066 District: All Term# Total Only: YES Bill Type: 00 ALL BILLS Susp/Credit: ALL Cycle #: 00 TO 00 Page: 12  
 Recap Option: year Type S-D BILL # TOWN Gross INTEREST LIEN FEES TAX BINT TOTAL DATE PAID K TP OVR BATCH TRANS# TERM# NAME

DEPOSIT TOTAL -8,262.11 \*\*\* (EXCLUDE CREDIT AND DEBIT CARD)

DEPOSIT TOTAL -8,262.11

## TOWN COLLECTIONS 7/1-9/30/2023

## TRANSFERS

## PUTNAM- COLLECTOR OF REVENUE

## MONTHLY SUMMARY REPORT BY BILLING YEAR

CASH: TOWN Date: 10/02/2023 Pay Date: 07/01/2023 To 09/30/2023 Time: 12:00:41 Page: 13  
 Condition: Year From: 2004 TO 2066 District: All Term# Total Only: YES Bill Type: 00 ALL BILLS Susp/Credit: ALL Cycle #: 00 TO 00  
 Recap Option: Year Type S-D

BILL #	TOWN GROSS	INTEREST	EXMPT	LIEN NET	FERS	Tax	BINT	TOTAL DATE PAID	K	TP	OVR	BATCH	TRANS#	TERM#	NAME
TOT RE	51.40		2.31	16.00	0.00		0.00	69.71							
TOT MV	-77.90		0.00	0.00	0.00		0.00	-77.90							
TOT MVS	-0.11		0.00	0.00	0.00		0.00	-0.11							
TOT YR 2019	-26.61		2.31	16.00	0.00		0.00	-8.30							
TOT RE	667.85		745.33	0.00	-193.83		0.00	1,219.35							
TOT MV	18.46		52.29	0.00	51.77		0.00	122.52							
TOT MVS	-21.06		5.17	0.00	4.47		0.00	-11.42							
TOT YR 2020	665.25		802.79	0.00	-137.59		0.00	1,330.45							
TOT RE	5,511.20		1,380.15	40.00	20.00		0.00	6,951.35							
TOT PP	-1,545.19		4.86	0.00	4.46		0.00	-1,535.87							
TOT MV	-53.85		196.52	0.00	175.85		0.00	318.52							
TOT MVS	270.15		92.88	0.00	157.14		0.00	520.17							
TOT YR 2021	4,182.31		1,674.41	40.00	357.45		0.00	6,254.17							
TOT RE	-9,503.20		-188.18	0.00	0.00		0.00	-9,691.38							
TOT PP	1,194.57		0.00	0.00	0.00		0.00	1,194.57							
TOT MV	-1,361.38		3.42	0.00	10.00		0.00	-1,347.96							
TOT YR 2022	-9,670.01		-184.76	0.00	10.00		0.00	-9,844.77							

# TOWN COLLECTIONS 7/1-9/30/2023

## TRANSFERS

### PUTNAM- COLLECTOR OF REVENUE

MONTHLY SUMMARY REPORT BY BILLING YEAR

Condition: Year From: 2004 TO 2066

Recap Option: Year Type S-D

BILL #

CASH: TOWN Date: 10/02/2023

District: All Term# Total Only: YES

INTEREST EXMPT

LIEN Net

FEEES

Tax

Pay Date: 07/01/2023 To 09/30/2023 Time: 12:00:45 Page: 14

Bill Type: 00 ALL BILLS Susp/Credit: ALL Cycle #: 00 TO 00

TOTAL DATE PAID X TP OVR BATCH TRANS# TERM# NAME

TOT CUR/YR COLL.	-9,670.01	-184.76	0.00	10.00	0.00	-9,844.77
TOT BACK/YR COLL.	4,820.95	2,479.51	56.00	219.86	0.00	7,576.32
TOT ACTIVE	-4,849.06	2,294.75	56.00	229.86	0.00	-2,268.45
GRAND TOTAL	-4,849.06	2,294.75	56.00	229.86	0.00	-2,268.45
TRANSFERS	-4,849.06	2,294.75	56.00	229.86	0.00	-2,268.45
TOWN DIST	CURRENT: -9,844.77	0.00	BACK 7,576.32			
	CURRENT: 0.00		BACK 0.00			

RECEIPT TOTAL -2,268.45

CASH TOTAL 0.00

CHANGE TOTAL 0.00

CASH BALANCE 0.00

CHECK TOTAL 0.00

CREDIT TOTAL 0.00

DEBIT TOTAL 0.00

DEPOSIT TOTAL -2,268.45 \*\*\* (EXCLUDE CREDIT AND DEBIT CARD)

DEPOSIT TOTAL -2,268.45



REVENUE COLLECTOR  
TAX SALE 2023\*denotes the properties that were up for tax sale on  
August 8, 2023. The redemption date is February 8, 2024.

Taxpayer Name	Physical Address	Town	Special Services	East Putnam	West Putnam	Total
Anderson Robert B & Kathleen M	5 Addison St	\$ 91.90	\$ 48.10		\$	\$ 140.00
Bates Susannah / Bates Sarah *	355 Kennedy Dr	\$ 8,148.98	\$ 3,546.34		\$	\$ 11,695.32
Bennett Steven	548 Pomfret St	\$ 5,780.41			\$ 244.16	\$ 6,024.57
Briere Sharon	6 Chase St	\$ 7,513.41	\$ 3,260.80			\$ 10,774.21
Crump Chad	22 Underwood Rd	\$ 7,079.66	\$ 3,327.12			\$ 10,406.78
David Wood LLC	16 Florence St	\$ 5,088.14	\$ 2,221.52			\$ 7,309.66
Front Street Commons LLC *	96 Front St	\$ 34,183.88	\$ 14,891.07			\$ 49,074.95
Front Street Commons LLC *	93-95 Front St	\$ 116,154.86	\$ 7,038.42			\$ 123,193.28
Giurelis Nickalis I	56 Woodstock Ave West	\$ 8,870.40	\$ 3,863.61			\$ 12,734.01
JB Property Group LLC	3-5 Providence St	\$ 11,241.07	\$ 4,863.84			\$ 16,104.91
JB Property Group LLC	171 Providence St	\$ 6,700.71	\$ 2,965.71			\$ 9,666.42
JNR Services LLC	68-70 Mill St	\$ 4,194.98	\$ 1,829.35			\$ 6,024.33
Lacroix Jeannette *	26 Sabin St	\$ 2,361.11	\$ 1,170.88			\$ 3,531.99
Lafleur Nancy & William	121 Grove St	\$ 7,152.50	\$ 3,138.40			\$ 10,290.90
Lafortune Estate of Lucien & Janet	49 Walnut St	\$ 2,927.12	\$ 1,272.88			\$ 4,200.00
Lawrence James & Sandra	66 Aspinock Rd	\$ 628.98		\$ 66.90		\$ 695.88
Levesque Travis	106 R I Line Rd	\$ 8,593.18		\$ 757.39		\$ 9,350.57
MacDonald Megan Marie	17 Gilman St	\$ 7,234.39	\$ 3,170.33			\$ 10,404.72
Petrowski Enterprises Inc	203 Pomfret St	\$ 7,505.82	\$ 3,271.25			\$ 10,777.07
Laurel Street Land Trust	14 Laurel St	\$ 9,828.01	\$ 4,273.02			\$ 14,101.03
Sabin 3 LLC	103 Grove St	\$ 11,564.41	\$ 5,083.90			\$ 16,648.31
The ELTA Realty Group	124 Pomfret St	\$ 24,472.47	\$ 10,661.19			\$ 35,133.66
Unistar Properties LLC *	59 Old Moffitt Rd	\$ 3,425.10		\$ 433.40		\$ 3,858.50
White Estate of Peter	326 Providence Pike	\$ 6,005.83		\$ 526.58		\$ 6,532.41
Wyatt Dawn C	192 Farrow St	\$ 6,014.14	\$ 2,632.57			\$ 8,646.71

## TOTALS

\$ 312,761.46	\$ 82,530.30	\$ 1,784.27	\$ 244.16	\$ 397,320.19
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## TOWN CLERK'S QUARTERLY REPORT

July 2023 – Sept 2023

The Putnam Town Clerk's office has collected approximately \$182,465.00 in total revenue. This total also includes the various fees to be distributed to the State of CT in monthly reports.

This quarter the Clerk's office has recorded 408 land recordings totaling:	\$158,035.00
Plus State Conveyance Tax of:	\$ 99,927.50
As well as Town Conveyance Tax of:	\$ 33,735.50

(66 transfers of property representing \$12,337,000.00 in real estate transactions)

Issued: 825 certified copies of vital records (94 via the online portal - \$1,880 plus postage fees of \$77)	\$ 16,485.00
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Copies (land records and maps):	\$ 2,357.00
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Miscellaneous, Notary, Liquor permits, vendor permits, burial and cremation permits, trade names, H & F licenses	\$ 448.00
Issued 12 marriage licenses	\$ 600.00

Dog Licenses: 74 dog licenses issued	\$ 827.00
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This office has registered Births/Marriages/Deaths - 140  
(92 births, 36 deaths and 12 marriages – this does not include adoptions,  
legal name changes and any other corrections/amendments to vital records)

In addition, approximately 120 notarizations were done for the local community.

Recent and upcoming events:

- a Republican primary was held for the office of Board of Selectmen with a recount held 5 days later
- party endorsements were completed for the November election
- a public lottery was conducted for the order of names on the ballot, ballots were prepared and ordered
- absentee ballots are available beginning October 6<sup>th</sup> and applications for absentee ballots are starting to trickle in
- Municipal Election will be held November 7, 2023
- A Town Clerk Historic Document Preservation Grant was submitted to the State Library for a \$6,000 grant (formally \$5,500 – was increased this year to \$6k for small municipalities)
- I have been working on smaller document preservation projects in the vault which tie in with the projects anticipated to be completed upon approval of the Historic Doc grant
- Launched OnBoardGov, a web-based program for tracking Putnam's 24 boards and commissions comprising 178 individual seats, their terms and the historical information related to all seats. Provides an online application portal for applicants as well as the ability to view vacancies across all boards with one click.

## Sticker Revenue

FY 20/21	FY 21/22	FY 22/23	FY 23/24		
			\$106,782.00	\$3.00 Stickers	as of 10/6/23
			\$57,626.00	\$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	\$164,408.00		

**Totals**

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

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

Town of Putnam

FY24 Waste Mgmt

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Exclude Inactive Accounts with zero balance

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2023 To Date: 6/30/2024

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
1005.43.4317.53010.00000	Purch. Prof. Services - Refuse	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
1005.43.4317.53011.00000	Landfill Monitoring	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00	100.00%
1005.43.4317.54101.00000	Refuse Transport	\$620,000.00	\$184,373.15	\$184,373.15	\$435,626.85	\$435,626.85	\$0.00	0.00%
1005.43.4317.54105.00000	Bulky/Hazardous Waste	\$30,000.00	\$20,544.00	\$20,544.00	\$9,456.00	\$14,244.00	(\$4,788.00)	-15.96%
1005.43.4317.54107.00000	SingleStream (Recycling)	\$100,000.00	\$20,143.29	\$20,143.29	\$79,856.71	\$79,856.71	\$0.00	0.00%
1005.43.4317.54421.00000	Burn Plant Expense	\$180,000.00	\$25,099.53	\$25,099.53	\$154,900.47	\$154,900.47	\$0.00	0.00%
1005.43.4317.55500.00000	Printing and Supplies	\$10,000.00	\$352.00	\$352.00	\$9,648.00	\$2,000.00	\$7,648.00	76.48%
	DEPARTMENT: Waste Collection - 4317	\$1,000,000.00	\$250,511.97	\$250,511.97	\$749,488.03	\$686,628.03	\$62,860.00	6.29%
Grand Total:		\$1,000,000.00	\$250,511.97	\$250,511.97	\$749,488.03	\$686,628.03	\$62,860.00	6.29%

End of Report

Town of Putnam

FY24 Budget Waste Mgmt

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Exclude Inactive Accounts with zero balance

☐ Include pre encumbrance

☒ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2023 To Date: 6/30/2024

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
1005.43.4317.44404.00000	Sticker - 20gal size Green \$3	(\$635,000.00)	(\$106,782.00)	(\$106,782.00)	(\$528,218.00)	\$0.00	(\$528,218.00)	83.18%
1005.43.4317.44405.00000	Sticker - 35gal size Red \$5.0	(\$327,500.00)	(\$57,626.00)	(\$57,626.00)	(\$269,874.00)	\$0.00	(\$269,874.00)	82.40%
Grand Total:		(\$962,500.00)	(\$164,408.00)	(\$164,408.00)	(\$798,092.00)	\$0.00	(\$798,092.00)	82.92%

End of Report

**AGENDA ITEM COVERSHEET**

**Topic: Disposition of Surplus Real Estate**

**Submitted by: Bruce Fitzback**

**Date for Consideration: Oct. 16, 2023**

**Town Attorney Review Required: Yes**

**The five lots in the 2023 group have been approved.**

**Financial Summary:**

**Minimal town attorney review fees**

**Other Reviews:**

**Reviewed by Department Heads: No objections or comments.**

**Planning Commission: Positive recommendation.**

**Staff Recommendation:**

**Purpose: Proposed disposition of Surplus Real Estate of the five properties listed below:**

**56 Groveland Avenue**

**58 Groveland Avenue**

**110 Groveland Avenue**

**157 Black Oak Avenue**

**94 Oak Street**

**Please see Public Auction Notice attached for additional information**

**Request: Schedule a Public Hearing and a Special Town Meeting**

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

**Ordinance Regarding the Disposition of Surplus Real Estate**

**Public Auction Notice**

*Town of Putnam, CT  
Tuesday, October 3, 2023*

## Chapter 255. Real Estate

### Article I. Surplus Real Estate

#### § 255-3. Procedure for sale or disposition of surplus real estate.

The following procedures shall be followed unless and until the Board of Selectmen determines that another means of disposal serves the best interests of the Town.

- A. The Board of Selectmen shall consult with other Town agencies, including, without limitation, the Superintendent of Schools, the Highway Superintendent, the Recreation Director, the Recreation Committee, Redevelopment Agency, and the Planning Commission to determine whether the property has any potential use for Town purposes.
- B. In the event the foregoing entities do not believe the property can be used for Town purposes and the manner in which the property was acquired by the Town is uncertain, a title search shall be conducted in order to determine whether the property is subject to any restrictions or encumbrances that would prohibit its sale or disposition.
- C. The Board of Selectmen shall forward the proposal to sell or dispose of the property to the Planning Commission for its review under C.G.S. § 8-24.
- D. If applicable, the Board of Selectmen shall hold a public hearing on the proposed sale or disposition of the property as provided in C.G.S. § 7-163e.
- E. The Board of Selectmen shall publish notice of the proposed sale of the property in a newspaper of general circulation and may advertise the sale of the property on the Town's website or other means and shall accept sealed bids for the purchase of such property.
- F. Publication shall contain a detailed description of the property and shall set forth the terms and conditions of the sale, including, but not limited to, the minimum bid, if any, and the amount and form of the deposit payment necessary to accompany a bid or offer to purchase. The notice shall also include the place, date and time when such bids shall be due.
- G. The Board of Selectmen shall have the right to reject any and all bids submitted.
- H. The Board of Selectmen may waive any irregularities or informalities in any bids submitted.
- I. If all bids are rejected or no bids are received, the property shall remain in Town ownership and shall remain subject to the provisions of the Charter and this article unless the Board of Selectmen approve another manner for the sale or disposition of real estate or reserved for Town purposes.
- J. In addition to the bid price, successful bidders shall be responsible for reimbursing the Town for any legal expenses associated with the preparation of the transaction documents and conveying title. Reimbursement of legal expenses may be waived by the Board of Selectmen if they determine that doing so is in the best interests of the Town.

**TOWN OF PUTNAM**

# **PUBLIC AUCTION**

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**Surplus Real Property for Sale by  
Public Sealed Bid Auction**

**This auction offers properties in the Town of  
Putnam, County of Windham, State of Connecticut**

**BIDDING PERIOD:**

**Starts November 7, 2023, 8:00 am  
Sealed Bids will be accepted until 4:00pm Thursday,  
December 7, 2023**

**BID OPENING:**

**Sealed Bids will be publicly opened on the day of auction  
Thursday, December 7, 2023, at 5:00 pm at the  
Putnam Municipal Complex  
Room 201  
200 School Street in Putnam, CT 06260**

**Submit Sealed Bids to:**

**Sealed Bid  
Mayor's Office  
Town of Putnam  
200 School Street  
Putnam, CT 06260**



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## **Surplus Properties**

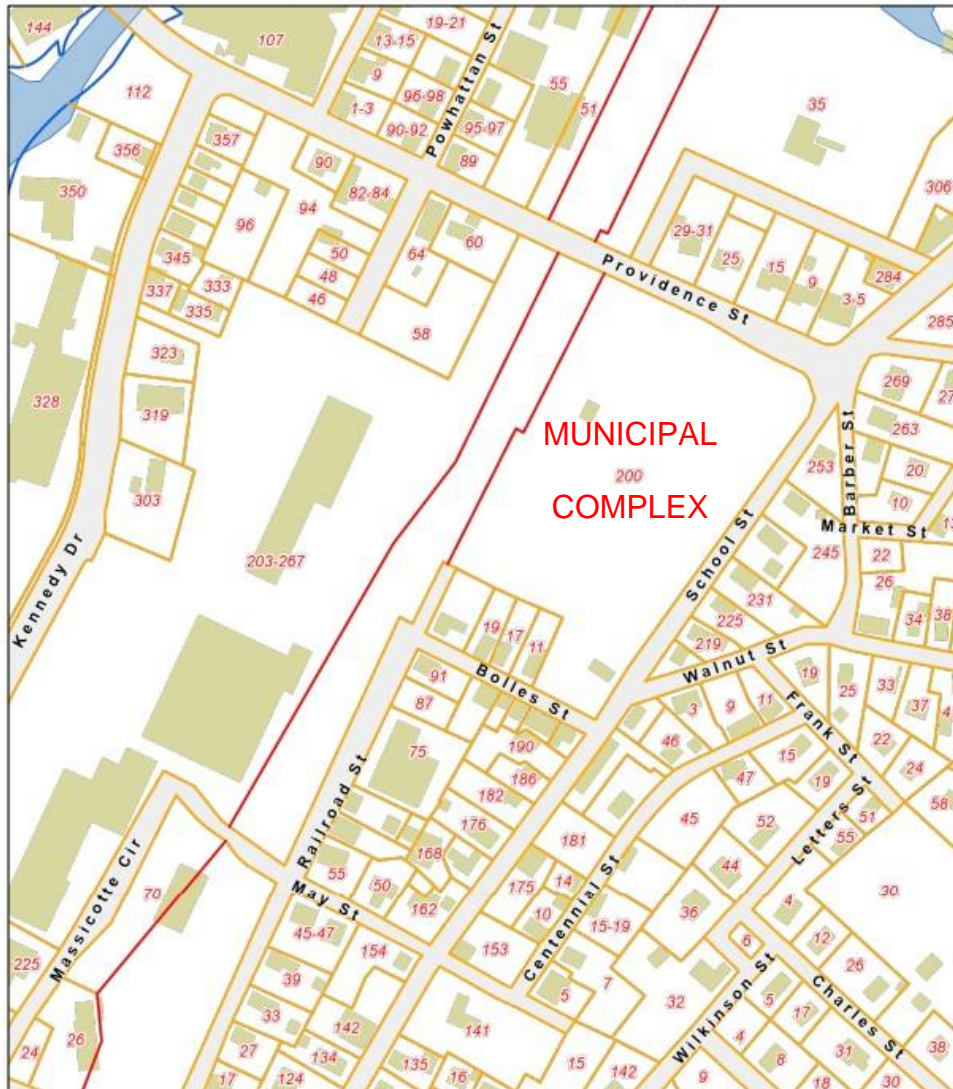
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# AUCTION LOCATION

**Putnam Municipal Complex  
200 School St  
Putnam, CT 06260**



The Town of Putnam Municipal Complex is located at the intersection of School Street (Routes 44 & 12) and Providence Street (Route 171) in the Town of Putnam, CT

# GENERAL INFORMATION

1. POLICY STATEMENT It is understood that any of the properties being offered for sale are subject to withdrawal at or before the date of the auction.
2. STANDARD TERMS AND CONDITIONS OF SALE – The Standard Terms and Conditions of Sale printed on pages 5-7 contain complete information on the auction's terms. **We urge you to read them carefully.**
3. SEALED BID SALE – **Please refer to the instructions for submitting sealed bids located on page 10 of this brochure.** Sealed bids will be accepted by the Mayor's Office only during the bidding period. Bids received after 4:00 pm on the last day of the bidding period will **not** be opened.
4. NON-COLLUSIVE BIDDING – it is illegal for people to agree at any time to hold down the price(s) at auctions by not bidding against one another. VIOLATORS WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW. Every successful bidder for real property auctioned by the Town of Putnam **shall be required to subscribe to a "NON-COLLUSIVE BIDDING"** statement included in the Bid Confirmation. The statement shall be affirmed by the bidder as true under the penalties of perjury.
5. ZONING & MAPS – Prospective purchasers are urged to contact the following agencies for information regarding the properties being offered at the public auction:
  - A. To verify auction requirements, contact the Town of Putnam, Land Use Office at 860-963-6800 ext. 114 or email [Bruce.Fitzback@putnamct.us](mailto:Bruce.Fitzback@putnamct.us)
  - B. For information on zoning, contact the Town of Putnam, Land Use Office at 860-963-6800 ext. 114 or email [Bruce.Fitzback@putnamct.us](mailto:Bruce.Fitzback@putnamct.us)
  - C. Original acquisition maps and conveyance maps will be available for perusal at the Putnam Municipal Complex, Land Use Department, 860-963-6800 ext. 114 (Please call in advance for an appointment)
6. The information in this booklet is available for the convenience of prospective purchasers and is as accurate as can reasonably be provided.

**IT IS EMPHASIZED THAT ANY OF THE PROPERTIES BEING OFFERED MAY BE WITHDRAWN FROM SALE BY THE TOWN OF PUTNAM ON OR BEFORE THE DATE OF THE AUCTION**

7. If a sign language interpreter, assistive listening system or any other accommodation will be required to facilitate your participation in this public auction, please contact our office at 860-963-6800 EXT. 114.

# TERMS AND CONDITIONS OF SALE

1. All Properties being sold at public auction are being offered pursuant to the Code of the Town of Putnam, Chapter 255. Real Estate, Article 1. Surplus Real Estate, §255-3. Procedure for sale or disposition of surplus real estate.
2. The Board of Selectmen reserves the right to reject any or all bids submitted. In the event the Board of Selectmen exercises their right to reject any or all bids, the high bidder shall be entitled only to the return of the sum paid pursuant to the bid, and the parties shall be mutually released of all obligations under the terms of the sale.
3. **As a deposit requirement and pre-requisite for registration, prospective bidders must present a certified check or cashier's check for the property or properties on which they intend to bid.**
4. Bids will be received from bidders or authorized representatives during the bidding period. An Authorization to Bid form must be completed and presented to a Town representative at the mayor's office if the bidder is not the principal.
5. A valid bid must equal or exceed the announced opening bid price.
6. Immediately upon the conclusion of the bid opening, the highest acknowledged bidder must give the Town the required earnest money deposit in the form of a certified check or cashiers check. The remaining purchase price will be due and payable on the date of closing and should be paid by certified or cashiers check. **Cash will not be accepted.**
7. The Town shall convey said property by Quitclaim deed in form as prepared by the Town Attorney. The deed shall convey all property and property rights which are shown and described by the deed or on the conveyance map(s).
8. The closing will take place 30 to 45 days after notice by the Town that the Agreement of Sale has been approved at a time and place mutually agreed upon by the parties. **TIME BEING OF THE ESSENCE** as to the performance by the purchaser. The Town, at its sole discretion, reserves the right to extend the date of the closing until it is prepared to deliver the deed, it being understood, however, that the Purchaser will be advised in advance, in writing, of any delay and extension.
9. The Town shall convey said property subject to all zoning laws and the Purchaser understands that no representation is made by the Town as to future permitted use, occupancy or zoning of the property.
10. The Purchaser understands that all real property and the improvements thereon, if any, are sold in their "AS IS" condition on the date of auction, subject to ordinary wear and tear and deterioration which can reasonably be anticipated from its condition at the time of auction to date of closing.

## TERMS AND CONDITIONS OF SALE (continued)

11. The risk of loss or damage by fire or otherwise, between the date of auction and the transfer of title, shall be upon the seller. In the event of loss or damage that cannot be repaired by the time of closing so the property is in substantially the same condition as on the date of this Agreement, Buyer shall have the choice of: (A) Accepting the property in its current condition and taking title, or (B) Rescinding this Agreement and any monies paid under this Agreement shall be returned to Buyer and all parties shall be relieved of further liability.
12. In the event that the Town is unable to convey title to the Purchaser, the Town's sole liability shall be to return the Purchaser's down payment and the sale shall be considered cancelled.
13. Upon default by Purchaser, the Town may elect to enforce specifically the obligations of the Purchase or to terminate the obligations of the purchaser and retain as liquidated damages any payments made hereunder by Purchaser. If such payments are inadequate to compensate the Town for damages, the Town may exercise its rights to sue for damages for Purchaser's default. Notice of such election by the Town shall be in writing and delivered to Purchaser by registered mail.
14. The Purchaser may not enter upon the property prior to transfer of title without prior written permission of the Town.
15. The Purchaser shall pay for any documentary stamps required to be affixed to the deed as well as any fees for recording, conveyance, taxes or revenue charges which may be in force at the time of the delivery of the deed.
16. The Town shall not be liable for payment of brokerage commissions.
17. No assignment of the purchase will be recognized by the Town.
18. Purchaser understands that the sale is subject to the following:
  - A. All enforceable covenants, conditions, easements, restrictions, reservations and agreements of record affecting the property.
  - B. Any state of facts that an inspection of the premises may show.
  - C. Any state of fact an accurate survey may disclose.
  - D. Laws and governmental regulations which affect the use and occupancy of subject premises.
  - E. The right of tenants and persons in possession, if any.
  - F. Encroachments, if any.
19. The **terms and conditions of sale** shall constitute the entire Agreement made between the parties and cannot be changed orally.

## TERMS AND CONDITIONS OF SALE (continued)

### 20. Non-Collusive Bidding:

It is illegal for people to agree at any time to hold down the price(s) at auctions by not bidding against one another. Violators will be prosecuted to the full extent of the law.

Every successful bidder for property auctioned by the Town of Putnam shall be required to subscribe to a "Non-Collusive Bidding" statement which is to be included in the Bid Confirmation of the property. The statement shall be affirmed by the bidder as true under the penalties of perjury.

By signing the Bid Confirmation, each bidder and each person signing on behalf of any bidder certifies, under the penalty of perjury, that to the best of his knowledge and belief:

- A. The bid price had been made independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such bid with and other bidder or with any competitor;
- B. No attempt has been made to induce any other person, partnership, or corporation to bid or not to bid for the purpose of restricting competition.

## QUESTIONS AND ANSWERS

- **Q: What is the present zoning for these parcels?**

A: THE TOWN OF PUTNAM MAKES ABSOLUTELY NO REPRESENTATIONS REGARDING THE ZONING OF THE PARCELS OFFERED, OR THE SUITABILITY OF THE PARCELS FOR PARTICULAR INDIVIDUAL NEEDS.

It is the responsibility of the prospective bidders as competent, reasonable and prudent auction participants to investigate all zoning and local ordinances with the appropriate and proper local authorities prior to bidding.

- **Q: What is the minimum I can bid?**

A: The minimum bid for each property is listed individually, along with a photograph and sketch, found in the succeeding pages of this brochure.

- **Q: If there are no bidders on a parcel at this sale, will the parcel come up for sale again?**

A: If no bids are made or all bids are rejected, the property shall remain in the Town ownership and shall remain subject to the provisions of the Charter and the Ordinance Regarding the Disposition of Surplus Real Estate unless the Board of Selectmen approve another manner for the sale or disposition of real estate or reserved for Town purposes.

- **Q: I am the successful bidder on a parcel. However, the property is presently occupied. How do I claim possession?**

A: You are not legally the owner of the property until the title has closed and you have received the deed. If the property is still occupied at the time of closing, you will become responsible for claiming possession in whatever legal manner you may deem necessary. All properties are sold subject to the existing occupancy.

- **Q: How much money is due on the day of the auction?**

A: When you register, you must have in your possession, and display to the Town's representative, a certified or cashier's check for no less than the amount of the earnest money deposit required for each parcel. Immediately at the conclusion of the bidding for each property, you must pay the appropriate deposit in the form of a certified or cashier's check and execute a Bid Confirmation.

- **Q: When and where do I register?**

A: Registration will begin at the at the time listed on the front cover of this brochure. Please complete the enclosed BIDDER REGISTRATION FORM and bring it to the registration desk, along with your certified or cashier's check (s) during the time allocated for registration.

EVERY PROSPECTIVE BIDDER MUST BE REGISTERED IN ORDER TO BID

- **Q: Is a personal check or cash acceptable?**

A: No. All payments must be made by a certified or cashier's check payable to the New York State Department of Transportation.

- **Q: What is a Bid Confirmation?**

A: It is a form, which when executed, acknowledges you as the high bidder of a property, binding you to the TERMS AND CONDITIONS OF SALE provided on pages 5-7.

- **Q: May I bid for someone else?**

- A: Yes, as long as you are authorized to do so, and have presented a completed AUTHORIZATION TO BID FORM, as registration. The form is included in this brochure.



## INSTRUCTIONS FOR SEALED BIDS

1. Bids must be submitted on the **SEALED BID FORM** found on page 16 of this brochure.
2. All bids must be accompanied by a certified or bank check for the amount of the earnest money deposit. Bids submitted without a certified or bank check for the earnest money deposit will **NOT** be considered for the sale.
3. If you are submitting a bid on behalf of another person, please include an **AUTHORIZATION TO BID** with your sealed bid. This form can be found on page 17 of this brochure.
4. Bids, along with the earnest money deposit, must be submitted in a sealed envelope and delivered to:  
**SEALED BID  
Town of Putnam  
200 School St.  
Putnam, CT 06260**
5. Delivery of sealed bids can be made in person, by U.S. Mail, or by private delivery service.
6. All sealed bids must be received by the Mayor's Office, Town of Putnam by 4:00 pm on Thursday December 7, 2023. Bids received after 4:00 pm on December 7, 2023 will **NOT** be opened.
7. It is the bidder's responsibility to ensure that his/her bid is received by the Mayor's Office, Town of Putnam before the 4:00 pm deadline on December 7, 2023. Delivery to the building does not guarantee receipt by the Mayor's Office.
8. Bidders may request a written receipt upon delivery to the Mayor's Office, Town of Putnam.
9. The Mayor's Office will not be responsible for lost, delayed, or misdirected bids.
10. Public opening of the sealed bids will take place on Thursday December 7, 2023, 5:00 pm at the Putnam Municipal Complex, Room 201, 200 School St. Putnam, CT 06260
11. Bidders may, but are not required to, be present at the bid opening.
12. The successful bidder will be notified and required to complete a **BID CONFIRMATION**.
13. Checks for the earnest money deposit will be returned to unsuccessful bidders.
14. For questions concerning the sealed bid process, please call (860) 963 – 6800 ext. 114.

## SURPLUS PROPERTY 56 GROVELAND AVENUE

**ASSESSORS MAP 8, LOT 71** The parcel is located on Black Oak Avenue (paper street), Black Oak Avenue intersects Highland Street (paper Street) and Herman Street (paper street). Both Highland Street and Herman Street run westerly to Groveland Avenue. This parcel is a 100' by 100' square, with no frontage on an accepted Town Road, making it a non-buildable lot.

Area = 0.23± acres



PRICE AT WHICH BIDDING WILL COMMENCE: \$400

EARNEST MONEY REQUIRED AT THE DAY OF AUCTION: \$150

FOR ADDITIONAL INFORMATION USE THE QR CODE TO THE RIGHT→





## SURPLUS PROPERTY 58 GROVELAND AVENUE

**ASSESSORS MAP 8, LOT 57** The parcel is located on Black Oak Avenue (paper street) with 190.7'± of frontage, and on Highland Street (paper street) with 101.4'± of frontage. Highland Street runs westerly to Groveland Avenue.

This parcel has no frontage on an accepted Town Road, making it a non-buildable lot.

Area = 0.28± acres



PRICE AT WHICH BIDDING WILL COMMENCE: \$800  
EARNEST MONEY REQUIRED AT THE DAY OF AUCTION: \$200  
FOR ADDITIONAL INFORMATION USE THE QR CODE TO THE RIGHT→





## SURPLUS PROPERTY 110 GROVELAND AVENUE

**ASSESSORS MAP 8, LOT 46** The parcel is located on Highland Street (paper street) with 128.9'± of frontage, and on Black Oak Avenue (paper street) with 115'± of frontage. Highland Street runs easterly to Bates Avenue. This parcel has no frontage on an accepted Town Road, making it a non-buildable lot.

Area = 0.18± acres



PRICE AT WHICH BIDDING WILL COMMENCE: \$400  
EARNEST MONEY REQUIRED AT THE DAY OF AUCTION: \$150  
FOR ADDITIONAL INFORMATION USE THE QR CODE TO THE RIGHT→

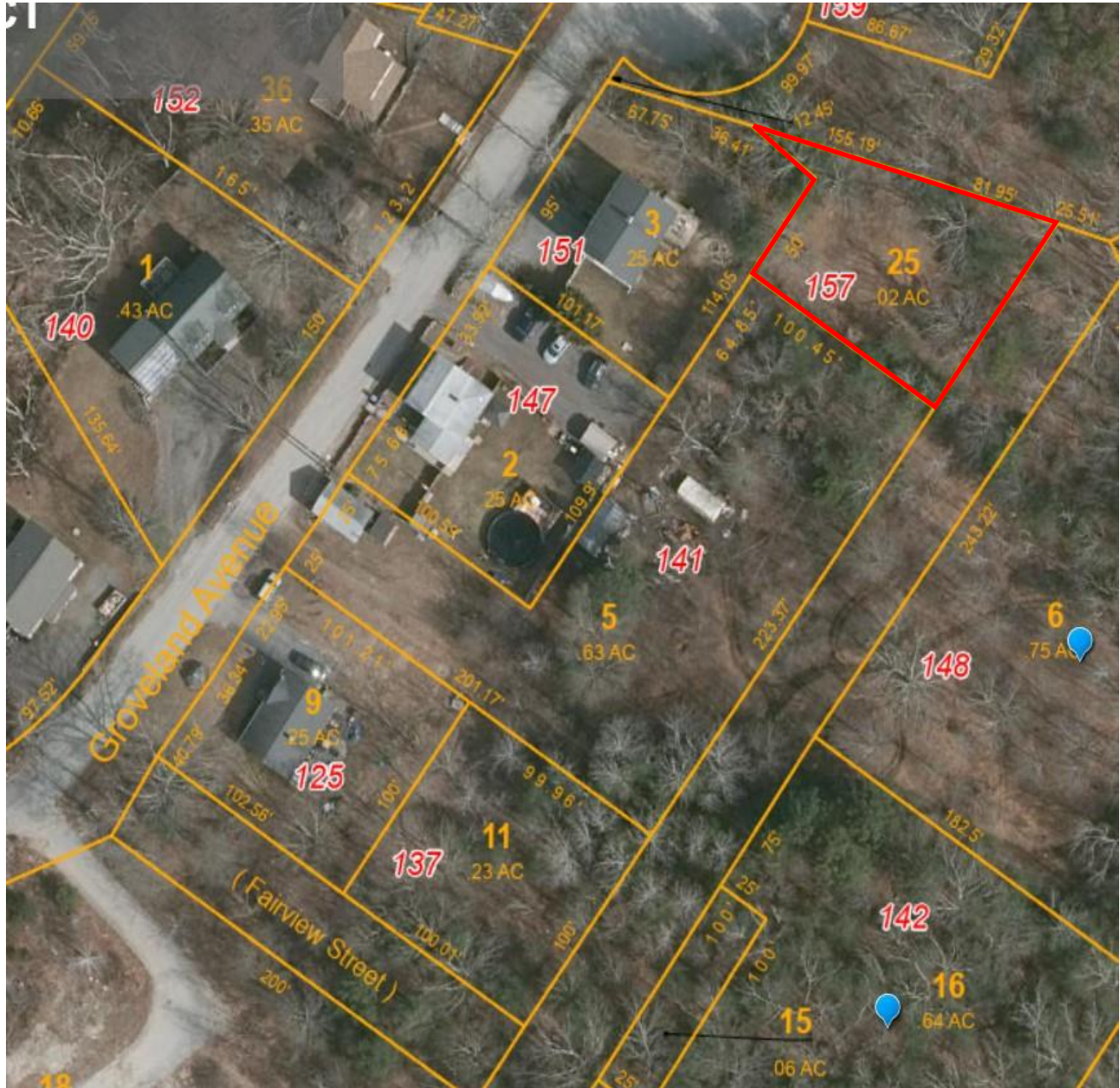


## SURPLUS PROPERTY 157 BLACK OAK AVENUE

**ASSESSORS MAP 4, LOT 25** The parcel is located on Black Oak Avenue (paper street) with 95.9'± of frontage. Black Oak Avenue runs southerly to Fairview Avenue (paper street) which runs northwesterly to Groveland Avenue.

This parcel has no frontage on an accepted Town Road, making it a non-buildable lot.

Area = 0.19± acres



PRICE AT WHICH BIDDING WILL COMMENCE: \$400

EARNEST MONEY REQUIRED AT THE DAY OF AUCTION: \$150

FOR ADDITIONAL INFORMATION USE THE QR CODE TO THE RIGHT→





# SURPLUS PROPERTY 94 OAK STREET

**ASSESSORS MAP 15, LOT 42** The parcel is located on Oak Street with a 17'± access strip. This parcel does not have the required area or frontage to be a buildable lot. This parcel is being sold as a **NON-BUILDABLE LOT** and shall be treated as such by all Town departments and regulatory authorities. A note shall be added to the deed stating the lot is not to be considered a buildable lot as deed a restriction.  
Area = 0.19± acres



PRICE AT WHICH BIDDING WILL COMMENCE: \$400

EARNEST MONEY REQUIRED AT THE DAY OF AUCTION: \$150

FOR ADDITIONAL INFORMATION USE THE QR CODE TO THE RIGHT→



## SEALED BID FORM

### SEALED BID

Norman Seney, Mayor  
Town of Putnam  
Municipal Complex  
200 School St.  
Putnam, CT 06260

Dear Mayor Seney,

Pursuant to the auction brochure for the sale of surplus property Parcel \_\_\_\_\_, which is located at \_\_\_\_\_

City/Town of \_\_\_\_\_, \_\_\_\_\_ County, I am

submitting a bid in the amount of (\$ \_\_\_\_\_) or

\_\_\_\_\_ dollars.  
(amount in words)

Enclosed is a certified or bank check in the amount of \$ \_\_\_\_\_ for the earnest money deposit.

Date: \_\_\_\_\_

Bidder: \_\_\_\_\_

Legal Name (person(s), corporation, or partnership)

By: \_\_\_\_\_

Name and Title

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: (     ) \_\_\_\_\_

**The successful bidder will be notified in writing once the bid is approved. Checks will be returned to unsuccessful bidders.**

**AUTHORIZATION TO BID**

**ON SURPLUS REAL PROPERTY OFFERED FOR SALE BY THE  
Town of Putnam**

I \_\_\_\_\_ hereby authorize  
(print name of bidder-principal)

\_\_\_\_\_ to bid on my behalf  
(print name of bidder in attendance)

during the Bidding Period for the following properties:

Identify below the parcel(s) on which bidding is authorized:

Limiting Instructions (if none, so state):

\_\_\_\_\_  
Signature of bidder-principal

\_\_\_\_\_  
Date

Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_



**BID CONFIRMATION**  
**Town of Putnam**

For property sold by sealed bid

Identified As:

Surplus Property Address \_\_\_\_\_  
Project \_\_\_\_\_  
Town/County \_\_\_\_\_  
Map(s)/Parcels(s) \_\_\_\_\_

(I) (We) hereby acknowledge that (I) (we) have purchased by public auction the premises described as Parcel \_\_\_\_\_ in the Surplus Property Auction Brochure for the sum of \$\_\_\_\_\_ dollars. (I) (We) hereby agree to comply with the Terms and Conditions of Sale as included in the Surplus Property Auction Brochure, having paid to the Town the sum of \$\_\_\_\_\_ dollars on account toward the purchase price. (I) (We) further agree to forfeit said deposit to the use of the seller should (I) (we) fail to comply with the TERMS AND CONDITIONS OF SALE as defined in the Auction Brochure.

_____ Bidder – Please Print Legibly	_____ Telephone
_____ Street Address	_____ City, State, Zip Code

1. Total Amount of Bid		\$ _____
2. Less Earnest Money Deposit		\$ _____
3. Remaining Balance		\$ _____
4. A) Purchaser may use their own closing attorney. Requiring no fee.		
B) The Town attorney closing fee.		\$ _____
5. Balance Due at Closing		\$ _____

By signing the Bid Confirmation, each bidder and each person signing on behalf of any bidder certifies, under penalty of perjury, that to the best of their knowledge and belief:

- A. The bid price has been made independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such bid with any other bidder or with any competitor.
- B. No attempt has been made to induce any other person, partnership, or corporation to bid or not to bid for the purpose of restricting competition.

Signature: \_\_\_\_\_

Date: \_

Signature: \_\_\_\_\_

Date: \_

\_\_\_\_\_  
Notary Public

**AGENDA ITEM COVERSHEET**

**Topic: Release of rights for a temporary  
Cul-de-sac at the end of Dudley St.**

**Submitted by: Bruce Fitzback**

**Date for Consideration: Oct. 16, 2023**

**Town Attorney Review Required: Yes, Approved.**

**Financial Summary:**

**Minimal town attorney fees**

**Highway Department services, remove 850 sq.ft.± of pavement, Loam and seed.**

**Staff Recommendation:**

At the request of Mr. Charles Schutrick property owner of 20 Dudley St., town staff reviewed the possibility of physically and legally removing a temporary cul-de-sac on the subject property.

The Town staff, including the Highway Superintendent, review determined that it would be in the best interest of the Town to remove the temporary cul-de-sac.

Requesting a Public Hearing and Special Town Meeting be scheduled.

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

**Current property deed**

**Survey plan 1118**

**Schedule A**

A certain tract or parcel of land situated on the easterly side of Dudley Street, known as 20 Dudley Street, in the Town of Putnam, County of Windham and State of Connecticut, as shown as Lot #3 on a map entitled, "Plan prepared for: Harold Nichols, Lafayette Road and Dudley Street & Riverside Park Avenue, Putnam, Connecticut, Date 11/89, Scale: 1"—20', sheet 1 of 5 sheets, Messier & Associates, Inc., Surveyors-Engineers, Robert R. Messier L.S.", as more particularly bounded and described as follows:

Beginning at a point on the apparent easterly street line of Dudley Street, said point being the northwesterly corner of the herein described parcel of land;

Thence, running N 57 degrees 04', 44" W along Lot 2, a distance of 90.00 feet to a point;

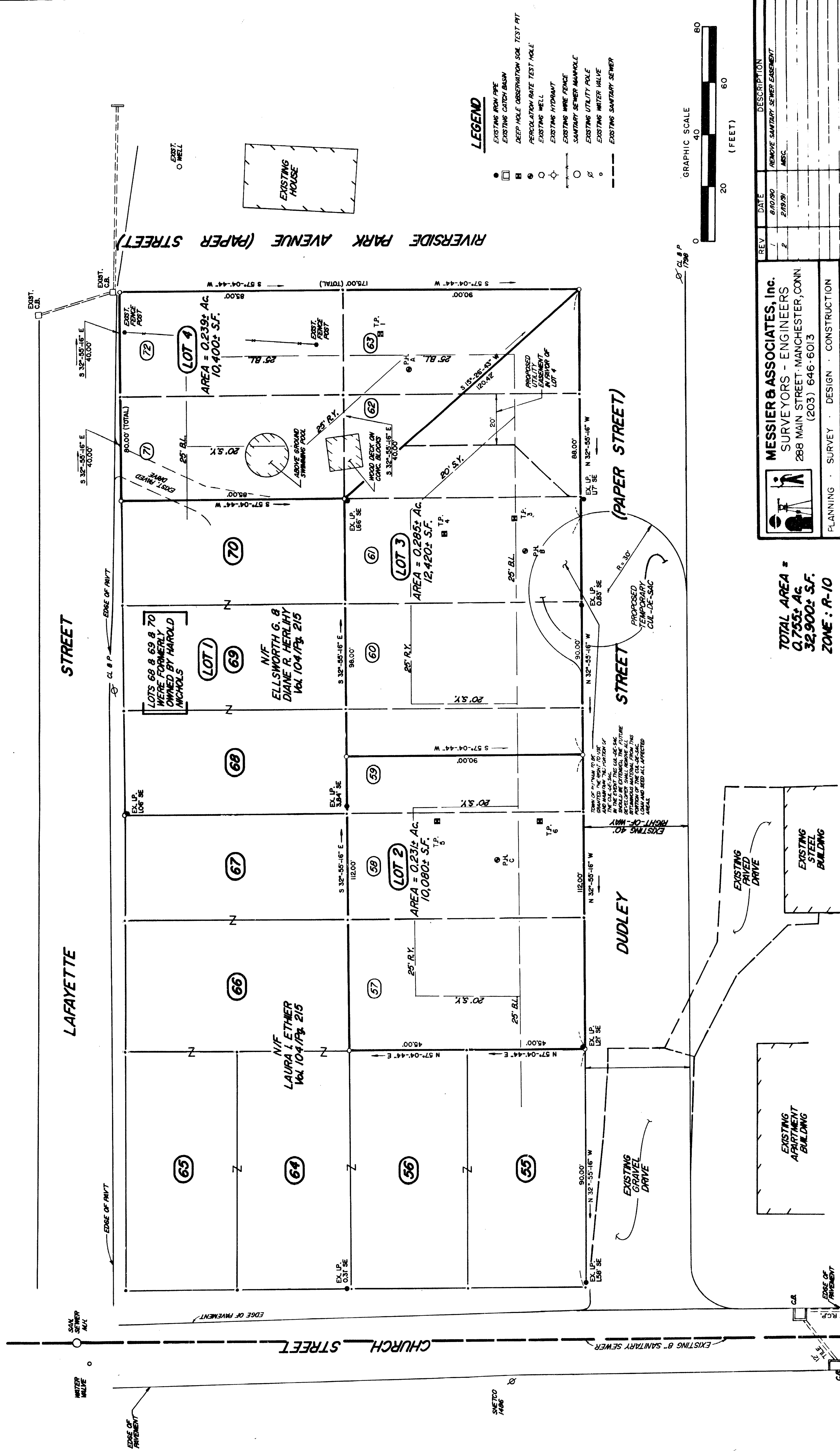
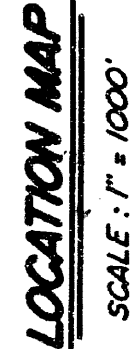
Thence, running S 32 degrees 55' 16" E along land now or formerly of Ellsworth C. and Diane R. Hertihy, a distance of 98.00 feet to a point;

Thence, running S 15 degrees 26' 43" W along Lot 4, a distance of 120.42 feet to a point on the apparent easterly street line of Dudley Street;

Thence, running N 32 degrees 55' 16" W along the apparent easterly street line of Dudley Street, a distance of 178.00 feet to the point of beginning.

The herein described parcel of land contains 12,420 square feet more or less and is shown as Lot 3 on the referenced map.

Lot 3 is subject to a temporary cul-de-sac in favor of the Town of Putnam to maintain said cul-de-sac and for rights of vehicular use along Dudley Street.



REFERENCE IS MADE TO TWO FILED "KATSESSIDE PARK, PITMAN, CONNECTICUT  
PLAN OF LAND OWNED BY JEROME F. LEO AND URBANITE E. LEO, CHURCH STREET,  
PITMAN, CONNECTICUT, SCALE: 1 inch = 40 feet, dated 19 June 1946, SHEET 1 OF 1,  
ALBERT L. FITZMAK, R.S. 7023."  
"PLAN OF EXISTING AND PROPOSED SEWERS, PITMAN, CONNECTICUT, SCALE: 1" = 200'  
DATE: OCT., 1946, SHEET 3, TENTON G. KATES ASSOCIATES, TENTON G. KATES P.E. & C.  
ALLIANCE ARE BASED ON THE ABOVE REFERRED MAP PREPARED FOR NAMED LEO BY  
ALBERT FITZMAK, I.C.S.

"AS SHOWN CONTAINED HEREIN, SHEET 719 AND PORTIONS OF SHEETS 63 & 63A) IS  
NOT A TRUE COPY BUT PRESENTS THE APPEARANCE OF THE CURRENT ZONE."

THIS PLAN REPRESENTS A BOUNDARY LINE MODIFICATION  
FOR LOTS 2, 3, 4 AS SHOWN ON THIS PLAN


PUTNAM	LAND	RECORDS
RECEIVED FOR RECORDING:		
<i>John M. Douth</i>	DATE <i>2/1/94</i>	TIME <i>11:30 AM</i> MAP NO. <i>1118</i>
TOWN CLERK		
APPROVED BY THE PUTNAM COMMISSION		
<i>Robert B. Brown</i>	INLAND	WETLAND
CHAIRMAN	DATE <i>Feb. 3, 1994</i>	
APPROVED BY THE PUTNAM PLANNING COMMISSION:		
<i>David J. Collins</i>	DATE <i>Feb. 4, 1994</i>	
CHAIRMAN		

I HEREBY DECLARE THAT THIS MAP IS SUBSTANTIALLY CORRECT. THIS MAP AND SURVEY WERE PREPARED IN ACCORDANCE WITH THE STANDARDS OF A CLASS A-2 SURVEY AS DEFINED IN THE "RECOMMENDED STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS PREPARED AND ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. ON SEPTEMBER 13, 1984 AND EFFECTIVE JANUARY 1, 1987.

*[Signature]* 11/89  
SNOVORS SIGNATURE DATE

#1118 Paid 2/4/94 @ 11:36 AM *Levin in North Town clerk*


AS PER FIELD OBSERVATION NO WETLANDS

  
 MICHAEL G. SCHAEFER  
 CERTIFIED SOIL SCIENTIST

**TOTAL AREA =**  
**0.755± AC.**  
**32,900± S.F.**  
**ZONE: R-10**

THESE DRAWINGS ARE THE PROPERTY OF THE ENGINEER / SURVEYOR AND HAVE BEEN PREPARED SPECIFICALLY FOR THE OWNER FOR THIS PROJECT. THESE DRAWINGS ARE NOT TO BE USED FOR ANY OTHER PURPOSE, LOCATION OR OWNER WITHOUT WRITTEN CONSENT OF THE ENGINEER / SURVEYOR.

NO DECLARATION IS EXPRESSED OR IMPLIED UNLESS THIS PLAN BEARS THE EMBOSSED SEAL OF THE LAND SURVEYOR AND/OR PROFESSIONAL ENGINEER WHOSE SIGNATURE



**MESSIER & ASSOCIATES, Inc.**  
SURVEYORS - ENGINEERS  
288 MAIN STREET - MANCHESTER, CONN.  
(203) 646-6013

PLANING	SURVEY	DESIGN	CONSTRUCTION
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PREPARED FOR:

HAROLD NICHOLS  
LAFAYETTE STREET & DUDLEY STREET &  
RIVERSIDE PARK AVENUE

PU/NAME, CONNECT/CO

[illegible]

PLAN No 89-270B

AREA = 0.231± AC.  
10,080± S.F.

T.P.  
5

P.H.  
C

T.P.  
6

90.00' S 57°-04'-44" W

20' S.Y.

20' S.Y.

25' B.L.

P.H.  
B

T.P.  
4

112.00'

N 32°-55'-16" W

90.00'

N 32°-55'-16" W

TOWN OF PLYMOUTH TO BE  
GRANTED THE RIGHT TO USE  
AND MAINTAIN THE PORTION OF  
THE CUL-DE-SAC  
IN THE EVENT THIS CUL-DE-SAC  
SHOULD BE EXTENDED, THE FUTURE  
DEVELOPER SHALL REMOVE ALL  
BITUMINOUS MATERIAL FROM THIS  
PORTION OF THE CUL-DE-SAC.  
LOAN AND SEED ALL AFFECTED  
AREAS

EXISTING 40'  
RIGHT-OF-WAY

IDLEY

STREET

PROPOSED  
TEMPORARY  
CUL-DE-SAC

R = 30'

EX. I.P.  
0.83' SE





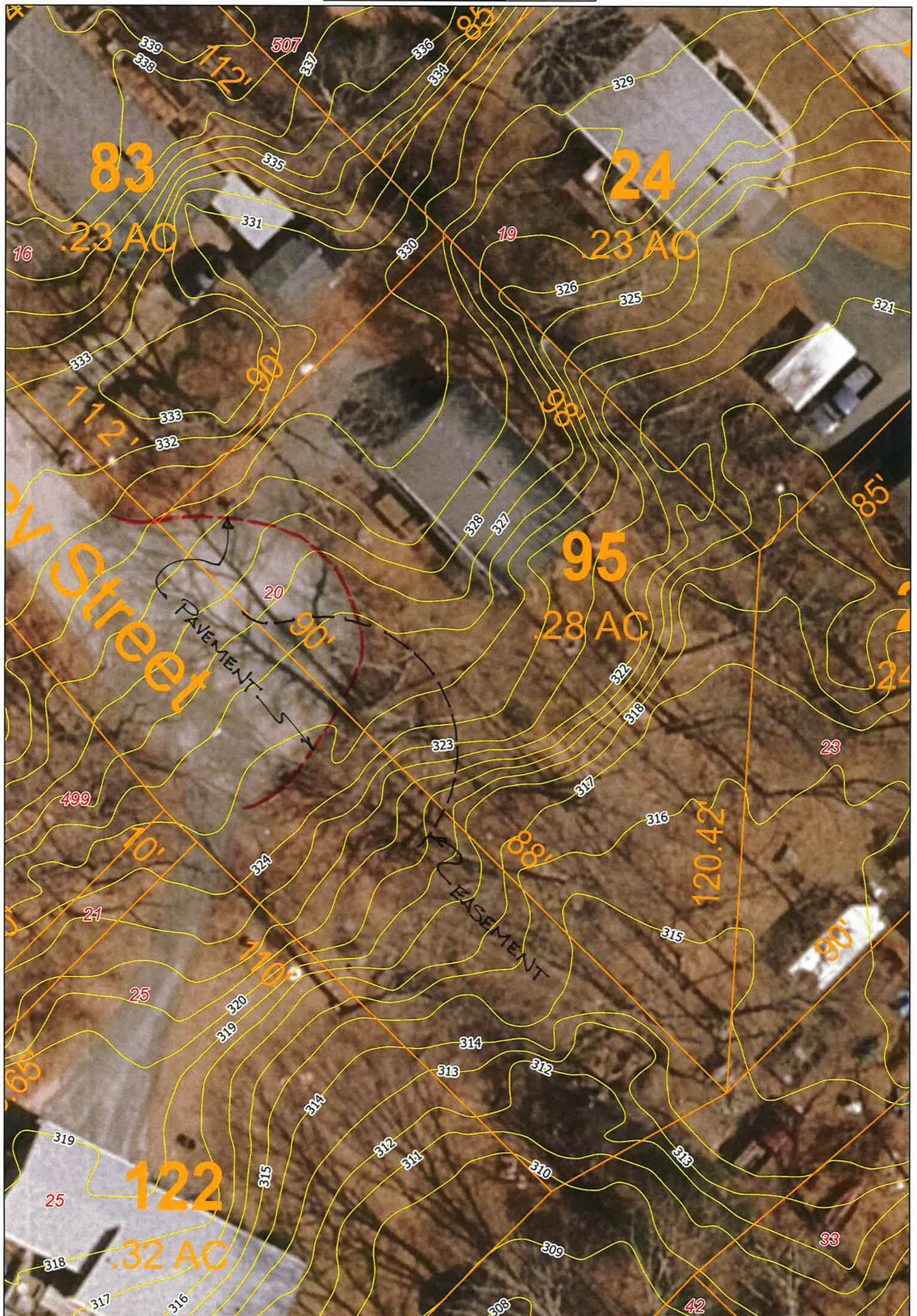
## Putnam, CT

1 inch = 20 Feet



September 19, 2023

[www.cai-tech.com](http://www.cai-tech.com)



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



**Return To:**

Alisha Schutrick and Charles Schutrick  
20 Dudley Street  
Putnam, CT

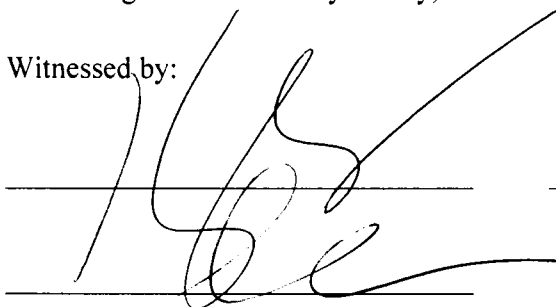

**WARRANTY DEED - STATUTORY FORM**

I, **JESSICA DESMARAIS**, of the Town of Putnam, County of Windham and State of Connecticut, hereinafter referred to as "Grantor" for consideration paid, grant to **ALISHA SCHUTRICK AND CHARLES SCHUTRICK**, of the Town of Putnam, County of Windham and State of Connecticut, hereinafter referred to as "Grantee" with **WARRANTY COVENANTS**

A certain tract or parcel of land, with any buildings and improvements thereon, known as 20 Dudley Street located in the Town of Putnam, County of Windham and State of Connecticut, bounded and described in **Schedule "A"** attached hereto.

Signed this 25th day in July, 2018.

Witnessed by:

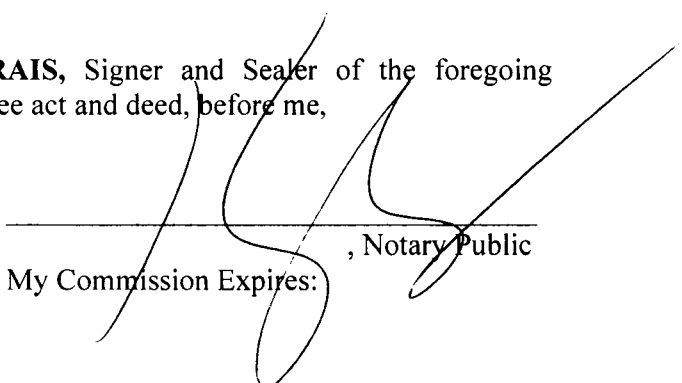
  
\_\_\_\_\_  
  
\_\_\_\_\_  
**JESSICA DESMARAIS** L.S.

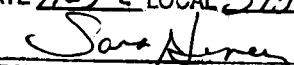
STATE OF CONNECTICUT )

COUNTY OF Windham ) ss:

July 25, 2018

Personally appeared **JESSICA DESMARAIS**, Signer and Sealer of the foregoing instrument, and acknowledged the same to be her free act and deed, before me,

  
\_\_\_\_\_, Notary Public  
My Commission Expires:

CONVEYANCE TAX RECEIVED  
STATE 11.25 LOCAL 37.50  
  
\_\_\_\_\_  
TOWN CLERK OF PUTNAM, CT

**HONG V. TRAN**  
COMMISSIONER OF SUPERIOR COURT

Town Clerk-Putnam, CT  
**Sara J. Seney**  
AUG 07, 2018 02:10 PM

**AGENDA ITEM COVERSHEET**

**11C. Term Expiration Date**

**Submitted by: Denise Geeza**

**Date for Consideration: 10/16/23**

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

**At the last Board of Selectmen meeting, Michael Bogdanski was appointed to the Economic Development Commission with a term to expire 8/31/25. The expiration date should have been 11/30/26.**

**Financial Summary:**

**None**

**Staff Recommendation:**

Update the expiration date to 11/30/26.

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