

Town Administration

Contract Updates

- Similar to last month: 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. ECD and Land Use office to lead.
- New proposed contract from Win-Waste Lisbon Incinerator for final MSW disposal - tonnage, unit price for incineration and term through June 30, 2028. Expect Town execution this month.
- For WPCA: Expect Loan Closing in December 2023 for the recently completed Storage Building and Generator Project. 40-year payments from WPCA budget.

Recent

- Casella municipal solid waste and recycling contract - ongoing preparation for Year 2 change to bins and multiple public informational efforts in upcoming months. Met with Casella to determine program outline and expectations, and schedule for informational sessions.
- Same as last month: 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). Working on priority blighted properties (48-50 Woodstock Ave, 284 School Street and MetalMast).
- Onboarding for new Assessor, including kick-off meeting with Vision for revaluation efforts.
- Advertise for ECD Director position, and for two Highway Maintainer positions.
- Contracted for interim part-time ECD office assistance (Delpha Very).
- Coordinating zoning enforcement official duties to transfer ZEO efforts from Building Official to Land Use Agent.
- Same as last month: Ongoing/Continued review with consultant for Town electrical accounts, including planning for account modifications and other energy efficiency measures.

Upcoming

- Interviews for ECD Director position and Highway Maintainer positions.
- MSW Contract and coordination of residential program, including planning for FY24 transition to carts and invoicing. Planning for informational meetings, mailings, software, invoicing, payment receipts etc.
- Initial planning and discussion of combination of Planning Commission and Zoning Commission. Edit applicable Town Job Descriptors for Building Department and Land Use Department.
- FY25 Budget preparation, including Department expenditure and revenue budgeting.
- Expect early January to hold Department Head annual reviews for calendar year 2023.
- Union negotiations for three unions expected to initiate in January 2024.
- Continued coordination with BOE regarding School Renovation Project. (Per November 14th update from Nancy Cole: state auditors current findings are approx. \$2.2M reimbursement of the Town's expected \$2.7M. BOE to continue efforts to close gap. Once state and BOE are in agreement on amount, final step is processing final reimbursement to Town.)
- Similar to last month: ARPA funds: final design and bid prep for Kennedy Drive Parking including EV stations and infrastructure. Plans to incorporate latest adjacent property purchase status.
- For WPCA: coordinate with Bond Counsel, Town Counsel and internal team to prepare necessary USDA loan closing documents.
- 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: remaining construction efforts limited to South Main Street fencing, waiting for Railroad approval, with expected install in upcoming weeks.
- School Street Sidewalks projects: Recently received DOT comments to design, hopeful that activity may mean DOT willing to fund shortly. 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.
- [Ongoing: Highway has various additional paving projects seasonally.]

Upcoming

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

Bridges

Recent

- Same as last month: 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, with possible Rhode Island Road over Mary Brown Brook also eligible. 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.

- Same as last month: 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.
- Ongoing: Air Line Trail towards Thompson: plan for consulting engineer selection in upcoming months.
- Ongoing: Air Line Trail from Pomfret: continued consultant design and permitting.

Other Town Responsibilities

Recent

- WPCA: final coordination activities with Bond Counsel and Town Counsel for USDA loan closing efforts for wastewater treatment plant storage building and generator project. Closing pushed to December.
- 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.

Upcoming

- CCM webinars
- CCM Annual Convention November 28th-29th