

MAYOR AND SELECTMEN'S MEETING AGENDA  
Monday, November 20, 2023 @ 7:00 PM  
Putnam Municipal Complex  
Room 109  
200 School Street Putnam, CT  
Also Available Via Zoom:

Join Zoom Meeting  
<https://us06web.zoom.us/j/85225890040>

Meeting ID: 852 2589 0040

- +1 646 558 8656 US (New York)

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1. Call to Order by the Presiding Officer
  2. Pledge of Allegiance
  3. Public Comment – 3 – minute maximum per person
  4. Approval of the Minutes
    - A. Minutes from November 6, 2023, Board of Selectmen Meeting
  5. Petitions & Communications
  6. Reports of Special Committee
  7. Reports of Standing Committees
    - A. General Government Committee
  8. Town Administrator Report
  9. Unfinished Business
    - A. Sticker program – revenue update
    - B. Trash program and update
    - C. NDDH – update
  10. Grant Considerations and Updates
  11. New Business
    - A. Consider the appointment of John Dignam as a Library Trustee to the Library Board, with a term to expire 12/4/29.

B. Consider the appointment of Bruce Fitzback as the Town of Putnam Zoning Enforcement Officer.

C. Consider the appointment of David Sullivan to the Putnam Arts Council, with a term to expire 11/30/28.

D. EMPG Grant Application

E. Consider Resolutions for Board of Education Projects and set the date for a Special Town Meeting, adjourned to Referendum

12. Public Comment – 3- minute maximum per person

13. Adjournment

To Be Approved Mayor and Selectmen's Meeting  
November 6, 2023  
Also, Via Zoom:  
Meeting ID 847 2685 9505

TOPIC		DISCUSSION	
PRESENT:		Mayor Seney, Deputy Mayor Simmons, Selectman Rawson, Selectman Paquin, Selectman Pempek and Selectwoman Marion	
ABSENT:		Selectman Hayes	
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		None
4.	Approval of the Minutes	A.	Minutes from October 16, 2023, Board of Selectmen Meeting  Selectwoman Marion made a motion to approve the minutes from the October 16, 2023, Board of Selectmen Meeting as presented. The motion was seconded by Selectman Paquin and passed unanimously.
5.	Petitions & Communications		None
6.	Reports of Special Committees	A.	None  Selectman Pempek made a motion to add item 7B) NDDH Discussion to the agenda. The motion was seconded by Selectman Paquin and passed unanimously.

7.	Unfinished Business	<p>A. Sticker Program – revenue update</p> <p>The revenue report for the sticker program was reviewed by the Board.</p> <p>B. NDDH Discussion</p> <p>Mayor Seney stated he would like the Board to opt out of NDDH prior to the January 1<sup>st</sup> deadline. The Selectmen would like additional information regarding what options are available to the Town.</p>
8.	Grant Considerations and Updates	None
9.	New Business	<p>A. 2024 Meeting Schedule</p> <p>Selectman Pempek made a motion to approve the 2024 Meeting Schedule as presented. The motion was seconded by Selectman Paquin and passed with Selectman Rawson abstaining.</p>
10.	Public Comment	<p>3 minute maximum per person</p> <p>Jay Gerhart asked what the process would be to change a resolution. He feels there are restaurants in town that would like to have the ability to have an arcade.</p> <p>Deputy Mayor Simmons made a motion to enter Executive Session for the purpose of Real Estate at 7:30 PM, inviting in Town Administrator Sistare. The motion was seconded by Selectman Pempek and passed unanimously.</p>
11.	Executive Session	<p>Real Estate</p> <p>Deputy Mayor Simmons made a motion to reconvene the Board of Selectmen meeting at 8:06 PM. The motion was seconded by Selectman Pempek and passed unanimously.</p>
12.	Adjournment	Deputy Mayor Simmons made a motion to adjourn at 8:07 PM The motion was seconded by Selectman Pempek and passed unanimously.
		Respectfully submitted: Denise A. Geeza, Executive Assistant



**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 Descriptions 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.

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- 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.
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**Upcoming**

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- Ongoing: continue to identify State DOT and Railroad officials to discuss alternatives, and build support for Putnam-to-Thompson trail connection. Monitor grant availability and submit applications if eligible.
  - 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.
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**Other Town Responsibilities****Recent**

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- 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.
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**Upcoming**

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

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- CCMO certification requirements. Ongoing annual credits required.
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**Upcoming**

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- CCM webinars
  - CCM Annual Convention November 28th-29th
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# Town of Putnam

## FY24 Waste Mgmt

Fiscal Year: 2023-2024

From Date: 7/1/2023

To Date: 6/30/2024

- ☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range  
☐ Exclude Inactive Accounts with zero balance

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	\$3,620.00	\$16,380.00	81.90%
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	\$245,634.93	\$245,634.93	\$374,365.07	\$374,365.07	\$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	\$25,948.87	\$25,948.87	\$74,051.13	\$74,051.13	\$0.00	0.00%
1005.43.4317.54421.00000	Burn Plant Expense	\$180,000.00	\$47,850.03	\$47,850.03	\$132,149.97	\$132,149.97	\$0.00	0.00%
1005.43.4317.55500.00000	Printing and Supplies	\$10,000.00	\$2,279.20	\$2,279.20	\$7,720.80	\$0.00	\$7,720.80	77.21%
	DEPARTMENT: Waste Collection - 4317	\$1,000,000.00	\$342,257.03	\$342,257.03	\$657,742.97	\$598,430.17	\$59,312.80	5.93%
	<b>Grand Total:</b>	\$1,000,000.00	\$342,257.03	\$342,257.03	\$657,742.97	\$598,430.17	\$59,312.80	5.93%

End of Report

Town of Putnam

FY24 Budget Waste Mgmt

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

From Date: 7/1/2023

To Date: 6/30/2024

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

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)	(\$145,782.00)	(\$145,782.00)	(\$489,218.00)	\$0.00	(\$489,218.00)	77.04%
1005.43.4317.44405.00000	Sticker - 35gal size Red \$5.0	(\$327,500.00)	(\$79,126.00)	(\$79,126.00)	(\$248,374.00)	\$0.00	(\$248,374.00)	75.84%
Grand Total:		(\$962,500.00)	(\$224,908.00)	(\$224,908.00)	(\$737,592.00)	\$0.00	(\$737,592.00)	76.63%

End of Report

*Working Document*  
Town of Putnam  
Municipal Solid Waste and Recycling Program

November 16, 2023

Town of Putnam Municipal Solid Waste (MSW) and Recycling Program

Program Outline – *Working Document, subject to change as details are finalized*

1. Eligible Households:

- Residential only
- Single, 2- and 3-family residential. There are about 2,000 single-family homes, 300 2-family, and 100 3-family.
- Single family homes would count as one user, eligible to join by paying “one unit”. 2-family properties can only join by paying “two units”, and similarly, 3-family properties can only join by paying “three units”. If the property is a 2- or 3-family property, that property cannot opt to join the program by only paying one unit. However, if a 2- or 3-family household wanted to choose either 65 or 95-gallon bin sizes, that is allowed.
- Assessor’s office has prepared an Excel list of all eligible households. Minor amount of non-standard data cleansing needed (a few dozen parcels have more than one building per lot and show as duplicate account numbers)

2. Town Department Coordination

- Town Administrator / Mayor: contract management. Expenditures and revenue budgeting for all aspects of waste collection. Coordination with various departments for applicable budget items (bulky/haz waste days, software, mailings).
- Highway Department for bulky waste and hazardous waste day costs, including pickup and consultant; and as applicable, Fox Road transfer station efforts and waste pickup.
- Revenue Office: coordination with software vendor, preparation of invoices, collection of payment. Preparation of reports of non-payment (or no opt-in) residences.  
The timing of the invoicing and revenue collection is planned to match tax season, to most efficiently plan for Revenue Office staffing.
- Assessor Office: coordination for property list and up-to-date owner mailing addresses.
- Highway and Recreation Departments: waste management costs outside of standard town waste costs, including event waste management costs.

3. Program Schedule

- Annual program to be payable twice per year, at the same time as municipal property taxes. Payments collected within the fiscal year of the program (one month window in service between fiscal years).
- Period 1 each year: 6 months of August 1<sup>st</sup> through January 31<sup>st</sup> – payment due between July 1<sup>st</sup> and August 1<sup>st</sup>.
- Period 2 each year: 6 month of February 1<sup>st</sup> through July 31<sup>st</sup> - payment due between January 1<sup>st</sup> through February 1<sup>st</sup>

*Working Document*  
Town of Putnam  
Municipal Solid Waste and Recycling Program

- No late fees, no penalties. If they don't pay, they do not receive waste pickup from Casella. Coordination with Casella to update eligible list for non-payment, and therefore, no MSW pickup from that address. Expect to allow a 2-4 week window in August and February, following the payment-due-month, as mail-in payments will still be counted. If payment has not been received by August 15<sup>th</sup> (or February 15<sup>th</sup>), prepare to stop pickup, and if no payment has been received by September 1<sup>st</sup> (or March 1<sup>st</sup>), Casella to retrieve bins from residence. Similar to today, if residence illicitly places waste within or outside their property, the Blight Ordinance would apply and applicable fees begin.
- Tentatively considering whether to mail or contact property owners at the 2-week late stage, to determine expectations for payment and program continuation.
- Residences can join the program at any time, by paying the full 6-month payment (no partial month amounts). If a bin is retrieved due to non-payment, a pickup/delivery fee is expected to be charged, coordinated with Casella.

4. Invoice

- To be mailed to property owner once per year, with two payment stubs. (similar to property tax)
- The differences from the mailing of tax bills is that many (~50%) property tax bills are mailed to mortgage escrow companies. So those properties would get a mailing with only the trash invoice.
- Trash program invoices would be bundled as possible either with property tax bills (property and/or motor vehicle)
- Renters would not be mailed trash program invoices, but rather invoices directly to the owner/landlord. The owner/landlord would be responsible for any coordination between tenants.

5. Payment Collection

- Due twice per year, the same month periods that property taxes are due.
- Revenue Office collecting payments, using all existing methods for tax payments (online, in-person, lockbox, dropbox)
- Payment due in the month prior to the 6-month period of service.

6. Bin Choices:

- For Municipal Solid Waste (MSW) – either a 65-gallon or 95-gallon container. Weekly pickup of MSW.
- For single-stream recycling – a 95-gallon container. Every-2-week pickup of recycling.
- Casella owns and manages the carts. All carts have a serial number that is assigned to the specific address, and Casella will manage lost, stolen and damaged carts as applicable.

7. Public Education and Information

- Plan a February or March 2024 mailing to all eligible property owners – notifying Putnam trash program is changing, and that invoices will be mailed prior to July 1<sup>st</sup> for their selection into the program.

*Working Document*  
Town of Putnam  
Municipal Solid Waste and Recycling Program

- Consider an “opt-in” or “opt-out” notification, so that if bins/ASL available prior to the August 1<sup>st</sup> period, those that opt-out do not receive a bin.
8. Customer Service
- Casella is responsible for program customer service. Since there is such a long-term model in place, where residents contact the Highway Department with questions, the Public Education and Information sessions will include communicating that change.
9. Initial Timing of Sticker to Bin change
- Stop selling stickers several weeks prior to bin delivery
  - Expect some period of 1-2 months transition
  - Casella may have bins available as early as June 1<sup>st</sup>. If so, that transitional period may be grace period, with first payment and first 6-month period unchanged (due July 1-August; for period of August 1<sup>st</sup> through January 31<sup>st</sup>).
10. Additional Changes
- Due to efficiency of automatic side load (ASL) vehicles, the time for a vehicle to pickup is reduced from current. Expect that routes and days will be modified by Casella.
  - Once ASL starts, there is no more bulky waste curbside pickup included in the program. To mitigate this change, Town expects to increase the number of bulky waste days. In recent years, the Town has held one annual bulky waste day at the High School and all Putnam residents are eligible (even apartment complexes, condos, etc). For FY2025, the first year of ASL, the Town expects to hold three bulky waste days at the High School. Depending on use and quantity of those days, following years may offer 1, 2 or 3 bulky waste days.
  - If residences require bulky waste pickup from curbside, they are to directly contact Casella, and Casella will arrange a specific date for pickup, as they will likely bundle multiple requests together for efficiency. Cost for such individual bulky waste pickup will be contracted directly between Casella and the requesting party – no Town involvement. [\*\*Confirm with Casella – if a residence that is not in the program, and/or condo owner or other business, etc; will Casella offer the same bulky pickup pricing?]
  - [Hazardous waste days are every 2 years – unchanged from current practices.]
11. Program Costs
- See attached table – estimate of annual MSW and Recycling costs.
  - Note that because the contracts include regular municipal MSW and recycling (Complex, schools, parks and highway), we are recommending a revenue goal of 95% of the program costs. Therefore, revenue from households 95% budget goal.



Year		Casella Contract Under Negotiations										Win-Waste Lisbon Oct 2023 proposed contract to Town				
		Dates		Municipal Waste	Fuel Surcharge **		Recyclables				Incineration					
				Price per Gallon for Diesel (as of 9-11-23)	Annual Surcharge (\$4 base)	Threshold (per ton Cost = ACR - Threshold)	"greater of 5% or CPI"	Tons per year	Subtotal Recyclables	per ton	"greater of 6% or CPI"	Tons per year	Subtotal Incineration	Annual Total		
1		July 1, 2023 through June 30, 2024		(lump sum)	\$ 708,094.00	4.478	\$ 7,051.44	\$ 84,617.23	\$ 125.00	\$ 75,000.00	\$ 75.00	2000	\$ 150,000.00	\$ 1,017,711.23		
2 *		July 1, 2024 through June 30, 2025			\$ 537,295.02	4.478	\$ 5,350.56	\$ 64,206.75	\$ 125.00	\$ 75,000.00	\$ 82.00	2000	\$ 164,000.00	\$ 840,501.77		
3		July 1, 2025 through June 30, 2026			\$ 564,159.77	4.478	\$ 5,618.09	\$ 67,417.09	\$ 131.25	\$ 78,750.00	\$ 86.92	2000	\$ 173,840.00	\$ 884,166.86		
4		July 1, 2026 through June 30, 2027			\$ 592,367.76	4.478	\$ 5,899.00	\$ 70,787.95	\$ 137.81	\$ 82,687.50	\$ 92.14	2000	\$ 184,270.40	\$ 930,113.61		
5		July 1, 2027 through June 30, 2028			\$ 621,986.15	4.478	\$ 6,193.95	\$ 74,327.34	\$ 144.70	\$ 86,821.88	\$ 97.66	2000	\$ 195,326.62	\$ 978,461.99		

Average over 5 years    \$    930,191.09

\* Year 2 may begin ASL earlier or later than July 1, 2024 - depending on ability for Casella to get equipment. Contract includes a set price (per above) for Year 2, and includes Casella starting ASL by October 1, 2024.

\*\* Fuel surcharge provision is based on a Floor price of \$4/gal diesel. Numbers included herein are based on <https://www.eia.gov/petroleum/gasdiesel/> with as of 9-11-23 diesel price as \$4.478. August 2023 monthly price was \$4.363.

Average over Year 2-5    \$    908,311.06

say Revenue Goal    \$    930,000.00

Consider 5% of cost as municipal (schools, complex, recreation, highway):    \$    45,415.55

Therefore, say Revenue Goal excludes \$90k:    \$    885,000.00

Scenario 1 for Participation and Selection of Cart Size for Single-Family

		Number of Residential Units	Estimated Participation Rate	Participating Units	Size Containers	Selected Size	Participating Units	Annual Cost for Participation	Subtotal
Single Family	2002	2002	95%	1901.9	65 gal	50%	950.95	350	\$ 332,833
					95 gal	50%	950.95	400	\$ 380,380
Two-Family	290	580	50%	290	65 gal	0%	0		\$ -
					95 gal	100%	290	400	\$ 116,000
Three-Family	112	336	50%	168	65 gal	0%	0		\$ -
					95 gal	100%	168	400	\$ 67,200
	2404	2918	Total Units:	2359.9			2359.9	Total Revenue:	\$ 896,413

Other Known Community Pricing

1. Small service provider Bobo - \$40/month = \$480/year.
2. Pomfret Casella (weekly MSW and weekly recycling) - \$163.17/quarter = \$652.68/year. Based on Q2\_23 as \$47/mo plus \$22.17 quarterly enviro fee.
3. Moosup Casella (weekly MSW and weekly recycling) - \$152.25/quarter = \$609/year. Based on Q2\_23 as \$43/mo plus \$23.25 quarterly enviro fee.
4. Brooklyn Casella (weekly MSW and weekly recycling) - \$123.87/quarter = \$495.48/year. Based on Q3\_23 as \$37/mo plus \$12.87 quarterly enviro fee.

Scenario 2 for Participation and Selection of Cart Size for Single-Family

			Estimated Participation Rate	Participating Units	Size Containers	Selected Size	Participating Units	Annual Cost for Participation	Subtotal
Single Family	2002	2002	95%	1901.9	65 gal	25%	475.475	325	\$ 154,529
					95 gal	75%	1426.425	350	\$ 499,249
Two-Family	290	580	75%	435	65 gal	0%	0		\$ -
					95 gal	100%	435	350	\$ 152,250
Three-Family	112	336	75%	252	65 gal	0%	0		\$ -
					95 gal	100%	252	350	\$ 88,200
	2404	2918	Total Units:	2588.9			2588.9	Total Revenue:	\$ 894,228

Scenario 3 for Participation and Selection of Cart Size for Single-Family

			Estimated Participation Rate	Participating Units	Size Containers	Selected Size	Participating Units	Annual Cost for Participation	Subtotal
Single Family	2002	2002	95%	1901.9	65 gal	25%	475.475	340	\$ 161,662
					95 gal	75%	1426.425	390	\$ 556,306
Two-Family	290	580	50%	290	65 gal	0%	0		\$ -
					95 gal	100%	290	390	\$ 113,100
Three-Family	112	336	50%	168	65 gal	0%	0		\$ -
					95 gal	100%	168	390	\$ 65,520
	2404	2918	Total Units:	2359.9			2359.9	Total Revenue:	\$ 896,587

Scenario 4 for Participation and Selection of Cart Size for Single-Family

			Estimated Participation Rate	Participating Units	Size Containers	Selected Size	Participating Units	Annual Cost for Participation	Subtotal
Single Family	2002	2002	95%	1901.9	65 gal	25%	475.475	360	\$ 171,171
					95 gal	75%	1426.425	400	\$ 570,570
Two-Family	290	580	75%	435	65 gal	0%	0		\$ -
					95 gal	100%	435	400	\$ 174,000
Three-Family	112	336	75%	252	65 gal	0%	0		\$ -
					95 gal	100%	252	400	\$ 100,800
	2404	2918	Total Units:	2588.9			2588.9	Total Revenue:	\$ 1,016,541

Scenario 5 for Participation and Selection of Cart Size for Single-Family

			Estimated Participation Rate	Participating Units	Size Containers	Selected Size	Participating Units	Annual Cost for Participation	Subtotal
Single Family	2002	2002	100%	2002	65 gal	25%	500.5	280	\$ 140,140
					95 gal	75%	1501.5	320	\$ 480,480
Two-Family	290	580	100%	580	65 gal	0%	0		\$ -
					95 gal	100%	580	320	\$ 185,600
Three-Family	112	336	100%	336	65 gal	0%	0		\$ -
					95 gal	100%	336	320	\$ 107,520
	2404	2918	Total Units:	2918			2918	Total Revenue:	\$ 913,740

# 2023-2024 CURBSIDE COLLECTION CALENDAR

Your pickup day is either Monday, Tuesday, Wednesday, Thursday or Friday  
Place containers at the curb the night before pickup.

## NOVEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## DECEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25	26
	27	28	29	30	31	

## JANUARY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30

## FEBRUARY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	4	5	6	7	8	9
	10	11	12	13	14	15
	16	17	18	19	20	21
	22	23	24	25	26	27
	28	29	30	31		

## MARCH 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2				
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## APRIL 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30

## MAY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	5	6	7	8	9	10
	11	12	13	14	15	16
	17	18	19	20	21	22
	23	24	25	26	27	28
	29	30	31			

## JUNE 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	2	3	4	5	6	7
	8	9	10	11	12	13
	14	15	16	17	18	19
	20	21	22	23	24	25
	26	27	28	29	30	31

## JULY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30

## AUGUST 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	4	5	6	7	8	9
	10	11	12	13	14	15
	16	17	18	19	20	21
	22	23	24	25	26	27
	28	29	30	31		

## SEPTEMBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30

## OCTOBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	6	7	8	9	10	11
	12	13	14	15	16	17
	18	19	20	21	22	23
	24	25	26	27	28	29
	30	31				

KEY: ■ = Recycling and trash pickup ■ = Holiday



### QUESTIONS?

Call **207-773-1738** or visit **casella.com/falmouth-me**  
or scan the QR code using your smart phone >>



## FREQUENTLY ASKED QUESTIONS

### WHO OR WHAT IS CASELLA?

The Town contracts with Casella, previously known as Pine Tree Waste, for curbside trash and recycling collection.

### DO I HAVE TO USE THE NEW CARTS PROVIDED BY THE TOWN OF FALMOUTH?

Yes. The new automated collection system cannot accommodate other bins or carts.

### DO I STILL HAVE TO PURCHASE AND USE YELLOW TOWN TRASH BAGS?

Yes. Falmouth has a “pay-per-bag” trash collection system. You pay only for what you throw away. The cost of the bag covers the cost of disposal. Trash will only be collected if it is in Falmouth yellow trash bags placed inside the cart.

### WHAT SHOULD I DO WITH OVERFLOW TRASH OR RECYCLING THAT DOES NOT FIT IN MY CART?

Items placed beside the carts will no longer be collected. Additional yellow trash bags or recycling materials, such as cardboard boxes, that do not fit in the cart may be held until the following week or dropped off at the Transfer Station on Woods Road during opening hours. Cardboard must be broken down to fit in carts.

### HAS MY COLLECTION DAY CHANGE?

It is possible your collection day has changed. For information about new collection days, please visit [www.casella.com/falmouth-me](http://www.casella.com/falmouth-me) or [www.falmouthme.org/public-works-department](http://www.falmouthme.org/public-works-department).

### WHERE CAN I FIND MORE INFORMATION ABOUT TRASH COLLECTION AND RECYCLING?

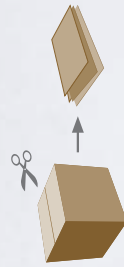
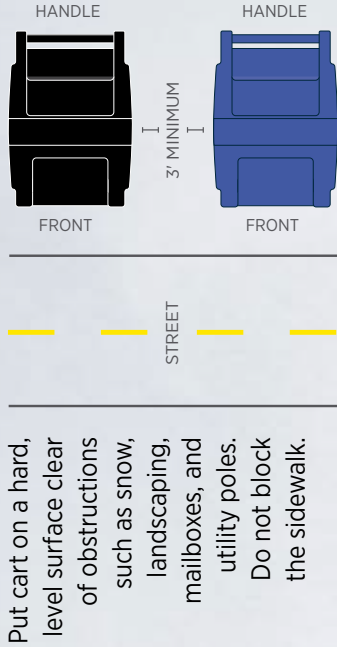
Use your smart phone to scan the QR code in this brochure for more information or visit: [falmouthme.org/public-works-department](http://falmouthme.org/public-works-department).

## CURBSIDE CART PLACEMENT GUIDE



Place cart at the curb the night before pickup day

### PROPER CART PLACEMENT



### CARDBOARD HANDLING

Breakdown cardboard so it fits into the cart with the lid closed. Cut oversized material into 2' x 2' squares.

### CART DON'TS



Cart must remain upright for pickup



Do not place cart back to back

Keep all materials inside the cart



Keep cart clear of all obstructions

### INCLUDED INSIDE

- Annual Curbside Recycling Collection Calendar
- Recycling Educational Poster
- Frequently Asked Questions



87 Pleasant Hill Road • Scarborough, ME 04074

Town of Falmouth, ME

## A Guide to Your Recycling & Trash Service

### COLLECTION INFORMATION:

- Trash and recycling collection occurs weekly on your scheduled day, either Monday, Tuesday, Wednesday, Thursday, or Friday
- Automated collection begins in early November
- Residents will no longer have to provide their own bins and instead use the carts provided by Casella. We will no longer collect any material left outside of the carts. All yellow Town pay-per-trash bags and recycling must be inside of the cart with the lid closed.

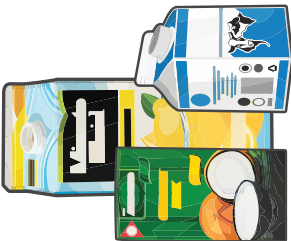


ESTABLISHED 1975



RECYCLING

Toss **ONLY** the acceptable recyclable items listed below into your **recycling cart**



**Aluminum and Steel Cans**  
(empty and rinse)

**Food and Beverage Cartons**  
(empty and replace cap)

**Bottles and Jars**  
(empty and dry)

**Mixed Paper, Newspaper, Magazines, Cardboard**  
(emptied and flattened)

**Kitchen, Laundry, and Bath**  
(empty and replace cap)

NO!



**Do Not Bag Recyclables**  
(no garbage)



**No Plastic Bags or Plastic Wrap**



**No Food or Liquid**  
(empty all containers)



**No Clothing or Linens**  
(use donation)



**No Tangles**  
(hoses, wires, chains, or electronics)



Funded in part by  
**The Recycling Partnership**  
Solving for Circularity



**QUESTIONS?** Call **207-773-1738**  
or visit **casella.com/falmouth-me**  
or **scan the QR code** >>



**Monday**

ARBOR RD  
ASHTON WAY  
ASHWOOD LN  
ASTER LN  
AUBE WOODS WAY  
BELVEDERE DR  
BIRCHWOOD CIR  
BIRKDALE RD  
BRIDLE PATH  
CARNOUSTIE DR  
CARRIAGE RD  
CEDARWOOD DR  
CHANDLER DR  
CHERRYWOOD LN  
CORDELIA WAY  
CORNERSTONE DR  
COTTONWOOD LN  
CYPRESS LN  
DANIELS WAY  
DEER RUN RD  
DEERFIELD WAY  
DOONEEN DR  
DUNHAM POND LN  
EUSTIS FARM RD  
FAIRWAY DR  
FALLS RD  
FIELD RD  
FIELDSTONE LN  
FOX HOLLOW DR  
FREEDOM DR  
GEARY WAY  
GOLDENROD LN  
GREEN GABLES WAY  
HARMONY WAY  
HARRIETTE ST  
HEMLOCK LN  
HINKLEYS WAY  
HOWARDS END DR  
HOYLAKE CIR  
JACKSON WY  
JENSEN WAY  
JOHNSON RD  
JUNIPER LN  
LANIER LN  
LILAC LN  
LINCOLN FARMS RD  
LINDENWOOD LN  
LITTLEBROOK DR  
LONG CREEK WAY  
LONGWOODS RD  
LOWER FALLS RD  
MACKENZIE LN

MAPLEWOOD CIR  
MAYFLOWER RD  
MAYO WOODS WAY  
MIDDLE RD  
MUIRFIELD RD  
MUSTARD HOLLOW WY  
OAKMONT DR  
OLD OAK WAY  
OLD OAK WAY EXT  
OLDE BLACKWOOD WY  
OSPREY LN  
PADDINGTON PL  
PALMER RD  
PARKER WY  
PAYEUR CIR  
PEBBLE WAY  
PERIWINKLE WAY  
PINEHURST LN  
PINEWOOD LN  
PRESTWICK CIR  
QUAKER LN  
RABBIT WAY  
REDWOOD LN  
RIVERBANK WAY  
SALTY DOG WY  
SHERMAN DR  
SHERWOOD DR  
SPRUCE LN  
STAPLEFORD DR  
STILLWOOD RD  
STONECREST DR  
STORMYBROOK RD  
STREAMWOOD LN  
SUNNYFIELD LN  
SURREY LN  
TERISON DR  
THOMAS WAY  
THURSTON LN  
TREE FARM WAY  
TUCKERNUCK WAY  
TWIN MEADOWS LN  
WATT'S FARM WAY  
WHISPERS WY  
WHITE PINE WY  
WILDWOOD WY  
WINDING RIVER LN  
WINSOME LEA RD  
WOODLANDS DR  
WOODS RD  
WOODVILLE RD  
WOODWARD LN  
WOODWARD RD  
YANKEE WAY

**Tuesday**

AMETHYST WAY  
ANCHOR LN  
BABIDGE RD  
BEDFORD FALLS WAY  
BEECHWOOD LN  
BENTRIDGE DR  
BLACKSTRAP RD  
BREEZY HILL LN  
BRIARWOOD LN  
BROOK RD

BURTON WAY  
CHRISTOPHER LN  
COHASSET WAY  
CUMMINGS WAY  
DOW LN  
ELLROSE LN  
EVERGREEN DR  
FARM BROOK LN  
FLINTLOCK LN  
FOREST VIEW DR  
FOX RUN RD  
GRANITE DR  
SOUTH RIDGE RD  
SPONDRIFF RD  
STAGECOACH RD  
STANLEY RIDGE  
STARLING WAY  
STONE RIDGE RD  
SUNSET RD  
TANYA LN  
TAVERN WAY  
TOLLY FARM WY  
UPLAND RD  
VICTORIA LN  
WELCOME WAY  
WILSHORE WAY  
WISTERIA CIR

**Wednesday**

FOREST VIEW DR  
FOX RUN RD  
GRANITE DR  
GRIST MILL DR  
GROVERS WAY  
HALLS HILL RD  
HARDY RD  
HEMLOCK COVE RD  
HIDDEN OAKS WAY  
HIDEAWAY LN  
HIDEAWAY LN  
HIGH BLUFFS RD  
HILLTOP AVE  
HILLTOP TRL  
HUNTER WY  
HURRICANE RD  
HUSTON RD  
INDEPENDENCE WAY  
INNKEEPERS LN  
KATHYS WAY  
LAKESIDE DR  
LEIGHTON RD  
LINSAUSIQ WAY  
LONGSPUR WAY  
LORINGS WAY  
LORN DR  
LOWELL FARM RD  
MADIGAN WAY  
MANHATTAN WAY  
MAST RD  
MCDERMOTT WAY  
MEADOW LN  
MISTY WAY

MOUNTAIN RD  
OXFORD WOODS DR  
PASTURE WY  
PINE VIEW RD  
POND VILLA  
POND VILLA EXT  
POPLAR RIDGE DR  
PRIDE FARM RD  
RED OAK DR  
RIDGE LN  
ROCKAWAY RD  
ROGERS TRL  
RUSSO WAY  
SOUTH RIDGE RD  
SPONDRIFF RD  
STAGECOACH RD  
STANLEY RIDGE  
STARLIGHT WAY  
STONE RIDGE RD  
STONEMALL WY  
SUMMIT TERR  
SUNSET RD  
SUSAN LN  
TANYA LN  
TAVERN WAY  
TOLLY FARM WY  
UPLAND RD  
VICTORIA LN  
WELCOME WAY  
WILSHORE WAY  
WYMAN'S WAY

**Thursday**

AMETHYST WAY  
ANCHOR LN  
BABIDGE RD  
BEDFORD FALLS WAY  
BEECHWOOD LN  
BENTRIDGE DR  
BLACKSTRAP RD  
BREEZY HILL LN  
BRIARWOOD LN  
BROOK RD  
BURTON WAY  
CHRISTOPHER LN  
COHASSET WAY  
CRUSTON WAY  
CUMMINGS WAY  
DOW LN  
ELLROSE LN  
EVERGREEN DR  
FARM BROOK LN  
FLINTLOCK LN  
FOREST VIEW DR  
FOX RUN RD  
GRANITE DR  
SOUTH RIDGE RD  
SPONDRIFF RD  
STAGECOACH RD  
STANLEY RIDGE  
STARLING WAY  
STONE RIDGE RD  
STONEMALL WY  
SUMMIT TERR  
SUNSET RD  
SUSAN LN  
TANYA LN  
TAVERN WAY  
TOLLY FARM WY  
UPLAND RD  
VICTORIA LN  
WELCOME WAY  
WILSHORE WAY  
WYMAN'S WAY

AMERESCOGIN RD  
ANDERSON DR  
ANDREWS AVE  
APPLEGATE LN  
ARBORSIDE DR  
ARTHUR AVE  
AVON RD  
AYERS COURT  
BARTLETT WAY  
BAYSHORE DR  
BAYSITE LN  
BAYVIEW RD  
BIRCH DR  
BROAD ST  
BROWN ST  
BURGESS ST  
CANDLEWICK WAY  
CARMICHAEL AVE  
CARROLL ST  
CASCO TERR  
CHESTER AVE  
CHESTNUT ST  
LOCKE ST  
MADOKAWANDO RD  
MAIDEN LN  
MARINER LN  
MASON ST  
MCKINLEY RD  
MEADOW CREEK LN  
MENIKOE PT RD  
MUSSEL COVE LN  
OAK ST  
ENNIS ST  
FERN AVE  
FINNEGANS WAY  
OCEAN ST

OLD MILL RD  
OLD POWERHOUSE RD  
ORCHARD LN  
PAWLE PL  
PAYSON RD  
PENACOOK RD  
PHILLIPS RD  
PINE GROVE WAY  
PITT ST  
PRESERVATION DR  
PROVIDENCE AVE  
RAMSDELL RD  
RAYMOND RD  
REG ROC RD  
RICKER RD  
RIDGEWAY RD  
RIVERSIDE DR  
ROBINSON RD  
SANDY COVE RD  
SEA COVE LN  
SEASIDE WY  
SHADY LN

**Friday**

LORINGS WAY  
LORN DR  
LOWELL FARM RD  
MADIGAN WAY  
MANHATTAN WAY  
MAST RD  
MCDERMOTT WAY  
MEADOW LN  
MISTY WAY  
MOUNTAIN RD  
OXFORD WOODS DR  
PASTURE WY  
PINE VIEW RD  
POND VILLA  
POND VILLA EXT  
POPLAR RIDGE DR  
PRIDE FARM RD  
RED OAK DR  
RIDGE LN  
ROCKAWAY RD  
ROGERS TRL  
RUSSO WAY  
SOUTH RIDGE RD  
SPONDRIFF RD  
STAGECOACH RD  
STANLEY RIDGE  
STARLING WAY  
STONE RIDGE RD  
STONEMALL WY  
SUMMIT TERR  
SUNSET RD  
SUSAN LN  
TANYA LN  
TAVERN WAY  
TOLLY FARM WY  
UPLAND RD  
VICTORIA LN  
WELCOME WAY  
WILSHORE WAY  
WYMAN'S WAY

ALPINE DR  
ARROWHEAD DR  
ASPEN WAY  
AUSTRIAN WAY  
AUTUMN WAY  
BALSAM LN  
BALTUSROL CIR  
BELLAS WAY  
BETHPAGE DR  
BLACKSTRAP RD  
BLUEBIRD TR  
BOWDOIN DR  
BROOK RD  
BROOKFIELD RD  
BROOKSIDE DR  
CANTERBURY LN  
CAPRICIAS WAY  
CASPARIUS FARM LN  
CAVENDISH RD  
CLOVER WAY  
CLOVER WAY #2  
COBBLESTONE ST  
COLEMAN WAY  
CONGRESSIONAL DR  
CONSTELLATION WAY  
COPPS WAY  
CORDELIA WAY  
CRADDOCK WAY  
EAGLES  
EAGLES LANE  
EARL  
PASTURE WY  
EARL ST  
EASTERN AVE  
EMERSON TER  
EUGENE ST  
EUREKA RD  
FALMOUTH RD  
FOX HALL RD  
GOLDFINCH DR  
GRAY DR  
GRAY RD RD  
WAGON WHEEL LN  
WALKER WAY  
WASHINGTON AVE EXT  
WAXWING LN  
WEST CIRCLE  
WHITNEY FARM WY  
WILD APPLE WAY  
WILDFLOWER  
WILDFLOWER LN  
WILSON WAY  
WINN FARM LN  
WINN RD  
WINTERS WAY  
ZACHARIAS FARM WAY



# 2023-2024 CURBSIDE COLLECTION CALENDAR

Your pickup day is either Monday, Tuesday, Wednesday, Thursday or Friday  
Place containers at the curb the night before pickup.

## SEPTEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2			
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## OCTOBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			

## NOVEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	25

## DECEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
						1
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
	31					

## JANUARY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## FEBRUARY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
						3
			1	2		
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29

## MARCH 2024

SUN	MON	TUE	WED	THU	FRI	SAT
						1
						2
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
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## APRIL 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
	7	8	9	10	11	12
	14	15	16	17	18	19
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	28	29	30			

## MAY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JUNE 2024

SUN	MON	TUE	WED	THU	FRI	SAT
						1
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28

## JULY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26

## AUGUST 2024

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KEY: ■ = Recycling and trash pickup ■ = Holiday



QUESTIONS? Call 207-773-1738 or visit casella.com/old-orchard-beach-me or scan the QR code >>

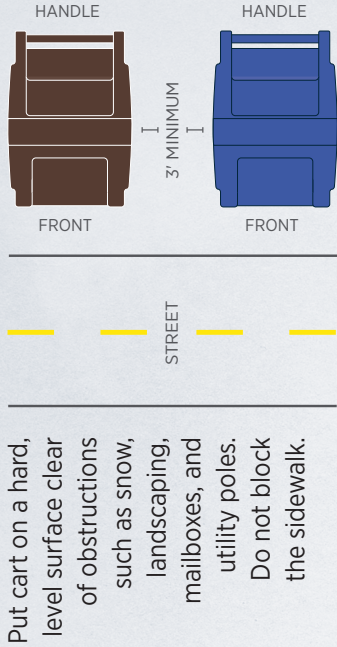


# CURBSIDE CART PLACEMENT GUIDE



Place cart at the curb the night before pickup day

## PROPER CART PLACEMENT



## CART DON'TS



Keep all materials inside the cart



Keep cart clear of all obstructions



Cart must remain upright for pickup



Do not place cart back to back

# FREQUENTLY ASKED QUESTIONS

## What is single sort recycling?

Single Sort recycling is a process which enables paper, cardboard, plastic, glass, and metal cans to be collected together in one cart eliminating the need for you to separate recyclables.

## Can I throw trash and recyclables into my recycling cart?

**NO.** Your recycling cart is for single sort recyclables only. Items that cannot be recycled should be tossed into your trash cart.

## How should I prepare recyclables?

Recyclables must be empty and rinsed clean of food residue. Corrugated cardboard boxes should be broken down into 2' max pieces. **DO NOT** tie newspaper, cardboard or jugs with twine. Handles should be removed from pails and paper bags.

## What type of metal can I recycle in my cart?

Food and beverage cans are acceptable. **NOT ACCEPTED** items include pots, pans, aerosol cans, and scrap metal such as automotive parts, motors, and appliances or any other metal items.

## Can I put grocery bags into my recycling cart or place recyclables in plastic bags?

**NO.** Plastic bags of any kind are not accepted in single sort recycling. To recycle grocery bags, please bring them to a participating grocery or retail store.

## Why aren't paper drink cups recyclable?

Paper cups have a thin, plastic lining or waxed finish that cannot be recycled.

## Can I put construction debris in my trash cart?

No. Trash carts are intended for municipal solid waste (household trash) only. Construction debris can be disposed of for a fee at the Casella transfer station located at 1 Vallee Lane. Residents can also call **207-518-8653** to discuss renting a dumpster.

Town of  
Old Orchard Beach, ME

# A Guide to Your Recycling & Trash Service

## COLLECTION INFORMATION:

- Trash and recycling collection occurs weekly on your scheduled day, either Monday, Tuesday, Wednesday, Thursday, or Friday
- Automated collection begins in early September
- Residents will no longer have to provide their own bins and instead use the carts provided by Casella. We will no longer collect any material left outside of the cart. All trash and recycling must be inside of the cart with the lid closed.



ESTABLISHED 1975

- Annual Curbside Recycling Collection Calendar
- Recycling Educational Poster
- Frequently Asked Questions

## INCLUDED INSIDE

87 Pleasant Hill Road • Scarborough, ME 04074







# RECYCLING

Toss **ONLY** the acceptable recyclable items listed below into your **recycling cart**



**Cans**



**Cartons**



**Glass**



**Paper**

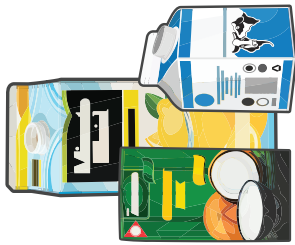


**Plastic**



**Aluminum and Steel Cans**

(empty and rinse)



**Food and Beverage Cartons**

(empty and replace cap)



**Bottles and Jars**

(empty and dry)



**Mixed Paper, Newspaper, Magazines, Cardboard**

(emptied and flattened)



**Kitchen, Laundry, and Bath**

(empty and replace cap)

**NO!**



**Do Not Bag Recyclables**  
(no garbage)



**No Plastic Bags or Plastic Wrap**



**No Food or Liquid**  
(empty all containers)



**No Clothing or Linens**  
(use donation)



**No Tangles**  
(hoses, wires, chains, or electronics)



Funded in part by  
**The Recycling Partnership**  
Solving for Circularity



**QUESTIONS?** Call **207-773-1738** or visit **casella.com/old-orchard-beach-me** or **scan the QR code** >>



# Old Orchard Beach, ME: Trash and Recycling Collection Day Schedule

## Monday

Apple Blossom Lane  
Benoit Avenue  
Blaine Road  
Bridge Street  
Center Street  
Charles Avenue  
Clover Street  
Colby Avenue  
Connecticut Avenue  
Dewey Avenue  
Dune Street  
Free Street  
Goodwin Avenue  
Hampton Avenue  
Holland Avenue  
Jeannette Avenue  
Macarthur Avenue  
Maine Avenue  
Manor Street  
Maple Avenue  
Massachusetts Avenue  
Melvin Avenue  
Michaud Avenue  
Murphy Avenue  
Oak Street  
Ocean Park Road  
Oceana Avenue  
Old Orchard Road  
Old Salt Road  
Olympia Avenue  
Oregon Avenue  
Porter Road  
Randall Avenue  
Roanoke Avenue  
Runnells Avenue  
Saco Avenue  
Seaside Avenue -  
From Tunis To Porter

## Tuesday

A Street  
Adelaide Road  
Aldine Trail  
Arbutus Avenue  
B Street  
B Street Ext  
Bakam Street  
Balsam Lane  
Boisvert Street  
Bower Lane  
Bradbury Street  
Brisson Street  
Brook Drive  
Brown Street  
Burdette Street  
Carl Avenue  
Cleaves Street  
Cliff Avenue  
Cottage Avenue  
Durocher Street  
East Grand Avenue  
Echo Avenue  
Eden Lane  
Fern Park Avenue  
Fern Park Avenue Ext  
Foote Street  
Francis Street  
Girard Avenue  
Glenwood Lane  
Graham Street  
Grove Avenue  
Harrisburg Street  
Hoffman Street  
Idlewild Avenue  
Imperial Street  
Island View Avenue  
Ivy Avenue  
Kinney Avenue

## Wednesday

Cherry Hills Road  
Country Drive  
Cypress Creek Road  
Easy Street  
Ervin Avenue  
Kylie Lane  
Long Cove Drive  
Marys Way  
Mason Way  
Meadow Lane  
Nicklaus Drive  
Oakmont Drive  
Ocean Park Road  
Pacer Avenue  
Palmer's Way  
Patoine Place  
Pepsi Street  
Pine Valley Road  
Pond View Road  
Reserve Avenue  
Ridgewood Drive  
Ross Road  
Rye Hill Avenue  
Smithwheel Road  
Stanley Street  
Summer Long Drive  
Trotter Lane  
Trudy Circle  
Whispering Pines Drive  
Wild Dunes Way  
Winter Berry Lane

## Thursday

Atlantic Avenue  
Avon Avenue  
Bay Avenue  
Beach Street  
Beecherie Avenue  
Bluff Avenue  
Camden Avenue  
Camp Comfort Avenue  
Carl Smith Street  
Carlton Avenue  
Cedar Avenue  
Central Avenue  
Central Park Avenue  
Church Street  
Cookman Avenue  
Eighth Street  
Eleventh Street  
Evergreen Avenue  
Fern Avenue  
Fifteenth Street  
First Street  
Forest Avenue  
Fort Hill Avenue  
Fountain Avenue  
Fourteenth Street  
Fourth Avenue  
Highland Avenue  
Hillcrest Avenue  
Hillside Avenue  
Lake Avenue  
Lawn Avenue  
Linden Avenue  
Longwood Avenue  
Maplewood Avenue  
Mcnelly Way  
Myrtle Avenue  
Ninth Street  
Oakland Avenue  
Ocean Avenue  
Odena Avenue  
Odessa Avenue  
Park Avenue  
Pavia Avenue  
Pearl Avenue

## Friday

Pine Avenue  
Pleasant Street  
Prospect Street  
Reggio Avenue  
Saco Avenue  
Seacliff Avenue  
Seaside Avenue -  
From Tripoli To Union  
Seaview Avenue  
Second Street  
Short Street  
Sixteenth Street  
Somerset Avenue  
Staples Street  
Sunset Drive  
Tenth Street  
Third Street  
Thirteenth Street  
Tripoli Avenue  
Twelfth Street  
Union Avenue  
Walden Avenue  
Washington Avenue  
Wesley Avenue  
West Grand Avenue -  
From Tripoli To Heath  
West Old Orchard Av  
Westland Avenue  
Woodland Avenue  
Zion Avenue

## CASELLA APP FOR RESIDENTS

**Casella has developed an App for residents called Recycle Better with Casella to help make your service easier.**



Stay connected about your trash and recycling collection programs and it includes a **collection calendar with reminders**, and a **searchable Waste Wizard A-Z listing** tool.

Download today by **scanning a QR code** with your smartphone camera!



SCAN FOR THE APP STORE



SCAN FOR THE GOOGLE PLAY STORE



# INTRODUCING A NEW CASELLA APP FOR POWNAL RESIDENTS



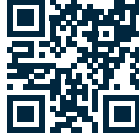
**Casella has developed an App that has information specific to the residents of Pownal.**

The App makes it even easier for you to stay connected about your trash and recycling collection programs and it includes a **collection calendar with reminders**, and a **searchable Waste Wizard A-Z listing** tool.

Download today by **scanning a QR code** with your smartphone camera!



SCAN FOR THE APP STORE



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ESTABLISHED 1975

RECYCLING • SOLUTIONS • ORGANICS • COLLECTION • ENERGY • LANDFILLS

[casella.com](https://casella.com)

# ATTENTION FALMOUTH RESIDENTS

**YOUR NEW  
TRASH &  
RECYCLING  
CARTS ARRIVE!  
IN NOVEMBER!**

Flip over for more details.



INCORPORATED 1718  
**FALMOUTH**  
MAINE





# Your Curbside Collection Just Got Easier



87 Pleasant Hill Road  
Scarborough, ME 04074

**Beginning in November**, your residential curbside trash and recycling will be picked up by an automated side-load truck.

**In an effort to improve efficiency to collection routes, your collection day may be changing. Please visit the website below to find your collection day.**

Residents will no longer have to provide their own bins. All trash must be inside of the cart with the lid closed.

**We will no longer collect any material left outside of the cart.**

Prior to your start date, you will receive two new 64-gallon wheeled carts, one for trash and one for recycling included with your service. Colored lids help to keep items clean and dry and distinguish trash from recycling. There is no need to be home to receive your carts. Carts will include additional instructions for placement as well as a calendar and frequently asked questions.



Questions? Call **207-773-1738**  
or visit **[casella.com/falmouth-me](https://casella.com/falmouth-me)**

Status

Name	Mr. John F. Dignam
Application Date	11/9/2023
Expiration Date	11/9/2025
Board Member	John F Dignam
Status	Validated

Board	Vacancies	Status
Library Board of Trustees	0	Pending

Basic Information

Name	Mr. John F. Dignam
Date of Birth	10/20/1947

Contact Information

Address	355 Walnut St. Putnam, CT 06260
Resident	Yes
Ward/District	
Email	jdignam1227@yahoo.com
Phone	860-928-5383
Cell Phone	1-860-315-2405

Political Party

What are your political party affiliations?	Unaffiliated
---------------------------------------------	--------------

Additional Information

Notes	I was unable to get my paperwork to run for re-election to this position to the state in time.
-------	------------------------------------------------------------------------------------------------

## AGENDA ITEM COVERSHEET

### Item

**Submitted by:** Elaine Sistare, Town Administrator

**Date for Consideration:** November 20, 2023

**Town Attorney Review Required:** Not applicable. However as continues towards Commission modifications, will need Attorney input.

**Financial Summary:**

None. No salary modifications to either Department Head.

**Staff Recommendation:**

Recommend that Board of Selectmen approve modification of Zoning Enforcement Officer duties as follows:

Removal of ZEO duties from Department Head Chad Sessums.

Mr. Sessums will continue to be a full-time employee as the Building Official for the Town of Putnam. The Mayor appoints Land Use Agent Bruce Fitzback to fill all duties of ZEO for the Town of Putnam.

The Zoning Commission, at their November 15, 2023 meeting, accepted the resignation of Mr. Chad Sessums and designated Mr. Bruce Fitzback at the Commission's duly authorized agent and ZEO for the Town of Putnam.

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

None.

David P Sullivan

Town of Putnam CT | Generated 11/2/2023 @ 2:47 pm by OnBoard2 - Powered by ClerkBase

Status

**Name** David P Sullivan

**Application Date** 11/1/2023

**Expiration Date** 11/1/2025

**Board Member** [David Sullivan](#)

**Status** Validated

Board	Vacancies	Status
<a href="#">Putnam Arts Council</a>	0	Pending

Basic Information

**Name**  
David P Sullivan

**Date of Birth**  
7/4/1989

Contact Information

**Address**  
43 Woodstock Avenue  
Putnam, CT 06260

**Resident**  
Yes

**Ward/District**

**Email**  
[dpsulliv1@gmail.com](mailto:dpsulliv1@gmail.com)

**Phone**  
[18607063093](tel:18607063093)

Political Party

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

Additional Information

**Notes**  
I'm currently the Chair of the Putnam Arts Council

## **AGENDA ITEM COVERSHEET**

### **Item 11.C – EMPG Grant Application**

**Submitted by:** Scott Belleville, Emergency Mgmt. Director

**Date for Consideration:** 11/20/23

**Town Attorney Review Required:** No

#### **Item Summary:**

Annual application for EMPG Grant in the amount of \$5000

#### **Financial Summary:**

#### **Staff Recommendation:**

Authorize the Mayor to execute and deliver any and all documents for the EMPG Grant on behalf of the Town of Putnam

#### **Board Action Required:**

Authorize the Mayor to execute and deliver any and all documents for the EMPG Grant on behalf of the Town of Putnam

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

Grant application



# **E.MERGENCY M.ANAGEMENT P.PERFORMANCE G.RANT**

## **FFY 2023 APPLICATION**

**Application Deadline to your DEMHS  
Regional Office is March 30, 2024**



## **State of Connecticut**

**Department of Emergency Services and Public Protection  
Division of Emergency Management and Homeland Security**

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D. EMPG SLA Financial Tool-Budget.....	6
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F. Optional NEMA Questionnaire .....	8
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## COMPLETION CHECKLIST FOR SUB-GRANTEE

**Please use this aid to ensure all documents are included in your submission. More detailed information is available in the EMPG Manual. Note: The application front page & section A (Instructions) do not need to be submitted.**

- ☐ Section B: Application Information and Data Sheet
- ☐ Section C: Municipal Resolution
- ☐ Section D: EMPG Financial Tool Budget Tab
- ☐ Section E: Master Staffing Pattern and Training History
- ☐ Section F: NEMA Survey attached (Optional)
- ☐ Job Descriptions have been attached if applicable (Available on website)

## DEMHS REGIONAL CONTACT INFO

**For assistance filling out this application please contact your DEMHS Regional Coordinator.**

Region 1	Robert Kenny Regional Coordinator	149 Prospect Street, Bridgeport, CT 06604 Phone: 860.250.2478 Email: <a href="mailto:Robert.Kenny@ct.gov">Robert.Kenny@ct.gov</a>	Fax: 203.334.1560
Region 2	Nicole Velardi Regional Coordinator	OB-1 #103 12 Wintergreen Avenue New Haven 06515 Phone: 860.250.3453 Email: <a href="mailto:Nicole.Velardi@ct.gov">Nicole.Velardi@ct.gov</a>	Fax: TBD
Region 3	Josh Cingranelli Regional Coordinator	DEMHS - 360 Broad Street Hartford CT 06105 Phone: 860.250-2548 Email: <a href="mailto:Josh.Cingranelli@ct.gov">Josh.Cingranelli@ct.gov</a>  Mailing address: P.O. Box 1236 Glastonbury, CT 06033	Fax: 860.257.4621
Region 4	Michael Caplet Regional Coordinator	15-B Old Hartford Road Colchester, CT 06415 Phone: 860.250.3449 Email: <a href="mailto:Mike.Caplet@ct.gov">Mike.Caplet@ct.gov</a>	Fax: 860.465.5464
Region 5	John Field Regional Coordinator	55 West Main Street, Suite 300 Box 4 Waterbury, CT 06702 Phone: 860.250.2535 Email: <a href="mailto:John.Field@ct.gov">John.Field@ct.gov</a>	Fax: 203.591.3529

## SECTION A. APPLICATION INSTRUCTIONS

Below are brief instructions for filling out each application form. Please fill out these forms completely and accurately. **Electronic signatures are accepted on all documents.** Please sign or initial where you see the following tabs:



1. **Manual:** Please print and review the EMPG Program Manual (<https://portal.ct.gov/DEMHS/Grants/Emergency-Management-Performance-Grant/Guidance-and-Forms>). The Subgrantee is responsible for the information contained in this document. More complete instructions are available in this document.
2. **Section B: Applicant Information and Datasheet:** Please fill out boxes 1-16 with the necessary information.
3. **Section C: Municipal Resolution:** Please provide a municipal resolution to grant the Chief Executive Officer the authority to sign the EMPG application package on behalf of the municipality. For more information on resolution specifics please reference the EMPG Program Manual.
4. **Section D: EMPG FINANCIAL TOOL-Budget Preparation:** Fill in your budget request for the performance period of 10/1/23-9/30/24 in the 2023 EMPG SLA Financial Tool. Please submit this budget electronically to your DEMHS Regional Office for review upon submittal of the application. Please consult the 2023 EMPG Manual for any additional forms.
5. **Section E: Master Staffing Pattern:** The Master Staffing Form comes pre-populated with the training records of local personnel who have reported completion of the IS and/or PDS course requirements. Towns may use this form to report on any additional courses completed since their last EMPG application.
6. **Additional Forms:** Please review the remaining list of forms available on our website at <https://portal.ct.gov/DEMHS/Grants/Emergency-Management-Performance-Grant/Guidance-and-Forms> to determine if any of these forms will be needed for your application:
  - Emergency Management Director Job Description** – Use this form if you have hired a new Emergency Management Director.
  - Emergency Management Deputy Director Job Description** – Use this form if you have hired a new Emergency Management Deputy Director.
  - Emergency Management Support Staff Job Description** – Use this form if you have hired new Emergency Management Support Staff (e.g. Clerical).
  - Request for Transcripts from EMI** – Use this form to request a transcript of the courses you have completed through FEMA and/or the Emergency Management Institute (EMI).

Once all of the necessary forms are filled out and signed, complete the application by signing and dating the Applicant Information and Data Sheet. Attach the Budget and all other forms and submit the Application Package to your DEMHS Regional Office.



**SECTION B. EMPG APPLICATION INFORMATION AND DATA SHEET**

All Forms Must Be Original - Copies Will Not Be Accepted

**Mail Completed Applications To:**

DEMHS Regional Coordinator (See Page 2 of this application for contact information)

**SPCP Unit Use Only****1. Name of Municipality or Agency Applying for Subgrant:****2. Period of Award for this Subgrant: 10/1/23 – 9/30/24****3. Emergency Management Director Name & Address**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address Line 1: \_\_\_\_\_  
 Address Line 2: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**4. Official Authorized to Sign for the Applicant:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address Line 1: \_\_\_\_\_  
 Address Line 2: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**5. Municipal/Agency Financial Officer**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address Line 1: \_\_\_\_\_  
 Address Line 2: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**6. Fiscal Point of Contact: (If Different than Financial Officer)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address Line 1: \_\_\_\_\_  
 Address Line 2: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**7. Applicant FEIN:****8. Applicant DUNS #:****9. Applicant Fiscal Year End:****10. Date of Last Audit:****11. Dates Covered by Last Audit: \_\_\_\_\_ to \_\_\_\_\_****12. Date of Next Audit:****13. Dates to be Covered by Next Audit: \_\_\_\_\_ to \_\_\_\_\_**

Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.

**FEDERAL AUDIT AND DEBARMENT REQUIREMENT CERTIFICATION****14. ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS**

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regard to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

**Initial to indicate that this requirement has been read and understood: \_\_\_\_\_****INITIAL****15. ACKNOWLEDGEMENT OF DEBARMENT REQUIREMENTS:**

- The sub-grantee will confirm the eligibility status (via Sam.gov) of all vendors/contractors that the sub-grantee pays with EMPG SLA funds. The subgrantee will confirm that the vendors/contractors do not appear on the SAM's Exclusion List of federally debarred or suspended vendors.

**Initial to indicate that this requirement has been read and understood: \_\_\_\_\_****INITIAL**

**16. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.**

**SIGN & DATE**

Authorized Signatory: X \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION C. AUTHORIZING RESOLUTION

All Forms Must Be Original - Copies Will Not Be Accepted

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program

### AUTHORIZING RESOLUTION OF THE

\_\_\_\_\_  
(Insert name of governing body--for example, town council)

#### CERTIFICATION:

I, \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_,  
(keeper of the records—for ex. town clerk or secretary of council)

do hereby certify that the following is a true and correct copy of a resolution adopted by  
\_\_\_\_\_ at its duly called and held meeting on \_\_\_\_\_, 20\_\_\_\_,  
(name of governing body) (Month, Day)

at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the \_\_\_\_\_ may enter into with and deliver  
(name of governing body)

to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that \_\_\_\_\_, as \_\_\_\_\_ of  
(name and title of officer)

\_\_\_\_\_,  
(Name of governing body)

is authorized and directed to execute and deliver any and all documents on behalf of the

\_\_\_\_\_  
(name of governing body)  
and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that \_\_\_\_\_  
(name of officer)

now holds the office of \_\_\_\_\_ and that he/she has held that office since  
\_\_\_\_\_.

IN WITNESS WHEREOF: The undersigned has executed this certificate this \_\_\_\_\_ day of

\_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
(Name and title of record keeper)

INSERT  
TACTILE  
TOWN  
SEAL HERE

The Chief Executive Officer has not changed since the  
previous resolution was authorized on \_\_\_\_\_  
(Date)

## SECTION D. EMPG SLA FINANCIAL TOOL-BUDGET

**Please Note: Applications will not be reviewed without the submittal of the EMPG Financial Tool “Application Budget” tabs.**

Fill out the Application Budget portion of the tool by filling out the teal boxes for the following:

### 1. Award Amounts:

**Per Capita Award:** This amount is based on your town’s population as listed in the State Register and Manual.

**Sub grant Allocation:** This totals as you fill in the categories below.

### 2. Enter Categories:

- **Personnel**- Enter the total estimated cost for salaries or stipends for full or part-time EMDs, Deputy EMDs and support staff.
- **Organization**- Enter the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.
- **Equipment**-Enter the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.
- **In kind**-Enter the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match.
- **Personal Protective Equipment (PPE)**  
Enter the PPE allocation from the front page into this cell. **Note: The PPE allocation can only be spent on PPE. PPE allocations are matched by state funding.**
- **All other**- Enter the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.
- **Unallocated** – This is the remaining balance of funding that you have not yet allocated to a particular category.

EMPG Subgrant Budget (Fill In Green Cells Only)	
PER CAPITA AWARD	
Total:	\$22,840.65
Federal Per Capita Share:	\$11,420.33
Match:	\$11,420.33
SUBGRANT ALLOCATION	
Total:	\$22,840.65
Federal Per Capita Share:	\$11,420.33
Match (Includes In-Kind):	\$12,920.33
Personnel:	\$16,840.67
Allocate (Enter) the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff. If claiming fringe, please provide a fringe benefits letter from the Municipal Finance Director.	
Organization:	\$500.00
Allocate (Enter) the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.	
Equipment:	\$2,412.34
Allocate (Enter) the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.	
In-Kind - Requires Double Match:	\$1,500.00
Allocate (Enter) the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match. For a volunteer time form please visit the DEMHS website at <a href="http://www.ct.gov/demhs/cwp/view.asp?a=1910&amp;q=411692">http://www.ct.gov/demhs/cwp/view.asp?a=1910&amp;q=411692</a>	
Personal Protection Equipment:	\$1,087.64
Allocate (Enter) the total amount of PPE shown for your town here. PPE funding may be used for face masks, sanitizer, gloves, no touch devices, shields etc. No match is required for PPE.	
All Other Costs	\$500.00
Allocate (Enter) the total amount of all other costs (Travel, Training, Mileage, Meetings, EOC Activations, Emergency Responses etc..	
Unallocated:	\$0.00
Certification: I hereby certify that the information contained herein is based	

## Section E. EMPG Master Staffing Pattern and Training History

The purpose of this form is to collect information regarding employees who will be funded under the Emergency Management Performance Grant (EMPG). Shown on the form are the current training records (completed courses are marked with their dates of completion) by your EMPG funded staff according to our records. These courses are required for all staff funded partially or fully under the EMPG.

**Instructions:** If you have completed additional courses please fill in the dates of completion for any courses. Please provide a copy of the course certificate(s). The deadline for new staff to complete all of the required courses is September 30, 2024.

[illegible]

If an employee funded by EMPG has yet to complete the Required FEMA IS courses at <https://training.fema.gov/is/searchis.aspx?search=PDS> (Professional Development Series) please complete the missing courses and submit your training certificate to your Division of Emergency Management and Homeland Security (DEMHS) Regional Office. If you need to request training certificates from FEMA, please request your transcript using the Transcript Request Form – EMI. You can find this form on our website at <https://training.fema.gov/emiweb/downloads/tranrqst1.pdf>

## SECTION F. NEMA QUESTIONNAIRE

Each year the Division of Emergency Management and Homeland Security (DEMHS) fills out a survey from the National Emergency Management Association (NEMA). The purpose of the survey is to justify the funding we receive under the Emergency Management Performance Grant (EMPG).

To help us in filling out the survey for FY 2023, DEMHS is asking our EMPG participating towns to answer a few brief questions. Your answers will assist NEMA in justifying continued funding of the EMPG program to Congress.

1. What is your total emergency management budget: \$\_\_\_\_\_
 

*Please provide your total budget even if these costs exceed your EMPG allocation.*
  
2. Is your Emergency Management Director?:  
(Check One)
  - ☐ Full-Time
  - ☐ Part-Time
  - ☐ Volunteer
  
3. Which official (if any) has the authority to issue a mandatory evacuation order?:  
(Check One)
  - ☐ Mayor
  - ☐ First Selectman
  - ☐ Town Manager
  - ☐ Other

## SECTION G. OPT OUT STATEMENT

If a municipality desires to opt out of receiving funding this year, please send an email from the municipal Finance Director to your DEMHS Regional Office containing the following language:

The municipality of \_\_\_\_\_ is electing to opt-out of the Emergency Management Performance Grant for FY 2023. We understand that our municipality is forgoing matching funding for emergency management activities for the period from 10/1/23 to 9/30/24.

Sincerely,

Finance Director

Note: If the municipality reconsiders their decision at a later date, the municipality can still apply for FY 2023 EMPG funding up until the final deadline of March 30, 2024.

## **AGENDA ITEM COVERSHEET**

### **11.D – Resolutions for Board of Education projects**

**Submitted by:** Elaine Sistare, Town Administrator

**Date for Consideration:** 11/20/23

**Town Attorney Review Required:** Reviewed by Town Attorney

#### **Financial Summary:**

The Board of Education is applying for 2 HVAC IAQ Grants. One for Putnam Elementary School and one for Putnam Middle School.

The Board of Education is applying to replace the roof at the Putnam Elementary School

#### **Staff Recommendation:**

Approve resolutions and set the date for a Special Town Meeting on December 4<sup>th</sup>, adjourning to Town Referendum on December 12, 2023.

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

Funding spreadsheet

Resolutions

Educational Specifications

Planning for BOE State Program Applications  
 Expected Town Meeting and Referendum  
 Updated: November 16, 2023

	Project Cost Estimate <sup>1</sup>	State Funding		Local Funding				
		Reimbursement by State Program	Ash Landfill, Town of Putnam <sup>2</sup>	BOE Non-Lapsing Account <sup>3</sup>	BOE Facility Fund <sup>3</sup>	Undesignated Fund Town of Putnam		
Roof PES	\$ 1,500,000	72.14% \$ 1,082,100	\$ 244,260	\$ NA	\$ 75,000	\$ 50,000	\$ 466,540	
HVAC PES	\$ 1,000,000	\$ 721,400	\$ 122,130	\$ NA	\$ NA	\$ NA	\$ 233,270	
HVAC PMS	\$ 500,000	\$ 360,700	\$ 81,420	\$ NA	\$ 75,000	\$ NA	\$ 155,513	
			\$ 40,710	\$ NA	\$ NA	\$ 50,000	\$ 77,757	
Subtotal:	\$ 3,000,000	\$ 2,164,200	\$ 244,260	\$ NA	\$ 75,000	\$ 50,000	\$ 466,540	

Notes:

1. Cost information provided by BOE, with planned third-party cost estimator input in the near future. Costs are based on unit pricing for roof, and quotes for mini-splits and electrical run lengths for HVAC projects.
2. The same amount from the Ash Landfill Fund was approved in November 2022 at Town Referendum - when previously planned as a single project for both schools' HVAC improvements.



**ENC 6**

**BUSINESS**

## **EDUCATIONAL SPECIFICATIONS**

### **Roof Replacement Putnam Elementary School**

#### **1. PROJECT RATIONALE**

Putnam Elementary School opened in 1975. The current roof is 26 years old and was replaced in 1997 on the main portion of the school. The FRC wing, 1989 Five Classroom addition is original, and they both are failing rapidly. The shingles on the 1989 5-classroom addition are splitting and crumbling on the corners and several leaks are present. The main portion of the school has quite a few leaks as well and many patches and missing shingles have been applied and replaced over the last several years. Many areas of sidewall flashing were removed and re-flashed. The roof on the 12-pitch section was missing quite a few shingles and they were recently replaced and many more are not nailed properly. Many of the cap shingles and hip shingles have been replaced. The condition of the roof is to the point that it may cause costly interior repairs due to the leaks.

#### **2. LONG-RANGE PLAN**

The long-range plan for the school facilities in Putnam calls for the provision of a safe and appropriate learning environment. To comply with this aspect of the plan, it is necessary for Putnam to replace the roof at Putnam Elementary School. The district has a comprehensive maintenance plan with regularly scheduled inspections. Putnam plans to continue to utilize Putnam Elementary School in its current capacity, and with appropriate maintenance, as an elementary school for at least the next twenty years.

**3. THE PROJECT**

Putnam proposes the following components of its roof replacement project:

- Remove all roofing materials down to the deck and dispose of any hazardous materials in appropriate manner.
- Inspect roof deck and replace problem areas as appropriate.
- Install new roofing system (proposed type: to be determined with architect)
- Clean all roof drains.
- Add coated copper gutters to the building.

Current space: Putnam Elementary School includes the following instructional and support spaces: general classrooms, art room, music room, gymnasium, cafeteria, outdoor playgrounds, library/media center, computer lab, special education classrooms, nurses' office, conference rooms, school administration offices, custodial services, storage, boiler plant mechanical room.

Construction: No major construction will impact any of these spaces. There will be some minor ceiling tile replacements for stained/damaged tiles which were affected by the roof leaks.

Final space: See *Current space* above.

FF&E: None.

**4. BUILDING SYSTEMS**

Security: Not applicable.  
Public Address: Not applicable.  
Technology: Not applicable.  
Phone System: Not applicable.  
Clocks: Not applicable.  
HVAC: Not applicable.

**5. INTERIOR BUILDING ENVIRONMENT**

Acoustics: Ceilings: If ceiling tiles are damaged due to water leaking through the roof, they will be replaced as part of the project. Also, if there are any water marks on the walls, they will be repainted.

Lighting: Not applicable.  
HVAC: Not applicable.  
Plumbing: Not applicable.  
Windows/Doors: Not applicable.

6. **SITE DEVELOPMENT**

Site Acquisition:	Not applicable.
Parking:	Not applicable.
Drives:	Not applicable.
Walkways:	Not applicable.
Outdoor Athletic Facilities:	Not applicable.
Landscaping:	Not applicable.
Site Improvements:	Not applicable.

7. **CONSTRUCTION BONUS REQUESTS**

Putnam Elementary School houses the following special programs eligible for a school construction bonus.

School Readiness:	C.G.S. 10-285a(e)--Not applicable.
Full-day Kindergarten:	C.G.S. 10-285a(h)--Not applicable.

Putnam Elementary School does not house any of the special programs eligible for a school construction bonus.

Lighthouse Schools:	C.G.S. 10-285a(f)--Not applicable.
CHOICE:	C.G.S. 10-285a(g), as amended--Not applicable.
Reduced Class Size:	C.G.S. 10-285a(h)--Not applicable.
Regional Vo-Ag Center:	C.G.S. 10-65--Not applicable.
Interdistrict Magnet School:	C.G.S. 10-264h--Not applicable.
Interdistrict Cooperative School:	C.G.S. 10-158a--Not applicable.
Regional Special Education Center:	C.G.S. 10-76e--Not applicable.

8. **COMMUNITY USES**

Putnam Elementary School is designed to facilitate activities during school hours, before and after school hours, and throughout the calendar year.

- The Recreation Department uses the gymnasium, library, and cafeteria for activities in the afternoon, evening as well as during the summer months when it is not being used for school programs
- Summer enrichment programs are held in the facility
- The Family Resource Center and Head start program offer year-round early childhood programs
- Many community meetings take place in the evenings and during school vacations
- Boy and Girl Scout programs are run after school as are several other youth clubs
- Athletic practice events are held year-round in the gymnasium

## **EDUCATIONAL SPECIFICATIONS**

### **HVAC Project Putnam Middle School**

#### **1. PROJECT RATIONALE**

Putnam Middle School was first occupied in February 1992. Putnam Middle School has a boiler that burns heating oil, and air-conditioned spaces are largely contained to office areas and the cafeterias of both schools. Given the age of both building, the HVAC systems are not energy efficient, and the multi-level construction leads to oppressive conditions on some spring, summer and fall days. This is particularly problematic for students and staff with asthma or other respiratory conditions.

#### **2. LONG-RANGE PLAN**

The long-range plan for the school facilities in Putnam calls for the provision of a safe and appropriate learning environment. The addition of energy efficient mini-split units in all classrooms and offices without air conditioning will help comply with this aspect of the plan. The district has a comprehensive maintenance plan with regularly scheduled inspections. Putnam plans to continue to utilize Putnam Middle School in its current capacity, and with appropriate maintenance, as schools for at least the next 30 years.

### 3. **THE PROJECT**

Putnam proposes the following components of its HVAC project:

- Mount (25) Mitsubishi 18,000 BTU condensers, and (4) Mitsubishi 30,000 BTU condensers on the exterior of the building using appropriate mounting hardware.
- Mount (25) Mitsubishi Evaporator units on the interior classroom exterior wall, and (4) Mitsubishi Evaporator units in the gymnasium.
- Provide proper size ACR refrigeration tubing lines to connect exterior condensers to interior evaporators.
- Provide proper communication cabling for communication between condenser and evaporators.
- Provide and install condensate pumps.
- Provide programmable remote controllers to allow nightly setback and morning start-up of the units.
- Start, test, run, and verify proper operation of each set up.
- Electrical Engineer has verified the switchgear capacity is more than capable of handling the extra load.
- Schematic drawings and outline specifications to be prepared before installation.

Current space: Putnam Middle School includes the following instructional and support spaces: general classrooms, art room, music room, gymnasium, auditorium, cafeteria, outdoor athletic facilities, technology education room, science labs, library/media center, computer lab, special education classrooms, nurses' office, conference rooms, school administration offices, custodial service, storage, boiler plant with pipe tunnels.

Construction: No major construction will impact any of these spaces.

Final space: See *Current space* above.

FF&E: None.

### 4. **BUILDING SYSTEMS**

Security: Not applicable.

Public Address: Not applicable.

Technology: Not applicable.

Phone System: Not applicable.

Clocks: Not applicable.

HVAC: **POWER PLANTS**

- **Middle School:**  
(1) Weil-McClain 2594 Boiler w/ CR5-Power Flame Straight oil-fired burner with full modulation.

## **AIR CONDITIONER CONDENSING UNITS**

- **Middle School:**
  - Student Services: Trane 3.5-ton 1 stage A/C
  - Main Office: Trane 4-ton 1 stage A/C
  - Auditorium: Trane 40-ton 4 stage DX A/C
  - Auditorium Stage: Trane 20-ton 2 stage DX A/C
  - Library media center: Trane 20-ton 2 stage DX A/C
  - Cafeteria: (4) 36,000 BTU Mitsubishi Mini-Split units.
  - Classrooms 245,246,255,256,257,258 (6) 18,000 BTU Mitsubishi Mini-Split units.
- **BUILDING MANAGEMENT SYSTEM**
  - Alerton ASCENT Global Control Module (GCM)
  - COMPASS Building management control software

## **5. INTERIOR BUILDING ENVIRONMENT**

Acoustics:	Not applicable.
Lighting:	Not applicable.
HVAC:	Mini-split units would provide for a more energy efficient way of heating and cooling the classroom spaces by improving the air quality issues that arise in the schools especially on the 2 <sup>nd</sup> floor where during the early fall, and late spring can be oppressively hot and muggy and not conducive for a good learning environment.
Plumbing:	Existing hot water heating loop(s) improvements could be made to zone the wings of the building differently to maximize the mini-split heat pumps (recognizing a fuel savings during the months of October thru mid-December and mid-March thru May).
Windows/Doors:	Not applicable.

6. **SITE DEVELOPMENT**

Site Acquisition:	Not applicable.
Parking:	Not applicable.
Drives:	Not applicable.
Walkways:	Not applicable.
Outdoor Athletic Facilities:	Not applicable.
Landscaping:	Not applicable.
Site Improvements:	Not applicable.

7. **CONSTRUCTION BONUS REQUESTS**

Putnam Middle School does not house any of the special programs eligible for a school construction bonus.

School Readiness:	C.G.S. 10-285a(e)--Not applicable.
Lighthouse Schools:	C.G.S. 10-285a(f)--Not applicable.
CHOICE:	C.G.S. 10-285a(g), as amended--Not applicable.
Full-day Kindergarten:	C.G.S. 10-285a(h)--Not applicable.
Reduced Class Size:	C.G.S. 10-285a(h)--Not applicable.
Regional Vo-Ag Center:	C.G.S. 10-65--Not applicable.
Interdistrict Magnet School:	C.G.S. 10-264h--Not applicable.
Interdistrict Cooperative School:	C.G.S. 10-158a--Not applicable.
Regional Special Education Center:	C.G.S. 10-76e--Not applicable.



8. **COMMUNITY USES**

Putnam Middle School is designed to facilitate activities during the school hours, before and after school hours, and throughout the calendar year.

- The Recreation Department uses the gymnasium and auditorium for activities in the evenings as well as during the summer months when it is not being used for school programs
- Summer enrichment programs are held in the facility
- Many community meetings take place in the evenings and during school vacations
- Boy and Girl Scout programs are run after school as are several other youth clubs
- The auditorium is used by community groups for dance recitals
- The auditorium is heavily used by school groups during the day and evenings as well as by community groups
- Athletic practice events are held year-round in the gymnasium

**Approved by the Putnam Board of Education on \_\_\_\_\_.**

## **EDUCATIONAL SPECIFICATIONS**

### **HVAC Project Putnam Elementary School**

#### **1. PROJECT RATIONALE**

Putnam Elementary School opened in 1975. Putnam Elementary School has two boilers that burn heating oil, and air-conditioned spaces are largely contained to office areas and the cafeteria of the school. Given the age of the building, the HVAC systems are not energy efficient, and the multi-level construction leads to oppressive conditions on some spring, summer and fall days. This is particularly problematic for students and staff with asthma or other respiratory conditions.

#### **2. LONG-RANGE PLAN**

The long-range plan for the school facilities in Putnam calls for the provision of a safe and appropriate learning environment. The addition of energy efficient mini-split units in all classrooms and offices without air conditioning will help comply with this aspect of the plan. The district has a comprehensive maintenance plan with regularly scheduled inspections. Putnam plans to continue to utilize both Putnam Elementary in its current capacity, and with appropriate maintenance, as schools for at least the next 20 years.

### 3. **THE PROJECT**

Putnam proposes the following components of its HVAC project:

- Mount (50) Mitsubishi 18,000 BTU condensers, and (4) Mitsubishi 30,000 BTU condensers on the exterior of the building using appropriate mounting hardware.
- Mount (50) Mitsubishi Evaporator units on the interior classroom exterior wall, and (4) Mitsubishi Evaporator units in the gymnasium.
- Provide proper size ACR refrigeration tubing lines to connect exterior condensers to interior evaporators.
- Provide proper communication cabling for communication between condenser and evaporators.
- Provide and install condensate pumps.
- Provide programmable remote controllers to allow nightly setback and morning start-up of the units.
- Start, test, run, and verify proper operation of each set up.
- Electrical Engineer has verified the switchgear capacity is more than capable of handling the extra load.
- Schematic drawings and outline specifications to be prepared before installation.

Current space: Putnam Elementary School includes the following instructional and support spaces: general classrooms, art room, music room, gymnasium, cafeteria, outdoor playgrounds, library/media center, computer lab, special education classrooms, nurses' office, conference rooms, school administration offices, custodial services, storage, boiler plant mechanical room.

Construction: No major construction will impact any of these spaces.

Final space: See *Current space* above.

FF&E: None.

### 4. **BUILDING SYSTEMS**

Security: Not applicable.

Public Address: Not applicable.

Technology: Not applicable.

Phone System: Not applicable.

Clocks: Not applicable.

HVAC: **POWER PLANTS**

- **Elementary School:**  
(2) Weil-McClain 1394 Boilers w/ CR3-Power Flame Straight oil-fired burners with full modulation.

## **AIR CONDITIONER CONDENSING UNITS**

- **Elementary School:**
  - Library media center: Trane 10-ton 2 stage DX A/C
  - Cafeteria: (4) 36,000 BTU Mitsubishi Mini-Split units.
  - Classrooms 231,232,233,234,235,236 (6) 18,000 BTU Mitsubishi Mini-Split units.
  - Kitchen: (2) 36,000 BTU Mitsubishi Mini-Split units.
  
- **BUILDING MANAGEMENT SYSTEM**
  - Alerton ASCENT Global Control Module (GCM)
  - COMPASS Building management control software

## **5. INTERIOR BUILDING ENVIRONMENT**

Acoustics:	Not applicable.
Lighting:	Not applicable.
HVAC:	Mini-split units would provide for a more energy efficient way of heating and cooling the classroom spaces by improving the air quality issues that arise in the schools especially on the 2 <sup>nd</sup> floor where during the early fall, and late spring can be oppressively hot and muggy and not conducive for a good learning environment.
Plumbing:	Existing hot water heating loop(s) improvements could be made to zone the wings of the building differently to maximize the mini-split heat pumps (recognizing a fuel savings during the months of October thru mid-December and mid-March thru May).
Windows/Doors:	Not applicable.

6. **SITE DEVELOPMENT**

Site Acquisition:	Not applicable.
Parking:	Not applicable.
Drives:	Not applicable.
Walkways:	Not applicable.
Outdoor Athletic Facilities:	Not applicable.
Landscaping:	Not applicable.
Site Improvements:	Not applicable.

7. **CONSTRUCTION BONUS REQUESTS**

Putnam Elementary School houses the following special programs eligible for a school construction bonus.

School Readiness:	C.G.S. 10-285a(e)--Not applicable.
Full-day Kindergarten:	C.G.S. 10-285a(h)--Not applicable.

Putnam Elementary School does not house any of the special programs eligible for a school construction bonus.

Lighthouse Schools:	C.G.S. 10-285a(f)--Not applicable.
CHOICE:	C.G.S. 10-285a(g), as amended--Not applicable.
Reduced Class Size:	C.G.S. 10-285a(h)--Not applicable.
Regional Vo-Ag Center:	C.G.S. 10-65--Not applicable.
Interdistrict Magnet School:	C.G.S. 10-264h--Not applicable.
Interdistrict Cooperative School:	C.G.S. 10-158a--Not applicable.
Regional Special Education Center:	C.G.S. 10-76e--Not applicable.

8. **COMMUNITY USES**

Putnam Elementary School is designed to facilitate activities during the school hours, before and after school hours, and throughout the calendar year.

- The Recreation Department uses the gymnasium, library, and cafeteria for activities in the afternoon, evening as well as during the summer months when it is not being used for school programs
- Summer enrichment programs are held in the facility
- The Family Resource Center and Head start program offer year-round early childhood programs
- Many community meetings take place in the evenings and during school vacations
- Boy and Girl Scout programs are run after school as are several other youth clubs
- Athletic practice events are held year-round in the gymnasium

**Approved by the Putnam Board of Education on \_\_\_\_\_.**

Authorizing Resolution of The  
Town of Putnam, Board of Selectmen  
Putnam Elementary School HVAC IAQ Grant

- 1) Resolved that the Mayor and Board of Selectmen authorizes the Town of Putnam Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the HVAC IAQ Grant at Putnam Elementary School.
- 2) Resolved that the Putnam School Building & School Facilities Committee is hereby established as the building committee about the HVAC IAQ Grant at the Putnam Elementary School.
- 3) Resolved that the Mayor and Board of Selectmen authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ Grant at the Putnam Elementary School.

Authorizing Resolution of The  
Town of Putnam, Board of Selectmen  
Putnam Middle School HVAC IAQ Grant

- 1) Resolved that the Mayor and Board of Selectmen authorizes the Town of Putnam Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the HVAC IAQ Grant at Putnam Middle School.
- 2) Resolved that the Putnam School Building & School Facilities Committee is hereby established as the building committee about the HVAC IAQ Grant at the Putnam Middle School.
- 3) Resolved that the Mayor and Board of Selectmen authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ Grant at the Putnam Middle School.



Authorizing Resolution of The  
Town of Putnam, Board of Selectmen  
Putnam Elementary School Roof Project

1) Resolved that the Mayor and Board of Selectmen authorizes the Town of Putnam Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Putnam Elementary Roof Project at Putnam Elementary School.

2) Resolved that the Putnam School Building & School Facilities Committee is hereby established as the building committee about the Putnam Elementary School Roof Project at the Putnam Elementary School.

3) Resolved that the Mayor and Board of Selectmen authorize at least the preparation of schematic drawings and outline specifications for the Roof Project at the Putnam Elementary School.