

MAYOR AND SELECTMEN'S MEETING AGENDA

Monday, December 18, 2023 @ 7:00 PM

Putnam Municipal Complex

Room 109

200 School Street, Putnam, CT

Also via Zoom:

Join Zoom Meeting

[https://us06web.zoom.us/j/8692](https://us06web.zoom.us/j/86920726838)

0726838

Meeting ID: 869 2072 6838

• +1 646 558 8656 US (New York)

-
1. Call to Order by the Presiding Officer
 2. Pledge of Allegiance
 3. Public Comment – 3 – minute maximum per person
 4. Approval of the Minutes
 - A. Minutes from November 20, 2023 Board of Selectmen Meeting
 - B. Minutes from December 5, Special BOS meeting
 5. Petitions & Communications
 6. Reports of Special Committee
 7. Town Administrator Report
 8. Unfinished Business
 - A. Sticker program – revenue update
 - B. Trash program and update
 - C. NDDH
 9. Grant Considerations and Updates
 10. New Business
 - A. Disposition of Surplus Real Estate
 - B. Consider the appointment of Bob Garceau (D) to the Special Services District with a term to expire 1/5/26.
 - C. Accept the resignation of Mike Santerre (D) from the Veteran's Advisory Committee.
 - D. Consider the appointment of Lisa-Jean Clifford (R) to the Board of Finance with a term to expire 12/2/25.
 11. Public Comment – 3- minute maximum per person
 12. Adjournment

To Be Approved
 Mayor and Selectmen's Meeting
 November 20, 2023
 Also, via Zoom:
 Meeting ID# 852 2589 0040

TOPIC	DISCUSSION		
PRESENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Hayes, Selectman Rawson, Selectwoman Marion, Selectman Pempek, and Selectman Paquin.		
ABSENT:			
1.	Call to Order	Called to order by Mayor Seney at 7:00 PM	
2.	Pledge of Allegiance	Led by Mayor Seney	
3.	Public Comment		3 Minute Maximum per person None
4.	Approval of the minutes	A	Minutes from November 6, 2023, Board of Selectmen Meeting Selectwoman Marion made a motion to approve the minutes from the November 6, 2023, Board of Selectmen Meeting as presented. The motion was seconded by Selectman Pempek and passed with Selectman Hayes abstaining.
5.	Petitions & Communications		None
6.	Reports of Special Committees		None
7.	Reports of Standing Committees	A.	General Government Committee
8.	Town Administrator Report		Town Administrator Elaine Sistare reviewed her report with the Board.
9.	Unfinished Business	A.	Sticker program – revenue update The Mayor and Selectmen reviewed the revenue report from the Sticker Program.

		<p>B. Trash program and update –</p> <p>Discussion ensued regarding the upcoming changes to the trash program. Prices and details will need to be decided soon so that public information sessions can be scheduled.</p> <p>C. NDDH</p> <p>Town Administrator Sistare stated the NDDH Board have decided not to renew the contract for Ms. Starkey. The Board is concerned that the Board did nothing about issues that face NDDH are the responsibility of the NDDH Board and should be investigated. A decision of whether to opt out of NDDH will be made at the next Mayor and Board of Selectmen meeting.</p>
10.	Grant Considerations and updates	<p>Town Administrator Sistare informed the Board that a grant application was recently submitted for Brownfield research in the amount of \$500,000.00.</p> <p>EMPG Grant</p> <p>Deputy Mayor Simmons made a motion to approve the submission of the EMPG Grant. The motion was seconded by Selectman Pempek and passed unanimously.</p>
11.	New Business	<p>A. Consider the appointment of John Dignam as a Library Trustee to the Library Board, with a term to expire 12/4/29.</p> <p>Selectwoman Marion made a motion not appoint John Dignam to the Library Board as a Trustee with a term to expire 12/4/29. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>B. Consider the appointment of Bruce Fitzback as the Town of Putnam Zoning Enforcement Officer.</p> <p>Selectman Pempek made a motion to appoint Bruce Fitzback as the town of Putnam Zoning Enforcement Officer. The motion was seconded by Selectwoman Marion and passed unanimously.</p> <p>C. Consider the appointment of David Sullivan to the Putnam Arts Council, with a term to expire 11/30/28.</p> <p>Deputy Mayor Simmons made a motion to appoint David Sullivan to the Putnam Arts Council, with a term to expire 11/30/28. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>D. EMPG Grant</p> <p>The EMPG Grant was approved under the item Grant Considerations and Updates.</p> <p>E. Consider Resolutions for Board of Education Projects and set the date for a Special Town Meeting adjourned to Referendum.</p> <p>Deputy Mayor Simmons made a motion to approve item 1 of the HVAC IAQ Grant resolution for the Elementary School. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>Deputy Mayor Simmons made a motion to approve item 2 of the HVAC IAQ</p>

		<p>Grant resolution for the Elementary School. The motion was seconded by Selectwoman Marion and passed unanimously.</p> <p>Deputy Mayor Simmons made a motion to approve item 3 of the HVAC IAQ Grant for the Elementary School. The motion was seconded by Selectwoman Marion and passed unanimously.</p> <p>Deputy Mayor Simmons made a motion to approve items 1, 2 and 3 of the HVAC IAQ grant for the Middle School. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>Selectwoman Marion made a motion to approve items 1, 2 and 3 of the Putnam Elementary School Roof Replacement Resolution. The motion was seconded by Deputy Mayor Simmons and passed unanimously.</p> <p>Deputy Mayor Simmons made a motion to set the date for a Special Town Meeting on December 11, 2023, adjourned to referendum on December 19, 2023. The motion was seconded by Selectman Pempek and passed unanimously.</p>
12.	Public Comment	<p>3 Minute maximum per person</p> <p>David Pomes – 257 Sabin Street echoed what Selectwoman Marion stated regarding NDDH and the need to hold the Board responsible.</p> <p>23 Sunnyside Avenue – Questions regarding the trash program and renters</p> <p>Jay Gerhart – Lamont Street asked if there were better ways to balance the costs for landlords with multiple properties.</p>
13.	Adjournment	<p>Deputy Mayor Simmons made a motion to adjourn at 8:17 PM. The motion was seconded by Selectman Pempek and passed unanimously.</p>

To Be Approved
Special Mayor and Selectmen's Meeting
December 5, 2023
Also, Via Zoom:
Meeting ID# 844 3485 6721

TOPIC	DISCUSSION
PRESENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Pomes, Selectman Hayes, Selectman Paquin, Selectman Pempek, Selectwoman Marion
ABSENT:	
1.	Call to Order Mayor Seney called the meeting to order at 7:00 PM
2.	Pledge of Allegiance Led by Mayor Seney
3.	<p>New Business</p> <p>A. Resolution Concerning Rules of Procedures for the Board of Selectmen (Vote Required)</p> <p>Deputy Mayor Simmons made a motion to approve the Rules of Procedures for the Board of Selectmen. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>B. Approve all Previous Policies Adopted by the Board of Selectmen (Vote Required)</p> <p>Deputy Mayor Simmons made a motion to approve all Previous Policies Adopted by the Board of Selectmen. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>C. Appoint a Deputy Mayor (Vote Required)</p> <p>Selectwoman Marion made a motion to appoint Roy Simmons as Deputy Mayor. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>D. Appoint a Town Attorney (Vote Required)</p> <p>Deputy Mayor Simmons made a motion to appoint Hallaran Sage, LLC as the Town Attorney. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>E. Appoint the Standing committee (Vote Required)</p> <p>1. General Government Committee</p>

		<p>Deputy Mayor Simmons made a motion to appoint Selectwoman Marion, Selectman Paquin and Selectman Pomes to the General Government Committee. The motion was seconded by Selectman Hayes and passed unanimously.</p> <p>F. Appoint Special Committee(s) (Vote Required)</p> <p>1. Pension Committee</p> <p>Deputy Mayor Simmons made a motion to keep the Pension Committee members as they presently stand, Susan Grant Nash, Susan Ramos, Selectman Pempek, Deputy Mayor Simmons, and Julie Quinn. The motion was seconded by Selectwoman Marion and passed unanimously.</p> <p>G. Any and/or All Other Business to Lawfully Come Before Such Meeting</p> <p>None</p>
4.	Adjournment	<p>Deputy Mayor Simmons made a motion to adjourn at 7:34 PM. The motion was seconded by Selectman Paquin and passed unanimously.</p>
		<p>Respectfully submitted: Denise A. Geeza, Executive Assistant</p>

Town Administration

Contract Updates

- Same as 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.

- Same as last month: 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 shortly.

- For WPCA: Loan Closing held December 14, 2023; with extensive USDA document requirements completed to allow closing. Project is the recently completed Storage Building and Generator Project. 40-year payments from WPCA budget.

- For WPCA: upcoming Loan Closing in upcoming weeks; more modest document requirements for DWSRF. Project is lead service line inventory and includes a ~75% loan forgiveness. WPCA budget.

Recent

- Ongoing: Casella municipal solid waste and recycling contract - ongoing preparation for Year 2 change to bins and multiple public informational efforts in upcoming months. Coordination with Casella to determine program outline and expectations, and schedule for informational sessions.

- Initiated FY25 budgeting by preparing templates for Department Head requests, with January 2024 presentation of documents to Mayor for his review and consideration in preparing the Mayor's budget.

- Coordination of departments and contracts for FY25 budget expectations.

- 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).

- Interviews for ECD Director position, and selection/preparation of employment offer. First work day January 2nd.

- Interviews for two Highway Maintainer positions, and selection/preparation of employment offer. First work day January 2nd.

- Prepared annual evaluation templates for Department Head completion.

- Coordinate with BOE regarding their three planned capital projects (two HVAC and Roof), and the related scope, budget and Town approvals required.

- Tracking NDDH recent activities regarding management and future planning.

- Same as last month: Ongoing/Continued review with consultant for Town electrical accounts, including planning for account modifications and other energy efficiency measures.

Upcoming

- Ongoing: 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.

- Same as last month: 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. Gathering other outside entities and contract information, including WPCA administrative, finance and human resource assistance; SSD/BOE/PPD fuel contract estimates, and other budgeting compilation.
- 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. (awaiting new update; November status was BOE asked state to reconsider gap between \$2.7M and \$2.2M for reimbursement).
- ARPA funds: final design and bid prep for Kennedy Drive Parking including EV stations infrastructure. Plans to incorporate latest adjacent property purchase status and improvements to that area as an add alternate to the base bid. Expect to request Selectmen approval for construction funding of Kennedy Drive Parking with updated cost estimate.
- Ongoing /same as last month: Coordinating with Finance Director and HR Director regarding auto and property updates (including tracking sale information), and overall asset management.

Road and Sidewalk Improvements

Recent / Ongoing

- Grove Street sidewalks: Final construction efforts limited to South Main Street fencing, waiting for Railroad approval.
- School Street Sidewalks projects: Similar to last month, Response to 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.
- Kennedy Drive Parking Improvements: per above, upcoming final design with advertisement in February or March 2024. ARPA-funded planned.
- [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 early 2024, 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

- LL Bean coming to Kennedy Drive Parking lot again this year - December 19, 2023.

- Ongoing: Gravel excavation by contractor for Sabin Street Recreation Field construction work. Land Use Agent leading. Expect summer 2024 will also require additional crushing activities.

- Ongoing: coordination with consultant Weston & Sampson for Airline Trail Improvements project Trail Bed Improvements including connection to Putnam River Trail at Quinebaug River (Town of Pomfret leading). Design continues towards 60% deliverable.

- Same as last month: Air Line Connection between Putnam and Thompson: received fully executed contract from DEEP for Recreational Grant contract agreement for our awarded \$175k for the continuation for partial continuation of trail.

Upcoming

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

- Ongoing: Air Line Trail towards Thompson: plan for consulting engineer selection in upcoming months.

- Ongoing: Air Line Trail from Pomfret: continued consultant design and permitting.

Other Town Responsibilities

Recent

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

- WPCA: Same as last month, 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.

- Similar to last month: Accessory Dwelling Unit regulations. Newly responsible Department Head Fitzback to pick up drafted language and information and coordinate for proposed text amendment.

- Fox Road transfer station planning: re-engaging consultants to plan location of facilities onsite, including likely relocating bus parking. Recent efforts are reviewing draft DEEP application for public information plan due to Environmental Justice community requirements, and consideration of Zone.

Upcoming

-
- Ongoing: Belding Grant including Financial Assistance Proposal with State DECD, coordinating project information between parties.
-
- Ongoing: Stormwater MS4 permit requirements, including dry-weather and wet-weather outfall sampling, text amendments to local regulations (Land Use Agent Bruce Fitzback lead), storm drain sampling and GIS updates.
-
- Ongoing/long-term: Coordinate with Highway Superintendent regarding Fox Road planning for transfer station categorization and permitting as applicable. Will require Environmental Justice review process.
-

Conferences and Training

Recent

-
- CCMO certification requirements. Ongoing annual credits required.
-
- CCM Annual Convention November 28th-29th, presented with Certified CT Municipal Official.
-

Upcoming

-
- Possible water related conference late January.
-
- COST Meeting in February 2024. Considering Board position.
-
- CCM webinars
-

Town of Putnam

FY24 Budget 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
1005.43.4317.44404.00000	Sticker - 20gal size Green \$3	(\$635,000.00)	(\$183,282.00)	(\$183,282.00)	(\$451,718.00)	\$0.00	(\$451,718.00)	71.14%
1005.43.4317.44405.00000	Sticker - 35gal size Red \$5.0	(\$327,500.00)	(\$96,126.00)	(\$96,126.00)	(\$231,374.00)	\$0.00	(\$231,374.00)	70.66%
Grand Total:		(\$962,500.00)	(\$279,408.00)	(\$279,408.00)	(\$683,092.00)	\$0.00	(\$683,092.00)	70.97%

End of Report



Putnam CT - Transition to Automated Collection of Waste/Recyclables

Scope of Services

Collection

The Town of Putnam will continue to be serviced by our local hauling division located at 121 Chronicle Road, Willimantic, CT, where our administrative offices and fleet vehicles are dispatched. Casella is fully equipped to provide and maintain equipment to service the Town in addition to being fully qualified and licensed in accordance with all Federal, State, and local laws. Our trucks are routinely serviced and inspected. We have ample backup equipment in our existing fleet located at our local hauling division to serve all of Putnam's collection service needs.

We are proposing a couple of changes to the Putnam curbside collection program that will improve aesthetics in Town as well as safety, efficiency and labor requirements by transitioning to an automated collection method and providing each resident with carts. Casella has made this transition with many communities and has several resources available to educate and inform residents of the change.

Bulky waste collection is also a costly portion of the Town's collection service. We are proposing that bulky waste collection be phased out. Casella staff will work with the Town to implement a new system of managing bulky waste starting in May of 2024.

Manual Collection: Casella will continue servicing the Town of Putnam utilizing our existing rear-load truck fleet starting July 1, 2023. The time from July 1, 2023 to April 30, 2024 will be an extension of the existing contract with updated pricing. During this time, Casella will work with the Town to establish a transition plan to move to automated collection of trash and recycling.

- **Truck:** (2) Mack Manual Rear trucks
- **Labor:** (2) Drivers + (2) Laborers
- **Carts & Containers:** No carts or containers provided for manual collection services.

Transition to Automated Collection: Casella is proposing to start the 5-year contract on July 1, 2024. At that time, we will have fully converted to automated collection of trash and recycling starting.

- **Truck:** (2) Mack Automated Side Load trucks
- **Labor:** (2) Drivers
- **Carts & Containers:** Casella will provide a 96-gallon trash cart and a 96-gallon recycling cart to each residential unit and containers to each Municipal location per RFP.

Pay-As-You-Throw (PAYT)

The Town of Putnam’s existing PAYT program will stay in place through the first year of the contract as Casella continues to provide manual collection. Casella will work with the Town to address any concerns associated with the current PAYT system during the implementation of the fully automated collection method.



The City of Malden, MA uses permit stickers on the city carts. An annual permit sticker would allow the Town to continue a model to retain revenues currently received through the PAYT system.

Schedule of Implementation

Casella proposes a mobilization schedule similar to the below to ensure a smooth transition of service. The dates below associated with the implementation of fully automated services are based on a timeline for ordering and receiving equipment.

Tasks	Timeline
<ul style="list-style-type: none"> - Final Contract Negotiation & Sign Contract - Obtain Accurate Assessors Property List - Casella to order Automated Collection Trucks 	June 2023
<ul style="list-style-type: none"> - Implementation meeting to finalize communication and education plan and timeline 	August 2023
<ul style="list-style-type: none"> - Casella to provide update on services and routes. As well as ASL equipment delivery timing- monthly updates. 	March-May 2024
<ul style="list-style-type: none"> - Casella to order carts. - Monthly update meetings on equipment deliver, services and routes. 	February 2024
<ul style="list-style-type: none"> - Cart Assembly & Delivery - Additional communication & education 	Week of April 22, 2024
<ul style="list-style-type: none"> - Automated Collection Start Date 	Week of April 29, 2024

Disposal

All municipal solid waste and oversized bulky waste collected locally will be delivered to the Wheelabrator Incinerator located in Lisbon, CT, under the Town's existing contract.

Processing

All recyclables collected locally will be delivered to Casella's owned and operated state-of-the-art Willimantic Material Recovery Facility ("MRF") located at 185 Recycling Way, Willimantic, CT for processing.

Our facilities are designed to handle our Zero-Sort® Recycling Program. Zero-Sort® Recycling makes it easier for our customers to recycle, promoting greater participation in recycling by eliminating the need to sort materials, and positioning us as a provider of choice in many markets. At our facilities all types of recyclables are mechanically sorted and forwarded to their recycling destination. The ease of recycling allows our customers to recycle as much material as possible, thus eliminating a significant amount of solid waste from their waste stream.



Recycle Better App Exclusively for Casella Customers

Casella has developed a mobile app through a collaborative partnership with ReCollect that makes it easier than ever for you and your constituents to stay connected about the trash, recycling, and food waste collection programs offered to you as a Casella customer. The Recycle Better App offers a variety of useful features including:

Direct Communication and Education for Residents

- Communicate events such as household hazardous waste drop-offs, yard-waste collection, and more through the easy-to-use calendar.
- Provide specialized and seasonal education reminders and tips to ensure residents can access up-to-date disposal information.

The Collection Calendar

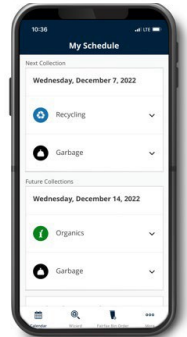
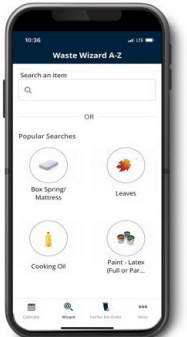
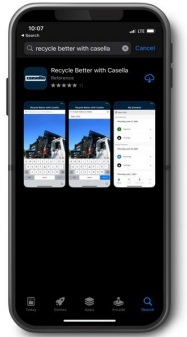
- Receive service day reminders on your mobile device and never miss a collection day again.
- Get real-time updates for service delays due to unplanned issues such as inclement weather.
- Choose how to receive the notifications: alert to your smart phone, text messages, email, or phone call.

The Waste Wizard A-Z Tool

- A searchable list of materials gives you information on how to properly dispose or recycle items.
- If an item cannot be taken with your curbside collection, the App will advise you of options on where and how to recycle or dispose of the item correctly.

Scheduling Additional Services

- Schedule for special collection such as bulky items, household hazardous waste, yard waste, and other items that are not collected as a part of the standard curbside collection.
- Use the App to schedule cart repair or delivery services.



Introducing the Casella App!

Casella's App makes it even easier for you to stay connected about your trash and recycling collection program.



Get information specific to Mansfield residents including:



A collection calendar with reminders



A searchable Waste Wizard A-Z listing tool



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

SCAN FOR THE APP STORE



SCAN FOR THE GOOGLE PLAY STORE



Let's **Recycle Better™** Together • casella.com

ESTABLISHED 1975

ATTENTION PUTNAM RESIDENTS



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

Flip over for more details.



Your Curbside Collection Just Got Easier



ESTABLISHED 1975

Beginning in May, 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.

www.casella.com/putnamCT

Residents will no longer have to provide their own bins. All trash and recycling 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 wheeled carts, one for trash (a 65-gallon or 96-gallon) 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.



AGENDA ITEM COVERSHEET

Item

Submitted by: Bruce Fitzback, Land Use Agent

Date for Consideration: December 18, 2023

Town Attorney Review Required: Not applicable.

Financial Summary: December 7th Sealed Bid Auction of Town owned Properties Highest bids:

Property:	Open Bid:	Highest Bid:
157 Black oak Ave	\$400	\$700
56 Groveland Ave	\$400	\$800
58 Groveland Ave	\$800	\$1200
110 Groveland Ave	\$400	\$1000
94 Oak St	\$400	\$1002

Staff Recommendation:

BOS accepts the highest bids as presented.

BOS waive legal fees

Supporting Materials (if yes, list attachments):

Bid Sheets for each lot.

Town Ordinance 255-3 Procedure for sale or disposition of surplus real estate.

*Town of Putnam, CT
Thursday, December 7, 2023*

Chapter 255. Real Estate

Article I. Surplus Real Estate

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

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

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

SURPLUS PROPERTY 157 BLACK OAK AVENUE

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

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

Area = 0.19± acres



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



14

Name of Bidder: _____ Mailing Address: _____ Earnest: Bid Amount: _____

Tyler Supremant *155 Groveland Avenue* *700.00*

Bank
150.00

Opened by: *Bruce Jatsko*

Witnessed by: *Brenda Roy*

Date: *12-7-2023*

SURPLUS PROPERTY 56 GROVELAND AVENUE

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

Area = 0.23± acres



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



11

Name of Bidder:	Mailing Address:	Earnest:	Bid Amount:	
Arthur Supremant	159 Groveland Avenue	507	150	bank ck
Michael Cole	104 Bates Avenue	800	150	ck
Timothy Norman	49 Groveland Avenue	601	150	ck

Opened By: *Brian Foltz*

Witnessed by: *Brenda Ray*

Date: 12-7-2023

SURPLUS PROPERTY 58 GROVELAND AVENUE

ASSESSORS MAP 8, LOT 57 The parcel is located on Black Oak Avenue (paper street) with 190.7'± of frontage, and on Highland Street (paper street) with 101.4'± of frontage. Highland Street runs westerly to Groveland Avenue. This parcel has no frontage on an accepted Town Road, making it a non-buildable lot.

Area = 0.28± acres



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



Name of Bidder: Mailing address: Earnest: Bid Amount:

Arthur Supremant	159 Groveland Avenue	957.00	200
Michael Cole	104 Bates Avenue	1200.00	200
Timothy Norman	49 Groveland Ave	1001.00	200

Bank
ck

Opened by: *Bruce Fitzhugh*

Witnessed by: *Brenda Roy*

Date: *12-7-2023*

SURPLUS PROPERTY 110 GROVELAND AVENUE

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

Area = 0.18± acres



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



13

Name of Bidder:	Mailing Address:	Earnest:	Bid Amount:	
Mike Cole	104 Bates Avenue	1000.00		CLD 150.00
Jesse Suprenant	101 Groveland Avenue	750.00		150.00

Opened by: *Bruce Fatzler*

Witnessed by: *Brenda Fry*

Date: 12.7.2023

SURPLUS PROPERTY 94 OAK STREET

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



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



15

Name of Bidder:	Mailing Address:	Earnest:	Bid Amount:	
Stephen Chazoye	25 Hawkins Road		1002.00	cert ck 150.00
Nigel Johnson	4 Wilkensen Street		800.00	150.00

Opened by: *Bruce Johnson*

Witnessed by:
Brenda Roy

Date:
12.7.2023

**APPLICATION OF INTEREST
PUTNAM BOARDS AND COMMISSIONS VACANCIES**

Name Robert C. Garceau

Address 110 Breault St. Putnam, Ct. 06260

Phone# 860-428-3262 Party Affiliation: Democrat

Email rgarceau@snet.net

Board/Commission interested in: Putnam District Authority

Why are you interested in serving? I live in the Putnam District Authority and wish to

contribute my years of personal political experience and continue to make Putnam a safe

place to live. The district authority is involved with fire and police protection which I feel

is important to present and future residents.

What experiences do you have that would benefit the Board/Commission you are interested in joining?

I have served on various elected boards and commissions over the past 40 years.

Putnam City Council 1977-1979. Charter Revision 1977. Board of Selectman: 1980-1999.

Board of Finance 2004-2005. Registrar of Voters: 2005-2010. Board of Assessment Appeal

WPCA: 2008-2012.

Are you willing to take training in field of YES

Board/Commission? Are you available for evening YES

meetings? Signature Robert C. Garceau Date Dec. 8, 2023

I feel at this time, that it's best if I resign from the Veteran's
Advisory Committee due to other personal obligations.
Thanks for your consideration and understanding.

Have a nice day,

Mike Santerre

Mike Santerre
Dec. 12, 2023

2023 DEC 12 P 9: 18

MS

1000 GLEN - PUTNAM CT

**APPLICATION OF INTEREST
PUTNAM BOARDS AND COMMISSIONS VACANCIES**

Name Lisa-Jean Clifford

Address 630 Liberty Hwy, Putnam, CT 06260

Party Affiliation: Republican

Email ljboulet@msn.com

Board/Commission interested in: Finance

Why are you interested in serving? I am interested in continuing to serve the town of Putnam on the Board of Finance

What experiences do you have that would benefit the Board/Commission you are interested in joining? I have significant experience in successfully running corporations, P&L, investments, contract negotiations, employment negotiations, and 2 years serving in this role on the Board of Finance.

Are you willing to take training in field of Board/Commission? Yes

Are you available for evening meetings? Yes

Signature

Lisa-Jean Clifford

Date 12/13/23
