

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

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- Ongoing: Belding Grant including Financial Assistance Proposal with State DECD, coordinating project information between parties.
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- 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.
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- Ongoing/long-term: Coordinate with Highway Superintendent regarding Fox Road planning for transfer station categorization and permitting as applicable. Will require Environmental Justice review process.
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Conferences and Training

Recent

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

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