

MAYOR AND SELECTMEN'S MEETING AGENDA

Tuesday, January 2, 2024 @ 7:00 PM

Putnam Municipal Complex

Room 109

200 School Street, Putnam, CT

Also via Zoom:

Join Zoom Meeting

[https://us06web.zoom.us/j/8308](https://us06web.zoom.us/j/83080637455)

0637455

Meeting ID: 830 8063 7455

• +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 December 18, 2023, Board of Selectmen Meeting
 5. Petitions & Communications
 - A. Letter to residents on Brookside Drive
 6. Reports of Special Committee
 7. Reports of Standing Committee
 - A. General Government Committee
 8. Unfinished Business
 - A. Sticker program – revenue update
 - B. Trash program
 - C. NDDH update
 - D. ARPA Funds
 9. Grant Considerations and Updates
 10. New Business
 - A. Art Council event
 11. Public Comment – 3- minute maximum per person
 12. Adjournment

To Be Approved
 Mayor and Selectmen's Meeting
 December 18, 2023
 Also, via Zoom:
 Meeting ID# 869 2072 6838

DISCUSSION	
TOPIC	
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	<p>3 Minute Maximum per person</p> <p>Shawn Tessier spoke regarding a Special Town Meeting in Jan of 2017, where Brookside Drive was voted to be considered a private driveway and not a public road. The Town is still plowing and sanding. He would like that to stop. In addition, he would like the Town to consider an additional egress/access road for the Industrial Park to allow emergency medical, fire or any situation where the public would need to get out.</p> <p>Selectman Paquin made a motion to add item 10. E) consider the appointment of Michael Vassar to the SSD on the agenda. The motion was seconded by Selectman Hayes and passed unanimously.</p>
4. Approval of the minutes	<p>A. Minutes from November 20, 2023, Board of Selectmen Meeting Correct typo of 11 A.) John Dignam motion to appoint incorrectly states not appoint. Selectman Paquin made a motion to approve the minutes of the November 20, 2023, Board of Selectmen Meeting. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>B. Minutes from December 5, 2023, Special Board of Selectmen Meeting. Selectman Pempek made a motion to approve the minutes from the December 5, 2023, Special Board of Selectmen Meeting. The motion was seconded by Selectman Paquin and passed unanimously.</p>
5. Petitions & Communications	None
6. Reports of Special Committees	None

7.	Town Administrator Report	Town Administrator Elaine Sistare reviewed her report with the Board.
8.	Unfinished Business	<p>A. Sticker Program Revenue update Town Administrator Sistare reviewed the revenue report with the Board.</p> <p>B. Trash program and update - Marc Morgan from Casella reviewed the new trash program with the Board. Next steps will be to set prices for bins and schedule public information sessions for residents.</p> <p>C. NDDH Deputy Mayor Simmons made a motion to send a letter to the NDDH Board withdrawing from NDDH, conditional, based on actions that we will monitor. The motion was seconded by Selectwoman Marion and passed unanimously.</p>
9.	Grant Considerations and updates	Mayor Seney stated he was just made aware that the Town will be receiving a \$200,000 grant to update and complete the environmental assessment of the former Putnam Foundry site at 2 Furnace St and the John M. Dean Company at 20 Mechanics St to determine a remediation plan that will accommodate future mixed-use housing and commercial space.
10.	New Business	<p>A. Disposition of Surplus Real Estate Deputy Mayor Simmons made a motion to approve the highest bid and waive the legal fees for the listed surplus real estate. The motion was seconded by Selectwoman Marion and passed unanimously.</p> <p>B. Consider the appointment of Bob Garceau (D) to the Special Services District with a term to expire 1/5/26. Selectman Pempek made a motion to appoint Bob Garceau to the Special Services District. The motion was seconded by Selectwoman Marion and failed with a 2 yay/4 nay.</p> <p>C. Accept the resignation of Mike Santerre(D) from the Veteran's Advisory Committee. Selectman Hayes made a motion to accept the resignation of Mike Santerre from the Veteran's Advisory Committee with regret. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>D. Consider the appointment of Lisa-Jean Clifford (R) to the Board of Finance with a term to expire 12/2/25. Selectman Hayes made a motion to appoint Lisa-Jean Clifford ® to the Board of Finance with a term to expire 12/2/25. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>E. Consider the appointment of Michael Vassar (D) to the Special Services District with a term to expire 1/5/26. Selectman Paquin made a motion to appoint Michael Vassar to the Special Services District with a term to expire 1/5/26. The motion was seconded by Selectman Pomes and passed with a 4 yay/2 nay.</p>
11.	Public Comment	<p>3 minute maximum per person</p> <p>None</p>

12.	Adjournment	Selectman Paquin made a motion to adjourn at 8:06 PM. The motion was seconded by Selectman Pempek and passed unanimously.
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TOWN OF PUTNAM
MUNICIPAL COMPLEX
TOWN HALL
200 SCHOOL STREET • PUTNAM, CT 06260

December 19, 2023

Sukpaseuth & Khamphanh Phongsa
15 wolf Den Road
Pomfret, CT 06259

Re: Brookside Drive

Dear Mr. and Mrs. Phongsa:

It has been brought to our attention that in January of 2017, the Town of Putnam discontinued Brookside Drive, located adjacent to and easterly of Route 44 (School Street) as a town road. As of today, the Town will no longer maintain the road.

If you have any questions, please contact my office.

Sincerely,

Norman B. Seney, Jr.

Enclosures: Town of Putnam Jan. 17, 2017
Meeting Results.

Cc: Town of Putnam Board of Selectmen

TOWN OF PUTNAM
RESULTS OF SPECIAL TOWN MEETING

January 17, 2017

The meeting was called to order by Anthony Falzarano, Mayor at 7:30P.M.

There were approximately 12 people present.

Denise Roireau read the call of the meeting.

Item #1 – To choose a moderator for said meeting.

Motion made by Scott Pempek, seconded by Tim Lasko to nominate Anthony Falzarano as moderator.

Motion made Alma Morey, seconded by Scott Pempek to close nominations.

SO VOTED

Vote on original motion.

SO VOTED 1 Abstained

Anthony Falzarano declared moderator.

Item #2 – To determine the wishes of those present and eligible to vote at Town Meeting of the Town of Putnam upon the following resolution:

RESOLVED, that the discontinuance of Brookside Drive as a town road in the Town of Putnam, located adjacent to and easterly of Route 44 (School Street), pursuant to the discontinuance by the Putnam Board of Selectmen and the recommendation of the Town of Putnam Planning Commission, is hereby formally ratified and approved for its entire length of approximately .06 miles.

Motion made by Scott Pempek, seconded by Tim Lasko to approve item #2 as presented.

SO VOTED

Item #3 – To determine the wishes of those present and eligible to vote at Town Meeting of the Town of Putnam upon the following resolution:

RESOLVED, that the sale of 39 Recreation Park Road, said premises consisting of .93 acres be the same more or less, is hereby authorized to be conveyed by quit claim deed without warranty and subject to such state of facts which may exist to Crystal M. Boj for a price of \$5,000.

Motion made by Scott Pempek, seconded by Alma Morey to approve Item 3 as presented.

SO VOTED 1 Nay

Motion made by Tim Lasko, seconded by Alma Morey to adjourn at 7: 33P.M.

SO VOTED

Respectfully submitted,

Sara J. Seney
Town Clerk

Town of Putnam

FY24 Waste Mgmt Revenue

Fiscal Year: 2023-2024

Subtotal by Collapse Mask

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

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

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)	(\$187,782.00)	(\$187,782.00)	(\$447,218.00)	\$0.00	(\$447,218.00)	70.43%
1005.43.4317.44405.00000	Sticker - 35gal size Red \$5.0	(\$327,500.00)	(\$100,626.00)	(\$100,626.00)	(\$226,874.00)	\$0.00	(\$226,874.00)	69.27%
	DEPARTMENT: Waste Collection - 4317	(\$962,500.00)	(\$288,408.00)	(\$288,408.00)	(\$674,092.00)	\$0.00	(\$674,092.00)	70.04%
Grand Total:		(\$962,500.00)	(\$288,408.00)	(\$288,408.00)	(\$674,092.00)	\$0.00	(\$674,092.00)	70.04%

End of Report

AGENDA ITEM COVERSHEET

Item

Submitted by: Elaine Sistare, Town Administrator

Date for Consideration: January 2, 2024

Town Attorney Review Required: Not applicable

Financial Summary:

The Town's municipal solid waste program includes eligible residences.

Projected cost expenditures of residential MSW and recycling pickup, transportation, handling and incineration is estimated to average \$885,000 over the next several years. (Does not include the cost of municipal MSW and recycling costs, like Town buildings and bulky waste and hazardous waste days/handling.)

Based on Town Administrator recommendation, using \$350/year and \$400/year per eligible household, the annual revenue is projected as about \$895,000, based on estimated number of households using and paying for the program.

Staff Recommendation:

1. That the BOS approve annual eligible household cost as follows:
 - \$400/year for 95-gallon MSW bin and 95-gallon Recycling bin
 - \$350/year for 65-gallon MSW bin and 95-gallon Recycling bin
2. That the BOS approve starting the automated side load (ASL) trash and recycling program as of May 1, 2024.
3. That the BOS approve the first 6-month period to be from July 2024 through December 2024 (with May and June 2024 pickup to be included in that cost, with expected sticker use on bags that are put in bins during the months of May and June 2024).

Supporting Materials (if yes, list attachments):

November 2023 estimate of contract costs and suggested amount covered by program revenue

November 2023 estimate of household numbers and selections with revenue projections

Draft 2-page Letter to Eligible Households, with choices of program including bin size and opting out



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

January 2024

To: Eligible Residential Households

Subject: **Town Trash Program Transition and Update**

As has been underway for several months, the Town of Putnam's municipal solid waste (MSW, also referred to as trash) and recycling program is changing. The Town will stop the sticker program, and begin a MSW and Recycling bin program. This page summarizes options for eligible households.

This letter is being mailed to all eligible households.

Options for Eligible Households is weekly pickup of MSW and every-other-week pickup of Recycling.

Option 1: Join the Program is the Default Option

- If the Town does not hear from the property owner, two bins will be delivered to your property in May of 2024. Bin sizes will be 95-gallon for MSW/trash, and 95-gallon for Recycling. For multi-family properties, multiple bins will be delivered (two MSW bins and two recycling bins for a 2-family, three MSW bins and three recycling bins for a 3-family).
- The property owner will receive an annual invoice in June 2024. In the amount of \$400 per set of MSW/Recycling bins. Twice per year payments will be due as follows: \$200 due in the month of July, \$200 due in the month of January.

If the Town does not receive payment by August 2024 of the first \$200 due, then the Town will coordinate with Casella to remove the bins from the property owner.

Option 2: Join the Program and Request a 65-gallon MSW Bin

- By request, eligible residences may select to have delivered a smaller MSW bin – 65-gallon in size. Note that the recycling bin will be 95-gallon size. This smaller MSW allows those households a \$50 per year lower cost for the program.

To request a 65-gallon MSW Bin for annual cost of \$350: go online and enter your address at www.putnamct.us/trash65 [QRcode] or visit the Revenue Office

Option 3: Opt-Out of the Program

- Eligible residences may opt-out of the program, and arrange for other proper waste and recycling handling.

To Opt-Out of the Program: go online and enter your address at www.putnamct.us/trashoptout [QR code] or visit the Revenue Office

Note regarding not using the program. The Town has worked hard to offer this MSW and recycling program to our residents. We hope that you find value in this offered program. If you opt out of the program, or do not pay and are removed from the program, you as the property owner are responsible to find appropriate waste disposal and recycling management. Any non-compliance of waste disposal may incur \$100 daily fines via the Town's Blight Ordinance, the cost of proper removal by Town forces if necessary, and other fines and fees associated with public health.

Note regarding Curbside Bulky waste: As of May 2024, there are no sticker-based curbside bulky pickup options. Residents have the option to directly contract with Casella, with direct payment to Casella. The Town will continue to hold multiple annual bulky waste days, allowing residents to drop off at school property on those designated days.

The Town has created an email for questions related to the transition, which will be active during the months of transition. putnamtrash@putnamct.us Responses will be generated in bulk about monthly.

DRAFT

Year	Dates	Casella Contract Under Negotiations										Win-Waste Lisbon Oct 2023 proposed contract to Town				
		Municipal Waste (lump sum)	Price per Gallon for Diesel (as of 9-11-23)	Fuel Surcharge **	Annual Surcharge	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	\$ 708,094.00	4.478	\$ 7,051.44	\$ 84,617.23	\$ 125.00		600	\$ 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		600	\$ 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	assume 5%	600	\$ 78,750.00	\$ 86.92	assume 6%	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	assume 5%	600	\$ 82,687.50	\$ 92.14	assume 6%	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	assume 5%	600	\$ 86,821.88	\$ 97.66	assume 6%	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.

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

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

Average over Year 2-5 \$ 908,311.06

say Revenue Goal \$ 930,000.00

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

AGENDA ITEM COVERSHEET
8D. ARPA Funds

Item Submitted by: Town Administrator Sistare

Date: January 2, 2024

Legal advice required: NO

Item Summary:

The Town would like to allocate the remaining ARPA funds to the Kennedy Drive Parking Lot project.

ARPA funds previously approved and spent:

WPCA Generator Project: \$596,600

Putnam Schools: \$60,000

Simionzi Streambank Stabilization: \$17,300.00

Kennedy Drive Parking Lot (design) –\$ 37,213.00 (invoices still being received)

Financial Summary:

The Town was awarded \$2,778,680.00 in ARPA Funds. To date, the remaining funds are approximately \$2,068,884.00.

Staff Recommendation:

Approve the allocation of the remaining ARPA funds, approximately \$2,068,884.00 to the Kennedy Drive Parking Lot project

Board Action Required:

Approve the allocation of the remaining ARPA funds, approximately \$2,068.884.00 to the Kennedy Drive Parking Lot project.

Supporting Materials (if yes, list attachments):

AGENDA ITEM COVERSHEET

10A. Art Council Event

Date for Consideration: January 2, 2024

Submitted by: Jackie Lefevre on behalf of
Delpha Very, Interim Director

Town Attorney Review Required: N/A

Financial Summary: N/A

Staff Recommendation:

Review and Approval of 2024 Arts Heist Event

The building owner, Mr. Greg Mueller, of 112 Main Street, Putnam, has agreed to the Putnam Arts Council holding the event, at the 112 Main location, with submittal of Certificate of Insurance from the Town, naming 112 Main Street as additional insured.

An Art Heist is a fund-raising event in support of the Putnam Arts Council programs and scholarships.

An Art Heist is when artists donate originals/limited edition prints, of a certain value amount this particular heist is a \$ 50 value. The items go on display for preview. Tickets are printed and sold numerically. When their number is pulled by the MC – host they have two minutes to go and “heist” the art they want.

Board Action Required:

The Board is requested to:

Authorize the 2024 Art Heist to be held on Saturday, March 9th starting at 5pm.

Supporting Materials (if yes, list attachments):