

MAYOR AND SELECTMEN'S MEETING AGENDA

Tuesday, January 16, 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/8911](https://us06web.zoom.us/j/89110155905)

0155905

Meeting ID: 891 1015 5905

• +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 January 2, 2024, Board of Selectmen Meeting
  5. Petitions & Communications
    - A. Fire & Ice Sponsorship
    - B. Thank you note from the family of Kayla R. Morey
  6. Reports of Special Committee
  7. Reports of Standing Committee
    - A. General Government Committee
  8. Town Administrator Report
  9. Quarterly Staff Reports
  10. Unfinished Business
    - A. Trash program update
  11. Grant Considerations and Updates
  12. New Business
    - A. Recreation Schedule of Events
    - B. Budget workshop
    - C. Eversource Property Purchase update

D. Grand List

E. Consider the appointment of Carmine Angeloni to the Arts Council with a term to expire 11/30/28.

F. Consider the appointment of Marie Celeste Mongeau to the Ethics Committee with a term to expire 11/30/26.

G. Accept the resignation of Sharon Stewart from the SSD Board.

H. Consider the appointment of Kathleen Hayes to the SSD Board.

I. Certified Resolution – Belding Mills Project

13. Public Comment – 3- minute maximum per person

14. Executive Session – Contract negotiations

15. Adjournment

To Be Approved Mayor and Selectmen's Meeting  
 January 2, 2024  
 Also, Via Zoom:  
 Meeting ID # 830 8063 7455

TOPIC		DISCUSSION	
PRESENT:		Mayor Seney, Deputy Mayor Simmons, Selectman Hayes, Selectwoman Marion, Selectman Pempek, Selectman Paquin and Selectman Pomes	
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.	Public Comment		None
4.	Approval of the Minutes	A.	<p>Minutes from December 18, 2023, Board of Selectmen Meeting</p> <p>Correction in the minutes. Selectman Rawson present is incorrect. Minutes should reflect Selectman Pomes present.</p> <p>Deputy Mayor Simmons made a motion to approve the minutes of the December 18, 2023, Board of Selectmen meeting as amended. The motion was seconded by Selectman Pempek and passed unanimously.</p>
5.	Petitions & Communications	A.	<p>Letter to residents on Brookside Drive</p> <p>The letter sent to residents on Brookside Drive was shared with the Selectmen. We have not received any feedback from the residents.</p>
6.	Reports of Special Committees		None
7.	Reports of Standing Committees	A.	<p>General Government Committee</p> <p>Committee members requested a meeting for January 16, 2024, for Election of Officers.</p>

8.	Unfinished Business	<p>A. Sticker Program – revenue update</p> <p>The Selectmen reviewed the current revenue received for the Sticker Program.</p> <p>B. Trash Program</p> <p>Selectwoman Marion made a motion for discussion. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>Selectman Pempek made a motion to approve the annual eligible household cost for a 95-gallon MSW Bin and 95-gallon Recycling bin at \$395.00, and the 65-gallon MSW Bin and 95-gallon Recycling Bin at \$350.00. The motion was seconded by Selectwoman Marion and passed unanimously.</p> <p>Deputy Mayor Simmons made a motion to start the automated side load (ASL) trash and recycling program as of May 1, 2024, with expected sticker use on bags in the bins during May and June 2024. The first 6-month period for bin costs will be from July 2024 through December 2024. The motion was seconded by Selectman Hayes and passed unanimously.</p> <p>C. NDDH Update</p> <p>Town Administrator Sistare advised the Selectmen that a letter was sent to the Board of NDDH stating our intent for a conditional opt out of NDDH.</p> <p>D. ARPA Funds</p> <p>Deputy Mayor Simmons made a motion to allocate all remaining ARPA funds to the Kennedy Drive Parking Lot project. The motion was seconded by Selectman Pempek and passed unanimously.</p>
9.	Grant Considerations and Updates	<p>None</p> <p>Selectwoman Marion made a motion to add 2 items to the agenda. Item 10 C, Elections and item 10 D, Revenue Clerk</p>
10.	New Business	<p>A. Art Council Event</p> <p>Deputy Mayor Simmons made a motion to approve the Art Council’s Art Heist on March 9<sup>th</sup>. The motion was seconded by Selectmen Pempek and passed unanimously.</p> <p>B. Registrar Elections</p> <p>Selectwoman Marion stated she was informed that the Registrar’s budget was going to be over by approximately \$10,000 due to early voting requirements and the recent referendum. She also stated that for next fiscal year, new equipment would need to be purchased at the cost of approximately \$60,000. Mayor Seney stated, when departments are over budget, the request to use money from contingency would be made to the Board of Finance. The need for new equipment is an issue that should be discussed with the Department and Administration so that it can be properly budgeted for.</p>

		<p>C. Revenue Clerk</p> <p>Selectwoman Marion stated she was recently made aware that the Revenue Clerk had accepted another position. Selectwoman Marion asked why the part-time position had not been posted yet. Town Administrator Sistare stated the Revenue Collector requested the Town wait to advertise so that the busiest collection month would be over, and she would be able to focus on training a new employee. Town Administrator Sistare also stated that the position is not a part-time position, it is 35 hours per week, with duties in both the Revenue Office and the Fire Marshal office.</p>
11.	Public Comments	None
12.	Adjournment	Deputy Mayor Simmons made a motion to adjourn at 7:39 PM. The motion was seconded by Selectman Pempek and passed unanimously.
		Respectfully submitted: Denise A. Geeza, Executive Assistant

The Putnam Business Association Fire and Ice Committee is planning the 2024 FIRE & ICE Valentine's Festival which will be held on Saturday, February 10, 2024. This festival defines the romance of Valentine's Day. Music, lanterns, luminaries, Fire performances, fire pits, restaurant specials, and ice sculptures will transform downtown Putnam into the perfect day-long family outing or the most romantic Valentine evening.

*The Fire and Ice Festival has several sponsorship options this year:*

**\$2,500 - Fire Demonstration:** Non-stop thrilling performance with fire breathing finale and special flame effects choreographed to music. Props may include: Dragon staff, fire whip, contortion cuffs, sun wheel, fire skirt, palm torches, fire fans, poi, fire acrobatics.

Your business will be listed as a sponsor on our website, Facebook page, sign displayed during the day with performance time and logo, Business announced with introduction to the show, you will be mentioned in print and any interviews in relation to the event.

**\$2,500 - \*NEW Mirror Men Dancers with CO2 Cannon Blast:** 2 dancers decked out in all the shiny mirrors you can imagine! They will Dance and glitter throughout the event with a special CO2 cannon blast to end the performance!

**\$1,500 - \*NEW Living Snow Globe:** A Bubble Sphere inflatable, clear orb that holds a stunning winged entertainer as they perform their act inside of the bubble!

**\$1,200 - 30-Foot Inflatable Igloo:** This inflatable unique encounters throughout the day and turns into a night club by evening. A main attraction of the event!

**\$1,000 - Stilt Walker:** Yeti, Snow King, Snow Queen or anything else we can dream up on stilts.

**\$1,000 - Ice Competition Sponsor:** With over 2 dozen competition carvers this level of sponsorship helps award the unique ice creations. Business logo will be printed on program, as well as, mentioned prior to Fire show.

**\$1,000 - Cake Competition Sponsor:** With over 3 dozen cakes to vote on this level of sponsorship helps award to the unique entries. Business logo will be printed on program, as well as, mentioned prior to Fire show.

**\$1,000 - Interactive Ice Sculpture:** A self standing ice picture frame photo opportunity with your business name.

**\$1,000 - Ice Carving Demonstration:** Includes sponsorship of a 1-1/2 hour professional live single block ice carving demonstration of your choosing.

Your business will be listed as a sponsor on our website, Facebook page, sign displayed and will be mentioned in print and interviews in relation to the event.

**\$550 - Pre-Carved Ice Sculpture:** Includes a 300lb professionally carved ice sculpture delivered and setup at a pre determined downtown location (contact us to discuss your project).

**\$300 - Fire Torch:** A propane torch will be lit in a designated location on Main Street with a sign showing the sponsor. Your business will be listed as a sponsor on our website and Facebook page.

**\$250 - Uncarved Ice Block:** Includes sponsorship of a 300lb ice block for the Amateur Ice Carving Competition. The block of ice is dropped on Main Street in front of your business, or if you are not on Main Street the spot will be selected for you. A local artist will arrive the day of the event to carve during the festival (artist carve at their own discretion, unless you provide your own artist).

Your business will be listed as a sponsor on our website and Facebook page.

**This form is available for online payment only by visiting [discoverputnam.com](http://discoverputnam.com). Please submit by: January 10, 2024 the latest. If you would like to secure and pay a different way, please contact: Jennifer Brytowski | [jenneratepro@gmail.com](mailto:jenneratepro@gmail.com)**



Barney, the Board of Selectmen,  
and the Staff of The Town of  
Putnam -

Thank you for the beautiful  
flowers to honor Kayla.

I appreciate your kindness from  
my home town.

*The family of the late  
Kayla R. Morey  
acknowledges with grateful  
appreciation the kind expression  
of your sympathy*

Thank you from Jim, Alene  
Shannon & Jill

morey

**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.

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- 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.

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

**Recent**

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- 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.

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

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- Coordination of departments and contracts for FY25 budget expectations.

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- Same as last month: 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).

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- Onboarding for ECD Director position, first work day January 2nd.

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- Onboarding for two Highway Maintainer positions, first work day January 2nd, including snow and storm preparation.

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- Completed annual evaluations for Department Heads - final wage determinations following negotiations.

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- Ongoing: Tracking NDDH recent activities regarding management and FY25 budget options.

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

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- Coordinating with Probate Court regarding their expectation to move in Summer 2024, and associated Leases and Agreements updated as applicable.

**Upcoming**

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- 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.

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- 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.

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- FY25 Budget preparation, including Mayor's budget for presentation to Board of Selectmen.

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- Advertise for Revenue Office Clerk position, with subsequent interviews and offers as applicable.

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- Union negotiations for three unions expected to initiate in January 2024.

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- Same as last month: 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. Upcoming Eversource property Purchase & Sale Agreement with corresponding Town Meeting efforts.

- 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.

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For Probate Court, coordinate with member towns and expect to review/execute property rental lease.

**Road and Sidewalk Improvements**

**Recent / Ongoing**

- Same as last month: Grove Street sidewalks: Final construction efforts limited to South Main Street fencing, waiting for Railroad approval.

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School Street Sidewalks projects: Similar to last month, coordinating for DOT requests on adjacent property owners. 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 approved.

- [Ongoing: Highway has various additional paving projects seasonally.]

**Upcoming**

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Same as last month: Grove Street: ongoing construction management, and final project financial analysis.

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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.

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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**

- 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: Coordinating closing with DPH for mid to late January. 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. Newly responsible Department Head Fitzback to pick up drafted language and information and coordinate for proposed text amendment.
- Fox Road transfer station planning: long-term re-engage 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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  - COST (Council of Small Towns) nomination and position on the Board of Directors
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**Upcoming**

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- COST Annual Meeting in February 2024.

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  - CCM webinars
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Assessor's Office  
Quarterly Report  
October 1, 2023 through December 31, 2023

The 2023 Grand List is complete, pending adjustments that may arise, and will be filed by January 31, 2024.

#### 2023 Motor Vehicle Regular List

- Work began November 29, 2023 and the list was completed in its majority by December 21, 2023. Work includes downloading from DMV, uploading to our software, pricing all vehicles, applying exemptions, deleting vehicles to other towns, adding from other towns, and district coding. Other towns will continue to send vehicles to add to the list through the end of January.
- The net motor vehicle assessment decreased by 2.85%. There are fewer vehicles than last year, and the average assessment decreased as well. This reflects current market conditions. There was a large increase in motor vehicle valuation from the 2020 to the 2021 Grand List due to market conditions caused by COVID. There was some stability on the 2022 Grand List, but vehicle values were still largely trending upward. Vehicle values are finally trending downward, but still significantly higher than pre-COVID levels. Also, given higher interest rates, inflation, and less borrowing power, we expect to see less new vehicles being registered.
- There was one application for the specially equipped (handicap) motor vehicle exemption that was recently approved by the town.

#### 2023 Personal Property

- Personal property declarations were mailed to businesses by October 1, 2023.
- 559 completed declarations were processed in November and December. 163 accounts did not file, and their assessments had to be estimated, with the statutory 25% penalty.
- Districts for all accounts were extensively reviewed to ensure each account was being taxed by the correct district.
- Solar/alternative energy accounts that are exempt from taxation were added to the Grand List and then removed via an exemption. This is different than how these accounts were handled in the past, wherein the previous Assessors did not list solar/alternative energy at all. With this change, the gross Grand List is more accurate, and there is no effect on the net Grand List.

#### 2023 Real Estate

- 700+ building permits were reviewed, and applicable changes made.
- Five exemptions approved by the Connecticut Department of Economic Development for manufacturing facilities were reviewed and processed. Two of these were new this year, which were 31 Highland Dr. and 6 Highland Dr. The exemption was continued for 86 Mary Crest Dr., 38 Ridge Rd., and 45 Ridge Rd.
- Five BOS approved rehabilitation deferred exemptions were reviewed. The three new properties approved (65 Battey St., 215 Providence St., and 60 Woodstock Ave.) have not received CO's and therefore the deferral has not started for them. The two previous properties (26 Buck St., and 52 + 58 Pomfret St.) continue to receive a deferral. On previous Grand Lists, the Assessor made a manual adjustment to the assessed value of these properties to reflect their deferred benefit. On the 2023 Grand List, the full assessed value is included in the gross Grand List, and the deferred portion is removed via an exemption. This makes the real estate exemptions appear to increase by almost \$5.6 million, when in reality the exemption increase for real estate was about half of that, which was due to the two new DECD exemptions listed above.
- All mapping changes and property transfers were completed through October 1, 2023.
- PA-490 land classification was reviewed (Farm, Forest, and Open Space) and new certifications filed on the land records.

- The town approved a decrease in the assessment for 211-221 Kennedy Dr. (former Bank of America building) via a stipulated judgment after the owner appealed the assessment. The change was processed for all applicable Grand Lists.
- All blind exemptions, permanently disabled exemptions, and veteran's exemptions were processed and finalized in November.

#### 2022 Motor Vehicle Supplemental List (for cars registered between October 2, 2022 and July 31, 2023)

- Work began on the supplemental list on October 16, 2023 and was completed November 14, 2023.
- The total number of vehicles decreased compared to the 2021 MVS, as well as the average assessment, both of which were expected given market conditions.

#### 2024 Revaluation

- Data mailers were sent to all residential properties at the end of November 2023. The purpose of the mailer is to give every owner an opportunity to review the data on their property and make corrections/find discrepancies. Any items that directly affect value will be reviewed before changes are made.



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

**Department Head Quarterly Report to Board of Selectmen**

Report Prepared By: Tom Bobrowski  
Department: Blight Enforcement  
Date of Report: January 3<sup>rd</sup>, 2024  
Reporting Quarter: **October 1<sup>st</sup>, 2023 through December 31<sup>st</sup>, 2023**

**Next Quarter Upcoming Efforts:**

- Continuing efforts to identify blighted properties & notify owner(s).

**Significant Efforts during Reporting Period:**

- 85 total properties identified as being in violation; 77 initial notices sent to property owners; 75% of noticed properties/owners have complied with notices & corrected the identified violation(s); 14 properties with active efforts.
- 19 fine notices have been sent to unresponsive or uncooperative property owners. Of those, 8 fines have been paid & violation(s) either corrected or additional time given; 5 fines have either been put on hold or forgiven due to efforts. Efforts to collect on remaining properties continue...some property owners will be receiving second notice in the near future.
- Four identified properties continue to accumulate daily fines; hold placed on fines for 8-12 High Street until 1/15/24 following conversation with owner and extension given to obtain permits.
- Meetings held with the owner of 118 & 120 Pomfret Street regarding blight violations/fines, and with Town Administrator Elaine Sistare regarding other monies owed to the Town of Putnam have resulted in the collection of several thousand dollars. The owner will also be listing both properties for sale in January.
- The front porch located on the home at 142 S. Main Street has been cleared & rebuilt following significant efforts with the property owner.

**Boards and Commissions Activities:**

- Economic & Community Development Commission Meetings (ongoing).

**Training and Seminars:**

- Internet Security Training, August 7, 2023
- Sexual Harassment Training, October 5, 2023



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

**Before/After Photos:**



38 Park Street (photo taken August 26, 2023)



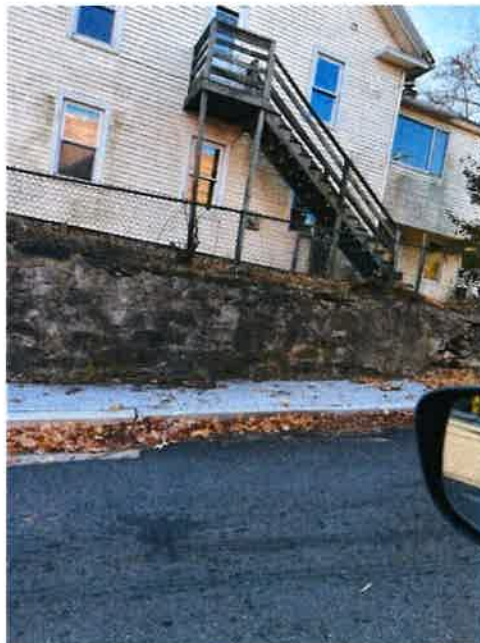
38 Park Street (photo taken October 16, 2023)



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



57 Pomfret Street (photo taken October 14, 2023)



57 Pomfret Street (photo taken November 18, 2023)



January 7, 2024

Mayor Seney  
Town Administrator  
Board of Selectmen  
126 Church Street  
Putnam, CT 06260

RE: Building Official/Z.E.O. Report – 4th Quarter 2023 – (Oct - Dec)

Hours: Monday – Wednesday 7:30 – 4:30  
Thursday 7:00 – 6:00  
Friday 7:00 – 1:00

**ALL ITEMS BELOW, IN BOLD, ARE CURRENT ACTIVITY**

**ONGOING AND UPCOMING:**

**97 Providence Pike – Garden Center Area – Generator – complete in January 2024**  
**123 Park Road – Additional building - Finish work ongoing**  
**50 Providence Pike – Montana Nights finish-out - ongoing**  
**105 Cady Road – rebuild ongoing**  
**125 Kennedy Drive – interior renovations – ongoing – finishing in January 2024**  
**36 Ridge Road – New owner (Sever) –interior renovation – Final and CO issued**  
**38 Ridge Road - mezzanine - ongoing**  
**146 Park Road – Take-out/waiting area addition – ongoing - completed**  
**26 Liberty Highway – rebuild after fire – ongoing – Final and CO issued**  
**19 Brookside Landing – new house – ongoing - framing**  
**88 Providence Pike – Toyota Dealership – Asbestos abatement ongoing**  
**125 Kennedy Drive – Water Treatment Building – application on HOLD pending Stormwater approval**  
**399 School Street – Fire scene – working with insurance and waiting on Engineer letter –  
Repairs ongoing**  
**139 Pomfret Street – Vachon – addition and renovations to dealership – NO application received**  
**97 Providence Pike – Cannabis Retail – ongoing**  
**68 Five Mile River Road – new house - ongoing**  
**500 Five Mile River Road – new house - ongoing**  
**546 Five Mile River Road – new house - ongoing**  
**77 Industrial Park Road – new bldg. – Final and CO issued**  
**155 Groveland Avenue – new house – ongoing**

**ONGOING AND UPCOMING CONT:**

**64 Providence Pike – KFC renovations – Final and CO issued**  
**168 Elmwood Hill Road – Renovations and addition – ongoing**  
**158 Park Road – Demo and renovations – Demo permit obtained**  
**20 Joslin Road – Renovations due to fire – 2<sup>nd</sup> floor - ongoing**  
**16 Providence Pike – Valvoline – complete interior remodel of Lube shop and Carwash**  
**41 Paula Road – new house – sitework ongoing**

**ZONING:**

**3 Park Road – possible Cannabis location - public hearing continued - APPROVED**  
**215 Park Road – Special Permit – Autobody Shop - APPROVED**  
**214 Park Road – meeting with potential new owner**

**TRAINING:**

**NEBOEA – Annual Conference – Amherst, MA – 15 hrs**



MEMORANDUM

TO: Board of Selectmen

CC: Barney Seney, Mayor  
Elaine Sistare, Town Administrator

FROM: Mary Ann Chinatti, Economic & Community Development Director

SUBJ: Board of Selectmen Quarterly Report – January 2024

Respectfully, Staff offers the following:

**Putnam Redevelopment Agency (PRA)**

**Community Development Block Grant (CDBG)** – Update: As the current CDBG contract expires soon; there is currently a balance of \$68,151 in the CDBG Program Income (repayments from loan recipients) and, as the State requires that Program Income funds be used before “tapping into” grant funds, the Town’s consultant, Mary Bromm has submitted a letter for Mayor Sinay’s signature requesting the State to extend the contract. If approved, this will allow the Town to be able to continue to provide eligible applicants with funding to make necessary repairs/improvements to their property.

**Small Business Loan Program** – Centric Relations (NGV Holdings) continues to make payments on its \$25,000/5-yr. loan. Further updates will be provided as they become available.

**CT DECD 2022 Municipal Brownfield Assessment and Remediation Grant Program** – The Financial Assistance Proposal (pass-through to CMP Belding Mill, LLC) was signed by Mayor Seney/returned to DECD in May of 2023. There are still a few outstanding questions that need to be answered re the assistance agreement; Staff will be in contact with Ann Catino, Halloran & Sage, next week re status/timeline. Further updates will be provided as they become available.

**Brownfield Municipal Grant Program – Round 18** (2 Furnace St. and 50 Mechanic St.) – The Town received notification that its \$200,000 funding request to complete an environmental assessment of the subject properties has been approved. CT DECD is currently working on the required Financial Assistance Proposal (FAP) and anticipates forwarding a draft of the document to the Town for review/execution in the July/August timeframe. Staff will be meeting via TEAMS with Greg Ambros, DECD, to discuss project details that need to be addressed. Further updates will be provided as they become available.

**CT DECD Office of Brownfield Remediation and Development** – Staff received an announcement of funding availability under Round 19/BAR Round 4 for the following:

- Municipal Grant Program – Remediation and Limited Assessment (max of \$4M);
- Municipal Grant Program - Assessment-Only (max. of \$200K or \$500K for Land Banks/COGS);
- Targeted Brownfield Development Loan Program (max. of \$4 million)
- BAR Planning Grant Program (max. of \$200K)

There are four upcoming TEAMS “walk-in” meetings to go over each Program, which Staff will be attending. Further updates will be provided as they become available.

**176, 178, 192 Park Rd.** – The previous ECD Director, in September 2023, requested Steven Flanagan, Flanagan Associates, to provide appraisals of the three Town-owned parcels. Staff has reached out to Mr. Flanagan for a status update. It is noted that there is much interest in the three properties. Further updates will be provided as they become available.

### **Economic and Community Development**

**Enterprise Corridor Zone** – No update on this item.

**Trails** – Bruce Fitzback, ZEO/WEO, is taking the lead on this Recreational Trails Grant. He is currently preparing the required quarterly report for submission. Further updates will be provided as they become available.

**Putnam Arts Council** – The Council has scheduled its Art Heist fundraiser for Saturday, March 9, to be held in the Montgomery Ward lobby. The Town is responsible for providing insurance for the event. Artists will submit artworks (\$50 minimum value) to be put on display for the event. Tickets will be sold, and ticket holders will be able to purchase the artwork. Further updates will be provided as they become available.

**Farmers Market** – As the Board is aware, the previous Market Manager will not be back for the upcoming season. The Town has contracted with two people to share the Manager responsibilities, alternating weeks. Further updates will be provided as they become available.

:MAC

## 2023 Facilities Quarterly Report

October-December

Prepared by Kevin Lamothe

### October

Lou Lapalm plumbing and the WPCA were on site to remove the water meter and backflow preventer for the season shut down of the irrigation system.

New England Service and Controls performed the scheduled quarterly preventative maintenance service of the HVAC system.

KONE Elevator performed the scheduled annual maintenance service on the elevator.

### November

P&S Irrigation completed the winterizing of the irrigation system.

Election day set up and break down.

I worked with Municipal Emergency Services for our annual fire extinguisher inspection testing.

Facilities has hired a second on call custodian for backup availability in case of custodial time off.

### December

Impact Fire performed the quarterly testing of the sprinkler system.

Petrunti Design delivered approximately 90' of wood chair rail and installed by the town in conference rooms 101,109 and 201. A 2<sup>nd</sup> round has been ordered and is scheduled to be delivered in early January, to be installed in the community rooms 112 and 113.

Our snow removal equipment has been set up and serviced and is ready for the weather.

### Future Goals

To repaint some of the walls in high traffic areas.

Have our BDA emergency service equipment serviced as well as some plumbing repair service on a couple of areas in the fire pump room.

# Finance Department

## Quarterly Report (October - December 2023)

January 2024

### 1. Summary

Process BOE request of transfers for their Bi-Weekly payroll and weekly Payables.  
Process weekly transfers of monies for Payroll for both Town and WPCA.  
Reconcile monthly, ALL the bank statements to the General Ledger  
Continue reviewing the status of outstanding checks that have not been cashed by the different Vendors in the various funds.  
My office processes the sticker requests for trash orders from the area stores.

### 2. Audit

Audit has been completed and filed. It was another clean audit on time audit.

### 3. Budget

Will Continue to monitor the FY24 budget as we proceed through the year.  
Monitoring the Capital Project Budgets in Infinite Visions for FY 2024.

### 4. Revenue

Continuing work on prioritizing projects for the ARPA funding received in FY21 through FY24 the balance is \$2,068,884.80. All funding has now been received.

General government budget collected \$4,067,535.49 this quarter. Highlighting some of the depts; \$929,571.83 in revenue from Revenue office taxes, \$82,438.45 Town Clerk, and \$90,299.50 Building Dept.

Stickers for trash pickup took in \$174,000.00 this quarter. This account is now included in the General government's budget.

The daily deposit tickets are scanned into Infinite Visions after they are verified and posted.

### 5. Expenditures

Continue updating the W-9's as needed.



Processed invoices & payroll totaling \$1,884,377.89 out of the General Government budget.

When invoices are processed for payment, they are scanned into Infinite Visions.

**6. Capital Improvement Project (CIP) & Fixed Assets**

Continue reviewing the list for FY24 Fixed Assets for accuracy and necessary list for insurance components.

**7. Training & Conferences**

We continue cross training of duties within the department.

Making improvements on the procedures for processing invoices and generating accounts receivable invoices. All with making improvements to the Req/PO's, having the requester scan into IVisions and attaching it to the Req, any and all supporting documentation for their purchase.

We are taking refresher classes/Webinars for training in the different modules.

**8. Next Quarter/Upcoming Activities**

Students who have been awarded various scholarships through Putnam High School, will be submitting their information for payments to be processed to the various colleges for the spring semester.

We will be sending out 1099's in January 2024.

Maureen Benway

Finance Director



**TOWN OF PUTNAM  
FIRE MARSHAL  
EMERGENCY MANAGEMENT  
4th QUARTER 2023 STAFF REPORT**

**FIRE MARSHALS OFFICE**

**Incidents**

9/6 – 64 Tucker Hill Rd. - Scrap Metal  
9/25 – 263 Woodstock Ave. – Demolition Debris (Large Pile)  
9/28 – 60 Providence Pike (Fuel Station) – Fire Alarm/Code Issue  
11/24 – 76 Van Den Noort St.\* – Porch Fire (4 Family)  
11/30 – 386 Church St.\* – Detached Garage Fire  
12/4 – 182 Grove St.\* – Detached Garage Fire  
12/11 – 82 Mechanics St.\* - Single Family Residence  
12/18 - 60 Providence Pike (Store) – Electrical and Fire Alarm Issues  
12/20 – 271 Elmwood Hill Rd.\* – 2200 SQFT Residence (Total Loss)  
12/21 – 7-9 Mohegan St.\* – Duplex with Attached Garage  
12/23 – 49 Wolf Den Rd., Pomfret (Mutual Aid) – Assist new Deputy FM  
12/28 – Park Rd. @ Exit 45 – Car Fire

\*See attached incident description

**Fire Prevention**

- CT Fair Plan annual poster contest submissions have been received from 4<sup>th</sup> and 5<sup>th</sup> grade students. Winners will be selected in January. Stay Tuned!
- 10/4 – Attended Safety Day at Foster Corporation.
- 10/12 – Annual fire prevention and safety presentation at Ella Grasso Gardens.
- 11/7 – Conducted training to Putnam Elementary and Middle School staff on the use of evacuation chairs for students and faculty with limited mobility.

**Inspections**

Fire code inspections continue on a daily basis. Most recently inspections were done by request, as a result of a complaint, insurance requirements, or when required for certifications or licensing. Early in the 4<sup>th</sup> quarter the FMO began a proactive approach to inspections. Unfortunately, the increase in fire reports has temporarily slowed that approach. Some of the major inspections completed for the 4<sup>th</sup> quarter are listed below:

Putnam Elementary School - Door Mags (Final Testing in January)

- 36 Ridge Rd. - Sever (Numerous Alterations)
- 125 Kennedy Dr. - Pall Corp (New Treatment Building)
- Residential Properties (Renovations, Annual Fire Code)
- 5 Heritage Rd. – Motel 6 (Government Employee Declaration)
- 146 Park Rd. – Black Dog (Installation of New Hood)

- 97 Providence Pike - Tractor Supply (Sprinkler Upgrade, Back-Up Power)
- 200 Tech Park Dr. - Win-Waste (New Treatment Building)
- 50 Providence Pike - Montana Nights (New Buildout)

### Training

Connecticut Fire Marshals are required to obtain 90 continuing education units (CEUs) on a 3-year cycle. All training CEUs need the approval of the Connecticut Office of Education and Data Management.

3<sup>rd</sup> Quarter Training;

FM Belleville (Cycle 11/22-11/25) Credits Earned to date: 30

International Association of Arson Investigators Annual Seminar – 15 Credits

### Permits

- Blasting – Blasting continues off Technology Park Drive. A few other blasting permit requests were filed throughout the year, mostly for residential construction.
- Open Burning – Open burning permits are slight down for the year but open burning complaints and violations have significantly elevated. Public education outlining the do's and don'ts as well as the proper procedure will be reinforced as we get closer to spring.

### Other

Congratulations and "Thank You" to Deputy Fire Marshal Ryan Walsh for a successful grant submission. The Fire Marshal's Office was awarded a \$300 Gift card to Harbor Freight for tools.

**76 Van Den Noort St.**

On Friday November 24, at approximately 10:15 AM, Putnam Emergency Dispatch received a 911 call from a postal worker who reported smoke coming from underneath the porch at 76 Van Den Noort St. A timely response from the Putnam Fire Department kept the fire from spreading to the rest of the home with minimal damage to the porch. While on scene firefighters had discovered a second previous fire in potted plant located in the front yard that had burned itself out. A comprehensive investigation by members of the Putnam Fire Marshal's Office found that both fires were localized to planters containing organic potting soil with the porch planter burning through the porch flooring. Most of the residents of the 4-family apartment building admit to being cigarette smokers, making the possibility of ignition from an errand cigarette a possible factor. However, an exothermic reaction from the organic potting soil causing auto ignition could not be ruled out. For these reasons the fire has been classified as undetermined.

**386 Church St.**

On Wednesday November 29, at approximately 10:40 PM, Putnam Emergency Dispatch received numerous 911 calls regarding an unknown large fire on the North end Church St. The first arriving fire officer quickly determined the fire to be a well involved detached three-bay garage located to the rear of 386 Church St. The fire had extended to the exterior residence which is situated only six feet from the garage. Firefighters were able to quickly extinguish the home, preventing smoke and flames from damaging the interior. However, the three-bay single-story carriage style structure and its contents were a total loss. Members from the Putnam Fire Marshal's Office were on scene until 3:30 AM conducting an origin and cause investigation finding the area of origin to be the rear interior of the garage. Unfortunately, due to the advanced nature of the fire and the destruction of evidence, the exact point of origin could not be determined. Even though it was confirmed that there was power in the building at the time of the fire, and it is probable that the cause of the fire is electrical in nature, other causes could not be eliminated. For these reasons the fire has been classified as undetermined.

**182 Grove St.**

Fire crews were dispatched at 7:48pm after a passerby noticed a column of smoke and flames coming from the 2-story garage located at the rear of the residence. Firefighters were able to quickly bring the fire under control and contain the damage to the second floor of the structure. There was no damage to the nearby home or vehicles and no injuries were reported.

An origin and cause investigation conducted by the Putnam Fire Marshal's Office determined that the unsafe disposal of smoking materials likely caused the fire in the detached garage of a multi-family property at 182 Grove St. Through interviews and fire pattern analysis, it was concluded that the fire originated on the second floor of the garage. Prior to the discovery of the fire, witnesses stated that a resident was seen entering and leaving the garage which had been used as a workshop. The resident admits to being a smoker and numerous improperly discarded cigarettes were found in the area of origin.

### **82 Mechanics St.**

On Monday December 11, at approximately 11:49 PM, Putnam Emergency Dispatch received a 911 call from the homeowner at 82 Mechanics St. stating that the house was on fire. The first arriving fire officer reported an active fire on the first-floor exterior wall with smoke coming from the porch and attic eaves. Firefighters worked quickly to extinguish the blaze, finding fire in the walls, porch roof, and attic of the two-story single-family home. Members from the Putnam Fire Marshal's Office were on scene until 3:00 AM conducting an origin and cause investigation, finding the area of origin to be the chimney which was from the first-floor woodstove. With the chimney being mounted on the exterior of the home, a chimney fire went unnoticed for an unspecified amount of time, eventually igniting nearby combustibles. The fire was noticed when the homeowner could hear crackling and witnessed smoke coming from their bedroom wall.

There were no injuries to civilians or firefighters. Three adults in the home were displaced and are being assisted by the Red Cross.

### **271 Elmwood Hill Rd.**

At approximately 8:49 PM on Wednesday December 20th, Quinebaug Valley Emergency Communications received a 911 call reporting a structure fire at 271 Elmwood Hill Rd. in the East Putnam Fire District. Upon arrival of the East Putnam Fire Chief the single-family cape was fully involved with flames coming from every window and through the roof. A rapid response by firefighters prevented damage to a nearby barn and farm equipment that was threatened by the intense heat and embers. The house was unoccupied at the time of the fire, which had gone unnoticed for an uncharacteristic amount of time due to its secluded location. The 2,200 square foot residence and attached garage collapsed roughly twenty minutes after the Fire Department's arrival. The fire was reported under control at 10:36 P.M. with units remaining on scene for overhaul operations.

A thorough origin and cause investigation conducted by fire Investigators from the Putnam Fire Marshal's Office determined the fire to be accidental. Due to the extent of damage, fire investigators were on scene until 02:45 the next morning examining the fire scene. After conducting interviews and collecting data it was determined that the fire originated within the kitchen refrigerator quickly spreading throughout the rest of the home. The building and all contents are estimated to be a total loss.

### **7-9 Mohegan St.**

At approximately 10:25 PM on Thursday December 21, Putnam Emergency Dispatch received a 911 call from the resident at 9 Mohegan St. stating the residence was on fire. First arriving Putnam Police Officers confirmed the working fire and evacuated the second apartment of the duplex and the neighboring house at 13 Mohegan St. When firefighters arrived, the attached garage had already collapsed with fire extending into the residence as well as causing heat damage to 13 Mohegan St. Firefighters worked for about an hour to extinguish the fire which had spread to the knee walls and attic.

A thorough origin and cause investigation conducted by fire Investigators from the Putnam Fire Marshal's Office determined the fire to be accidental. Witness interviews and statements regarding the events leading up to the fire were confirmed by on-scene analysis and

evidence. The fire began after improperly discarded smoking materials ignited nearby combustibles in the garage. Residents of the apartment typically smoked inside the garage and admitted to doing so prior to discovering the fire. The fire was noticed when the resident investigated the kitchen lights flickering and immediately realized the entire garage on fire.

There were no injuries to civilians or firefighters and four adults, and one child were being assisted by the American Red Cross.

**Joint Statement (Putnam, Thompson, Pomfret)**

With the recent increase of structure fires in Northeastern Connecticut and the increasing speculation on social media as to the causes of these fires, we would like to dispel any rumors or assumptions. The Fire Marshals and Deputy Fire Marshals for each town have been in constant communication aware of circumstances involving the surge of incidents. This is common practice whenever there is a significant fire incident for increased awareness and education as we work together for a safer community. Fire Marshals are tasked with the investigation of any fire within their jurisdiction, so yes, all these fires have been investigated or are under investigation. It is typical practice to issue a press release at the conclusion of the investigation for public awareness. Please understand that a formal investigation takes time to collect data, complete interviews and witness statements, collaborate with insurance adjusters and investigators, and complete a detailed fire report. It is always more important for an origin and cause report to be accurate and factual rather than to rush to judgement making assumptions. Although some of these fires have not had official causes announced thus far, we can tell you there is no connection with any of the incidents and circumstances surrounding each of them are different. We ask that you keep the families affected in your thoughts at this time of year and be extra diligent with fire safety. Heating systems should be checked and cleared of surrounding combustibles, chimneys cleaned every 2-3 months, extension cords should be limited use and not overloaded, water your Christmas trees, and please be conscientious when discarding smoking materials.

~FM Belleville



### **Weather Events**

12/17 & 18 - Heavy Rain and Wind Storm

Statement Provided December 18<sup>th</sup> @ 22:00 Hrs

Heavy rains and gusty winds hit Eastern Connecticut 12/17 & 12/18/23 causing power outages and closed roads throughout the Town of Putnam. Currently in Putnam there are 32 power related incidents with 458 customers left in the dark tonight. Eversource has declared a Level 4 Emergency Response plan and has requested assistance from out of state power crews. We can assure you they are working diligently to get the power restored. We would like residents to understand that there are priorities when it comes to which customers will have power restored first. Critical facilities, such as hospitals, nursing homes, first responders, shelters, schools, and critical customers who need power to survive will always come first. Getting these facilities and customers back online is imperative for life safety. Across the State there are 32 schools without power and over the next 8 – 10 hours Eversource will be concentrating on those to get them open tomorrow morning. The second priority will be events with the largest affected customer outages. It makes sense to restore an outage with 200 customers before restoring an outage with 2 customers. As of right now, the Town of Putnam is in better shape than our bordering towns with less than 8% of customers without power. Woodstock and Pomfret are both over 40%, Killingly is over 25%, and Thompson is around 16%. Due to the relatively low number and smaller size of outages we may see full restoration of power in 3 to 5 days.

Today was a moderate scale event for the Town of Putnam. The Town's Highway Department, Fire Departments, Police Department, Putnam EMS, and Emergency Management worked tirelessly to keep our residents safe from the hazards and informed on power related incidents and closed roads. Please continue to report downed power lines and flooding. Remember to treat and respect all wires

### **Training**

- 10/18 – Governor's Emergency Planning and Preparedness Initiative 2023 (EPPI)  
This yearly exercise is designed to highlight weaknesses in the Local Emergency Operations Plan as well the operating procedures of the Town's Emergency Operations Center. This year's scenario included a train derailment in the center of town with a hazardous materials release. Tasks included evacuation methods, sheltering, multi-agency mutual aid response, and coordination between Federal, State, and local resources.
- 11/13 – Radiological Preparedness Training/Working Group  
The round table discussion included topics related to a radiological release from the Millstone facility. The exercise include discussion on plume generation, distribution of medications, sheltering, and host community roles and expectations.

### **Planning**

- **Local Emergency Operations Plan (LEOP)**  
The LEOP is a comprehensive, all-inclusive plan to action for the Town of Putnam. Plans were due DEMHS for approval on 1/1/2024. The completed plan is nearly 600 pages full of information and job aids for those individuals who are asked to assist in the Emergency Operations Center. Not included in the 600 pages are 26 annexes, many of which are safety and security plans written by the Putnam Emergency Management Team.
- **School Safety & Security Plans**  
School Safety & Security Plans are due every other year to DESPP/DEMHS by November 1. The public-school plans are written and presented by the BOE Director of Special Projects and reviewed by Putnam Emergency Management before submittal. Plans were submitted and accepted by the State of CT. However, Putnam Science Academy has not submitted the required plan. They have been made aware on several occasions of the requirement and have failed to submit a plan. Putnam Emergency Management has reached out to DEMHS for guidance and implications concerning the deficiency.

#### Meetings

- 10/2 – Meeting at QV Dispatch to discuss storm collaboration between Dispatch, Emergency Management, First Responders, & Eversource.
- November NECT Emergency Management Committee  
Meetings occur every other month and include NECCOG and other Towns in Northeastern CT.
- 12/13 – Eversource Quarterly Meeting  
Town leaders, Emergency Management, and Highway meet quarterly with Eversource to discuss planning and operations.

#### Equipment

- **15KW Generac Portable Generator**  
The \$4,000 generator was purchased through a Homeland Security Grant. This generator has the capability to provide 50amp and 220v power.
- **11/16 Command Trailer**  
The Command Trailer and DEMHS Region 4 Incident Management Team were requested to the Ballouville Mill fire.
- **12/21 Command Trailer**  
The Command Trailer was requested to the Town of Thompson as a mobile office during a fatal fire investigation. The State Fire Marshal van was out of service.



TO: Mayor Seney and Board of Selectmen

FROM: Travis Serrine, Highway Superintendent

Re Quarterly Report

The following work projects were performed by the Highway Department. The Mechanic worked on scheduled and emergency maintenance.

## **October**

- Pothole patching and basin top cleaning.
- Tree removal
- Equipment repairs/Leaf Vac. Prep.
- Road prep and paving
- Drainage structure replacement
- Brush chipping
- Tree trimming
- Jet clearing clogged drainage pipes

## **November**

- Pothole patching and basin top cleaning.
- Equipment repairs/Finish winter preparation.
- Leaf vacuum/town wide
- Tree removal
- Assist P&R with ornament and associated set up.
- Renewal of Flagger Certification.

## **December**

- Pothole patching and basin top cleaning
- Leaf vacuum/town wide
- Sign replacement and installation
- Brush chipping/tree trimming
- Drainage pipe cleaning.
- Storm clean up.
- Salt some black ice conditions.



# TOWN OF PUTNAM

Municipal Complex  
200 School Street  
Putnam, Connecticut 06260  
Telephone: (860) 963-6800

## **Human Resource and Payroll Department**

**October 2023 – December 2023 Quarterly Report**

**From: Mariah Clifford, Department Head**

### Payroll:

- Calendar Year End
- W2 Preparation
- 1095 Preparation

### FMLA/Workers Comp:

- No employees on FMLA
- No employees on WC

### Employment Changes:

- Employee Death – 10/2023
- Assessor Start Date – 10/2023
- Highway Maintainer Resignation – 10/2023
- ECD Director Resignation – 10/2023
- PT Recreation Employee Resignation – 10/2023
- Adult Services Librarian Start Date – 10/2023
- On-Call Custodian Start Date – 11/2023

### Misc Efforts:

- Bi-Annual Sexual Harassment Training completed – 10/2023
- Safety Committee review
- Annual Foley requirements
- Updated Highway Job Descriptions
- Budget Preparation/Submission

### Q1 2024 Expected Efforts:

Human Resources and Payroll Department  
Mariah Clifford

- Union negotiations preparation.
- Start update to Library Personnel Policy
- Audit continuation of assets/integration to infinite visions
- Continue Government Accounting class study/exams
- Continue training towards CCMO (2 classes taken in Q4)
- Member of SHRM. Study towards SHRM-CP Certification in Q2 2024.

## Land Use Agent Report

4th Quarter 2023

Update for 4th Quarter 2023 October, November, December  
Bruce Fitzback Land Use Agent

### Inland Wetlands and Watercourses Agency

Oct: Lack of business meeting cancelled.  
Nov: Lack of business meeting cancelled.  
Dec: Lack of business meeting cancelled.

### Planning Commission

Oct: Lack of business meeting cancelled.  
Nov: Lack of business meeting cancelled.  
Dec: Lack of business meeting cancelled.

### Zoning Commission

Oct: Craft Group Special Permit – Cannabis Facility, Approved  
Nov: Rawson Materials-300 River Rd-Excavation Permit Renewal, Approved  
Chad Sessums resigned as the Zoning Commission’s duly authorized agent.  
Bruce Fitzback was designated as the Zoning Commission’s duly authorized agent.  
Dec: Lack of business meeting cancelled.

### Plan of Conservation and Development

Oct: No activity  
Nov: No activity  
Dec: No Activity

### Flood Prevention Management

Oct: No activity  
Nov: No activity  
Dec: No activity

### Stormwater

CDM Smith continues with activities and sampling for the MS4 stormwater permit

### Sabin St. Recreation Field

Oct: Excavation and hauling continues.  
Nov: “ “  
Dec: activity stopped for winter season.

### Quinebaug Technology Park

No activity

Private Project improvements include water, sewer, stormwater, and site review components.

Tractor Supply waterline up grade for fire suppression system

## **Pedestrian and Bike Trails**

Airline State Park Trail

Met with CT DEEP, the proposed Airline Trail on property not owned by the State of CT will not be a State designated State Park, and the state will not take part in the planning and development.

Prepare mapping and narrative of the proposed trail gap between Putnam and Thompson for discussions with Railroad.

## **Cellular**

No activity

## **Town GIS**

Annual mapping updates complete

## **Solar**

Glenvale Solar, 56 River Rd. 4 MW array at CT Siting Council Docket 514 has been acted upon, awaiting approval of Development and Management Plan.

## **Electric Vehicle & Charging stations.**

Oct 7, CCM – RLE Resource meeting concerning future EV charging stations and State programs.

## **Disposition of Surplus Real Estate**

**First Group:** Groveland Ave 56, 58, 110, 157 and 94 Oak St, Sealed Bid Auction underway.  
The Auction for first group of properties had the bid opening on Dec. 7

**Training:** Oct 1<sup>st</sup>, CT Assoc. Flood Managers conference  
Oct 11<sup>th</sup>, CACIWC Conference  
Oct 15<sup>th</sup>, PFAS Settlement Briefing at the CT Conference of Municipalities

Respectfully Submitted,

Bruce Fitzback, L.S.

Land Use Agent, ZEO

Town of Putnam

126 Church Street

Putnam, CT 06260

Office: 860-963-6800, x 114

Email: [Bruce.Fitzback@putnamct.us](mailto:Bruce.Fitzback@putnamct.us)



## Board of Selectmen Quarterly Report January 2024

“Perhaps no place in any community is so totally democratic as the town library.  
The only entrance requirement is interest”. Lady Bird Johnson

The first half of the 2023-2024 fiscal year was well attended in the library! The average walk in attendance per week was 830, with the highest weekly visitor count at 1,037. Families are still using the playscape on temperate days and enjoying the artwork in the hallway. We’ve realized that one of the unintended perks of the new building is the experience of the elevator for young children. Some of them have never used an elevator, so a trip to the library must include a ride up and down!

Circulation has remained robust this fall. 33,201 physical and 5,800 electronic items were checked out at the library in the first five months of the fiscal year. Generally electronic circulations run about 6% of total circulation, but one of our patrons has been really enjoying the magazine downloads this fall! The library pays a yearly fee to Overdrive, an online platform that provides ebooks (sight), eaudiobooks (hearing) and magazines. Putnam residents can use the service when they download the Libby app and enter their library card number.

2024 is the library’s 140th anniversary! The library (originally called the Citizen’s Library Association) opened on April 25, 1884 in the jewelry store of the Wright Brothers on Main Street. The Library Board and staff are planning appropriate celebrations in 2024 to commemorate this milestone. The library was located in a variety of buildings on Main Street before moving to the Church Street Town Hall building in 1912. The “new” library on Kennedy Drive was finished in 1955, but had its grand opening in 1956 because the sand had to be cleaned out of the basement. We are very happy to be in our present location, and trust that this will be the library’s home for many years to come.

We successfully hired a new Adult Services librarian in November after Patricia Jensen retired in September. Nicole Nichols will be responsible for adult programming and outreach into the community, as well as circulation desk duties. Nichole was on our staff as the Adult Clerk for three years before gaining other experience at another library. We are very happy to welcome her back, and she hit the ground running!

VITA (Volunteer Income Tax Assistance) will be assisting our community with their taxes again this year. We are thankful for these volunteers who come every week from the end of January to the middle of April. They electronically submit taxes for people who have an income level of \$60,000 or less. They will be here on Thursdays from 4:30-7:30 pm. People can reserve an appointment by calling 211 (state information hotline) or by going to [211ct.org](http://211ct.org).

Putnam Public Library offers:

- **Books, magazines, books on CD and DVDs** for children and adults
- **Newspapers** to read in the library
- **Public Internet computers** with Microsoft Office Suite and printing capabilities
- Free **ebook, eaudiobook and magazine downloads** through Overdrive (Libby and Sora apps)
- Free **programs and cultural events** for children, adults and families
- Free or reduced **museum passes**
- Bibliomation consortium offers **more materials** than PPL can own and store
- Free **computer help and wireless connection**
- Library website offers opportunities to **renew and request books online** (gas savings)
- The Friends of the PPL **Book Nook** (gently used books for \$1 or .50)
- **Outreach services** to home-bound patrons

Literacy and life-long learning opportunities that we offer:

- Preschool and toddler **story times and programs** to develop pre-literacy skills
- **Collaboration** with Headstart, Eastconn, NOW, YMCA, Ella Grasso Gardens, Senior Resources, the Family Resource Center and Putnam schools
- **Summer Reading Program** for children, and teens which extends and reinforces school year learning
- **Universal Class** free online classes in more than 500 subjects
- **Adult Summer Reading Program** which promotes life-long learning and literacy
- **Statewide databases** offer free research sources for newspapers, reference books, and journals, conveniently linked off of the library website
- Host for **after-school tutors** to continue education after school hours
- **Downloadable audio, ebook and magazine service (Overdrive)**
- **Proctoring exams** for distance-learning students
- **Reference help** available in the library and through email
- **AARP Safe Driving Workshops** to assist older drivers with education and insurance reduction
- **VITA (Volunteer Income Tax Assistance)** during the tax season.

Services:

- Notary services 42 hours per week
- Fax/copier/scanning/trash sticker services
- Meeting place for community groups
- Open 52 hours per week, 4 evenings until 8 pm and Saturdays from September to June.

## **Recreation Department Report : JAN 2024 Report**

### **Vet's Committee:**

Bushes at Vet's Park- Complete

Brick Program in progress

### **Ongoing Projects:**

Two New Ornaments for Holiday Display-

Big Ornament is functioning

### **Rotary Park : Holiday display**

**Miller Park report :** none

### **St. Marie- Greenhalgh :**

Tree's over bleacher's on Home side will be trimmed

### **Other projects :**

Dog Park : New Dog fun obstacles will be created

Bench in Simonzi to be placed

### **COA report:**

Luncheon Trip-, First Spring Trip in April

Christmas Party- Dec 6 120 Seniors attended

Dec 27 Beatles program : Good attendance

**PROGRAMS :** Youth Hoop very active weekdays and Saturdays

### **PAST Events 2023:**

Nov Events : Parade and Santa

Dec 16 Wreaths Across America : nice attendance

### **UPCOMING EVENTS:**

Feb 10 Fire and Ice

March 10 O' Putnam Road Race



**Tax Collector's Office**  
**Quarterly Report**  
**January 4, 2024**

Period from October 1, 2023 through December 31, 2023

Accomplishments

- The Revenue Office mailed 1,475 motor vehicle supplemental bills to taxpayers on November 27, 2023. The taxes billed amounted to \$226,963.59 for Town Taxes and \$65,299.77 for Special Services.
- A collection summary for the Town Collections of Fiscal Year 2023/2024 is attached.
- Our office is finishing up work on the Suspense List for the spring of 2024.
- A new Tax Sale list for 2024 had been passed around to department heads for review. All properties will be sent to Attorney Adam Cohen of Pullman & Comley by the end of January.
- Our office Finalized 2025 FY Budget Preparations

Classes / Meetings Attended by Department Head

- CCM "Sexual Harassment" held on October 19, 2023

Upcoming Goals

- Working on Alias Tax Warrants to send to State Marshal for collections
- Attending the CTX Spring Seminar
- Prepping for meetings with the Board of Finance and Districts regarding the Suspense List of 2022 Grand List. The Suspense List is required to be presented every year by the Revenue Department consisting of bad debt taxes that need to be "suspended" or removed from active taxes.
- January 2024 collections.
- Preparations on Trash Collections beginning July 2024
- Training new clerk, to be hired February 2024

TOWN 2022 GL TOTALS

12/31/2023	Current Year	Additions	Deletions	Suspense	Current Year Collections	Suspense Collections Net of Refund	Total Paid Collections	Refunds	Bounced Checks	Transfers *	Final Balance After Adjustments	Balance End of Year Computer	Difference	Interest & Lien Collection	Fees **
	17,313,226.11	16,624.50	(65,886.30)	-	10,556,589.37	-	10,556,589.37	10,742.33	(5,210.70)	(12,170.20)	6,735,498.17	6,735,498.17	0.00	26,219.15	132.10
2022		535.25	(1,674.21)		143,672.89		143,672.89	1,158.35		5,494.18	179,371.23	179,371.23	0.00	27,579.84	9,997.24
2021		121,576.49			59,644.70		59,644.70	72.83		518.41	61,598.83	61,598.83	0.00	20,710.88	2,120.58
2020		41,814.76			8,803.64		8,803.64	431.33		110.93	33,331.52	33,331.52	0.00	4,047.53	383.77
2019		40,442.28			1,062.37		1,062.37			(5.90)	39,385.10	39,385.10	0.71	840.68	86.78
2018		38,001.36			530.92		530.92	6.00		(0.02)	37,476.46	37,476.46	0.00	534.85	79.52
2017		15,960.94			255.82	22.67	278.49				15,705.12	15,705.12	0.00	324.62	34.15
2016		2,973.50			73.28	255.97	329.25				2,900.22	2,900.22	0.00	476.78	115.24
2015		2,862.55			67.85	107.84	175.69				2,794.70	2,794.70	0.00	245.41	50.98
2014		2,891.97			66.32	4.61	70.93				2,825.65	2,825.65	0.00	129.77	1.79
2013		2,891.96			66.31	40.69	107.00				2,825.65	2,825.65	0.00	204.06	23.99
2012		2,867.02			65.74		65.74				2,801.28	2,801.28	0.00	148.14	
2011		2,675.12			61.34		61.34				2,613.78	2,613.78	0.00	150.33	
2010		2,675.12			61.34	115.98	177.32				2,613.78	2,613.78	0.00	432.77	
2009		2,675.12			61.34	168.67	230.01				2,613.78	2,613.78	0.00	597.47	
2008						253.77	253.77						0.00	685.19	
2007															
	<b>17,313,226.11</b>	<b>17,272.37</b>	<b>(67,560.51)</b>	<b>-</b>	<b>10,771,083.23</b>	<b>970.20</b>	<b>10,772,053.43</b>	<b>12,410.84</b>	<b>(5,210.70)</b>	<b>(6,052.60)</b>	<b>7,124,355.98</b>	<b>7,124,355.27</b>	<b>0.71</b>	<b>83,327.47</b>	<b>13,026.14</b>

Refunds Not Paid	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
	7,304.96	2,102.74	2,843.87	5.59											

Compared to:

	2023/2024 Approved	Incl/Dec	Collected thru	12/31/2023	12/31/2022
Current	16,629,310.00	-1%	10,478,372.88	63.01%	69.31%
Mvs	150,000.00		71,577.92	47.72%	3.10%
Int / Liens	100,000.00		83,327.47	83.33%	200.47%
Prior	150,000.00	(25,000.00)	218,942.91	145.96%	291.06%
	17,029,310.00		10,852,221.18	63.73%	71.92%
	Over / Under		(6,877,862.03)		

2022 G/L dollars when Mill Rate was set \$17,139,880.00  
Collection Rate of Original G/L dollars = 61.13%

\* transfers are monies moved from year to year, principal to interest, interest to principal, Town to District, District to Town  
\*\* not all fee amounts are retained by the Town. Collection agency fees are collected by the Town and remitted to them monthly.

## TOWN CLERK'S QUARTERLY REPORT

October 2023 – December 2023

The Putnam Town Clerk's office has collected approximately \$289,942.61 in total revenue. This total includes the various fees to be distributed to the State of CT monthly.

This quarter the Clerk's office has recorded 390 land recordings totaling:	\$266,519.00
Including State Conveyance Tax of:	\$184,783.75
As well as Town Conveyance Tax of:	\$ 51,237.36

(79 transfers of property representing \$19,142,350.00 in real estate transactions)

Issued: 831 certified copies of vital records (115 via the online portal - \$2,300 plus postage fees of \$81)	\$ 16,620.00
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Copies (land records and maps):	\$ 1,889.00
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Miscellaneous, Notary, Liquor permits, vendor permits, burial and cremation permits, trade names, H & F licenses	\$ 1,864.00
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Issued 6 marriage licenses	\$ 300.00
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Dog Licenses: 20 dog licenses issued	\$ 252.00
--------------------------------------	-----------

This office has registered Births/Marriages/Deaths - 140  
(125 births, 57 deaths and 16 marriages – this does not include adoptions,  
legal name changes and any other corrections/amendments to vital records)

In addition, approximately 130 notarizations were done for the local community.

Recent and upcoming events:

- The November 7, 2023, municipal election was held. Putnam was chosen via lottery to hold an audit of the machine votes for District 2 for the offices of Board of Assessment Appeals, Board of Finance Alternate (Full Term), and Library Trustee. No discrepancies were found.
- A town referendum was held December 19, 2023.
- The 2024 election calendar has begun with the first order of business to be the town committees holding their caucuses in January to endorse committee members. Delegate selection to the state convention will occur in March.
- The Presidential Preference Primary will be held April 2, 2024, and this primary will be the first to encompass 7 days of early voting.
- The \$6,000 Town Clerk Historic Document Preservation Grant was approved, and we are awaiting the fully signed contract from the State Library in order to begin the designated projects.
- I have recently been voted Vice President of the Windham County Clerks which requires my attendance and participation with the Executive Committee of the Connecticut Town Clerks Association. I was also appointed to two statewide committees with CTCA – the Education Committee and the Liaison Committee to the Department of Public Health. These initiatives have been incredibly valuable in obtaining early insights into legislation that impacts this office. Additionally, it enables me to have a say in areas where we can make a difference.
- I have joined the New England Association of City and Town Clerks as well as the International Institute of Municipal Clerks which are organizations dedicated to the advancement of clerks' professional skills, their personal development, and provides educational opportunities beyond what CTCA can offer. I am deeply appreciative of the support the Town of Putnam provides in these endeavors.

# WPCA

## Selectmen's Quarterly Report

1. As you are aware, we lost one of our employees this past quarter. Our chief operator for the water department passed away. We are fortunate that Mike Didato was granted his Class IV water operator's license by the State, so we didn't have to look outside our department for a replacement. Nicholas Woznicki was also given a temporary Class IV license and has been doing a great job handling the State required paperwork. We will look for another operator after the new year. Operationally, we are fine at this point. All sampling and reporting to the State are completed. I have met with all the employees at the water department, and we have a good game plan moving forward. Because of the cross training, we shouldn't have any problems at this time. We are fortunate that Jeff was meticulous in keeping records.
1. Our Lead Service Line project is still ongoing. The good news is that the State Drinking Water Section approved our request for funding. The total cost of the Lead Service project is around \$400,000. We will be getting a \$300,000 grant from them. We have already allocated \$175,000 of WPCA funds to go towards engineering.
2. Our fall hydrant flushing was completed at the end of October. There were no complaints of rusty water. Because we flush twice a year, the water pipes are getting a good cleaning.
3. Overall, both the water and sewer departments are running very efficiently. We have not received any complaints regarding rust in the water or odors from the sewer plant. The maintenance department continues to flush the sewer lines regularly. We made two repairs to broken water lines this past quarter. Both repairs had minimal effect on the residents in those areas.



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

January 11, 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. There are no options for recycling only.

**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 \$395 per set of MSW/Recycling bins. Twice per year payments will be due as follows: \$197.50 due in the month of July, \$197.50 due in the month of January.

If the Town does not receive payment by August 2024 of the first \$197.50 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 \$45 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 <https://www.putnamct.us/departments/municipal-solid-waste-recycling> 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 <https://www.putnamct.us/departments/municipal-solid-waste-recycling> 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](mailto:putnamtrash@putnamct.us) Responses will be generated in bulk about monthly.



# PUTNAM 2024 EVENT SCHEDULE



- Sat, Feb 10th: Fire and Ice<sup>\*/\*\*</sup> - 12-9pm, Downtown Putnam
- Sun, March 10th: O' Putnam 5k Road Race - Courthouse Bar & Grille
- Sat, March 23rd: Greet the Easter Bunny<sup>\*</sup>, Putnam Municipal Complex
- Sat, April 20th: International Day, Downtown Putnam<sup>\*/\*\*</sup>
- Sat, April 27th: Beautification Day<sup>\*/\*\*</sup>
- Sat, May 4th: Quiet Corner Pride Festival<sup>\*</sup>
- Sat, May 11th: Fishing Derby - The Putnam Rotary Club
- Sat, May 18th: Fairy and Magic Fest - Downtown Putnam<sup>\*/\*\*</sup>
- Mon, May 27th: Memorial Day Parade<sup>\*</sup>
- Sat, June 8th: Particle Accelerator - United Services, Rotary Park
- Wed, June 19th: Juneteenth in Veterans Park<sup>\*</sup>
- Sat, June 22nd & Sun, June 23th: Putnam Fine Arts Crafts Festival<sup>\*</sup>, Putnam Municipal Complex
- Sat, July 6th: Fireworks<sup>\*/Rain Date July 13th</sup>
- Sat, July 20th: Alfresco Concert & RiverFire<sup>\*</sup>, Rotary Park
- Sat, Aug 10th: Concert & RiverFire<sup>\*</sup>, Rotary Park
- Sun, Aug 11th: Main Street Car Cruise<sup>\*</sup>  
Pluck-A-Duck Extravaganza<sup>\*\*</sup>, Rotary Park  
Fun Family Activities & Last Chance to buy Tickets for Pluck-A-Duck
- Mon, Aug 12th: Pluck-A-Duck<sup>\*\*</sup>  
Live Broadcast and Winners Announced on WINY
- Sun, Sept 8th: Savor the Flavor - A Food Tasting<sup>\*/\*\*</sup>
- Fri, Oct 4th: Zombie Fashion Show<sup>\*\*</sup>, Rotary Park/Rain Date Oct 5th
- Sat, Oct 19th: The Great Pumpkin Festival<sup>\*/\*\*</sup>  
QVCC Tackle The Trail Marathon - QVCC Foundation
- Sat, Oct 26th: Downtown Trick or Treat<sup>\*</sup>
- Fri, Nov 29th: Santa Lights Up Putnam<sup>\*</sup>, Riverfront Commons
- Fri, Nov 30th: Santa Saturdays<sup>\*\*</sup>
- Sun, Dec 1st: Holiday Dazzle Light Parade<sup>\*/Rain Date Dec 8th</sup>
- Sat, Dec 7th: Santa Saturdays<sup>\*\*</sup>
- 14th, 21st

### 2025 Event

- Sat, Feb 8th: Fire and Ice Festival<sup>\*/\*\*</sup>, 12-9pm, Downtown Putnam

\* Town of Putnam Event / \*\* Putnam Business Association Event

For more information or a full list of events please visit:

**discoverputnam.com**



Discover Putnam is a visitors' site created by The Putnam Business Association, comprised of over 200 business members. Come to Putnam, a premiere tourist destination in Connecticut and New England.

SPECIAL THANKS TO:



**Centreville Bank**

**AGENDA ITEM COVERSHEET  
12 B. Budget Workshop**

**Item Submitted by:** Town Administrator Sistare

**Date:** January 16, 2024

**Legal advice required:** NO

**Item Summary:**

Attached are the Budget Dates as required by Charter. We would like to set the date for a Budget workshop, prior to the Mayor presenting his Budget to the Board of Selectmen.

Proposed dates: Saturday, February 3, 2024 - 9:00 AM – 11:00 AM

Saturday, February 24, 2024 – 9:00 AM – 11:00 AM

Thursday, February 8, 2024 – 5:00 PM – 7:00 PM

Thursday, February 15, 2024 – 5:00 PM – 7:00 PM

**Financial Summary:**

Town Administrator will discuss budget details with the Selectmen and answer questions regarding the proposed budget.

**Staff Recommendation:**

Select a date for the budget workshop.

**Board Action Required:**

Select a date for the budget workshop.

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

Charter on Budget Dates for FY 24/25



**CHARTER ON BUDGET DATES**

**2024/2025**

**NO LATER THAN**

<b>March 6</b> .....	First Wednesday in March	Mayor to Board of Selectmen
<b>March 20</b> .....	Third Wednesday in March	Board of Selectmen to Board of Finance
<b>April 12</b> .....	Five Days before Public Hearing	Printed Budget for Public Distribution
<b>April 18</b> .....	At least 20 days before Annual Town Meeting	<b><u>PUBLIC HEARING</u></b>
<b>May 2</b> .....	At least 5 days before Annual Town Meeting	Published in Local Paper
<b>May 8</b> .....	Second Wednesday in May	<b><u>ANNUAL TOWN MEETING</u></b>
<b>May 17</b> .....	Ten Days after the Annual Budget Meeting	Board of Finance to Set Mil Rate

## 2023 Grand List

	2023 GL As Filed	2022 GL After Adjustments	Difference	% Change	2021 GL After Adjustments	2020 GL After Adjustments	2019 GL After Adjustments
Gross Real Estate	742,221,808	733,593,100	8,628,708	1.18%	724,490,291	715,973,381	714,920,974
Non-taxable Exemptions	143,496,500	143,460,500	36,000	0.03%	140,272,765	132,968,900	132,571,234
<b>Net Real Estate</b>	<b>590,255,778</b>	<b>587,269,290</b>	<b>2,986,488</b>	<b>0.51%</b>	<b>581,369,736</b>	<b>579,954,341</b>	<b>579,913,490</b>
Gross Personal Property	141,953,539	127,541,008	14,412,531	11.30%	119,998,959	122,992,832	121,058,545
Exemptions	41,101,680	33,905,570	7,196,110	21.22%	30,962,990	29,925,060	32,101,330
<b>Net Personal Property</b>	<b>100,851,859</b>	<b>93,635,438</b>	<b>7,216,421</b>	<b>7.71%</b>	<b>89,035,969</b>	<b>93,067,772</b>	<b>88,957,215</b>
Gross Motor Vehicle	85,685,665	87,940,847	-2,255,182	-2.56%	80,215,569	63,488,488	60,645,189
Exemptions	1,689,495	1,482,925	206,570	13.93%	639,401	658,379	491,820
<b>Net Motor Vehicle</b>	<b>83,996,170</b>	<b>86,457,922</b>	<b>-2,461,752</b>	<b>-2.85%</b>	<b>79,576,168</b>	<b>62,830,109</b>	<b>60,153,369</b>
<b>Total</b>	<b>775,103,807</b>	<b>767,362,650</b>	<b>7,741,157</b>	<b>1.01%</b>	<b>749,981,873</b>	<b>735,852,222</b>	<b>729,024,074</b>

Non-taxable real estate is comprised of properties that are Town-owned, State-owned, churches, hospitals, private schools, etc.

Exemptions are applied to property that is ordinarily taxable but receives a preferential treatment due to a special status, such as being a veteran, disabled, blind, or a manufacturing facility.

Approximately 2 million in real estate exemption increase is due to two new applications approved by the State DECD for manufacturing facilities. The rest of the increase is due to a change in the way the rehabilitation deferral exemption is being reported. In previous years, the assessed value of the approved properties was simply excluded from the Grand List, where as this year, the entire value is included and the deferred portion is removed via an exemption. This gives a more accurate picture of the actual value of property, and actual value of exemptions.

Personal property exemption increase is primarily due to solar/alternative energy being included on the Grand List and then exempted vs. simply being excluded from the Grand List in previous years.

Motor vehicle values are trending downward after the large increase in values during COVID.

Motor vehicle exemption increase is primarily due to new commercial trucks that receive a total exemption.

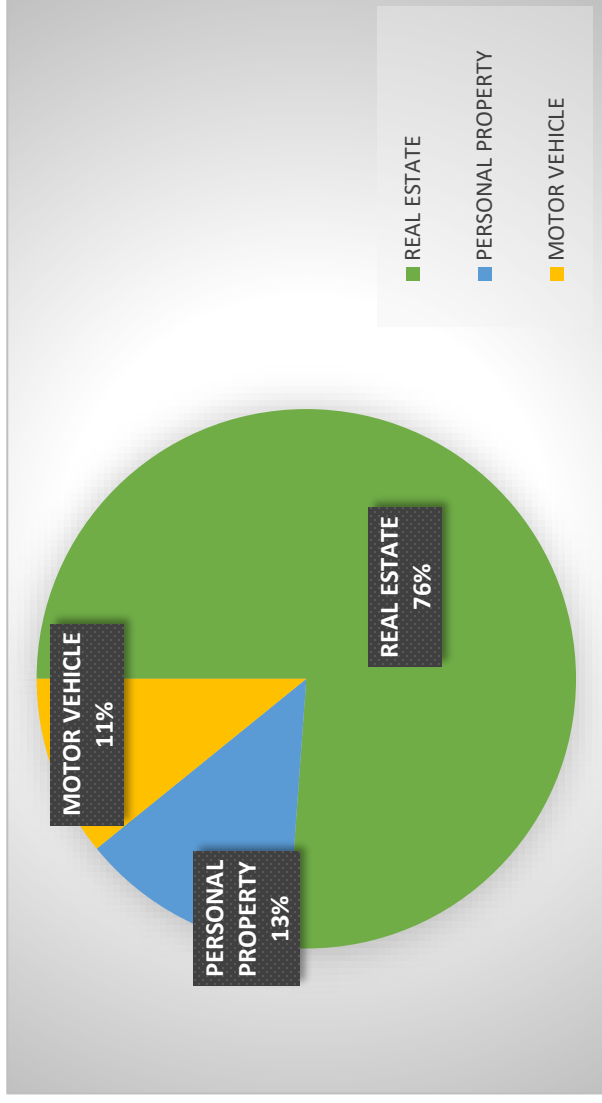
**2023 GL TOTALS ARE SUBJECT TO CHANGE BY THE BOARD OF ASSESSMENT APPEALS, WHICH MEETS IN MARCH OF 2024.**

## TOP TEN TAXPAYERS

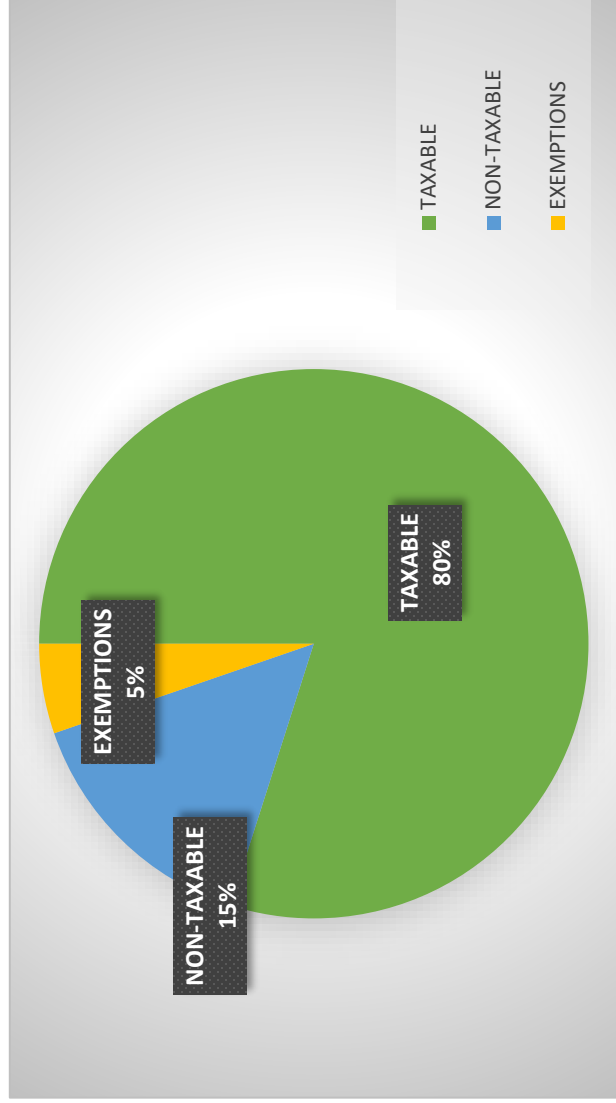
	AKA	NET ASSESSMENT	% OF GL
CONN LIGHT & POWER CO		42,583,450	5.51%
PUTNAM DOWNTOWN LLC	RIVERFRONT COMMONS	10,494,300	1.36%
YANKEE GAS SERVICE CO		10,349,980	1.34%
PUTNAM ACQUISITION LIMITED PARTNERSHIP	WALMART	8,357,000	1.08%
PALL CORPORATION		7,023,990	0.91%
PUTNAM LLC	STOP & SHOP	4,697,400	0.61%
PUTNAM BAPTIST HOMES INC	LITTLE RIVER ACRES	4,639,100	0.60%
LCN STP HAGERSTOWN MULTI LLC	STAPLES REAL ESTATE	4,546,010	0.59%
INTERNATIONAL PAPER CO		3,536,150	0.46%
STAPLES CONTRACT AND COMMERCIAL INC	STAPLES PERSONAL PROPERTY	3,322,040	0.43%

# GRAND LIST COMPONENTS

	NET	TAX AT 22.29 MILL RATE
REAL ESTATE	590,255,778	\$13,156,801.29
PERSONAL PROPERTY	100,851,859	\$2,247,987.94
MOTOR VEHICLE	83,996,170	\$1,872,274.63
TOTAL	775,103,807	\$17,277,063.86

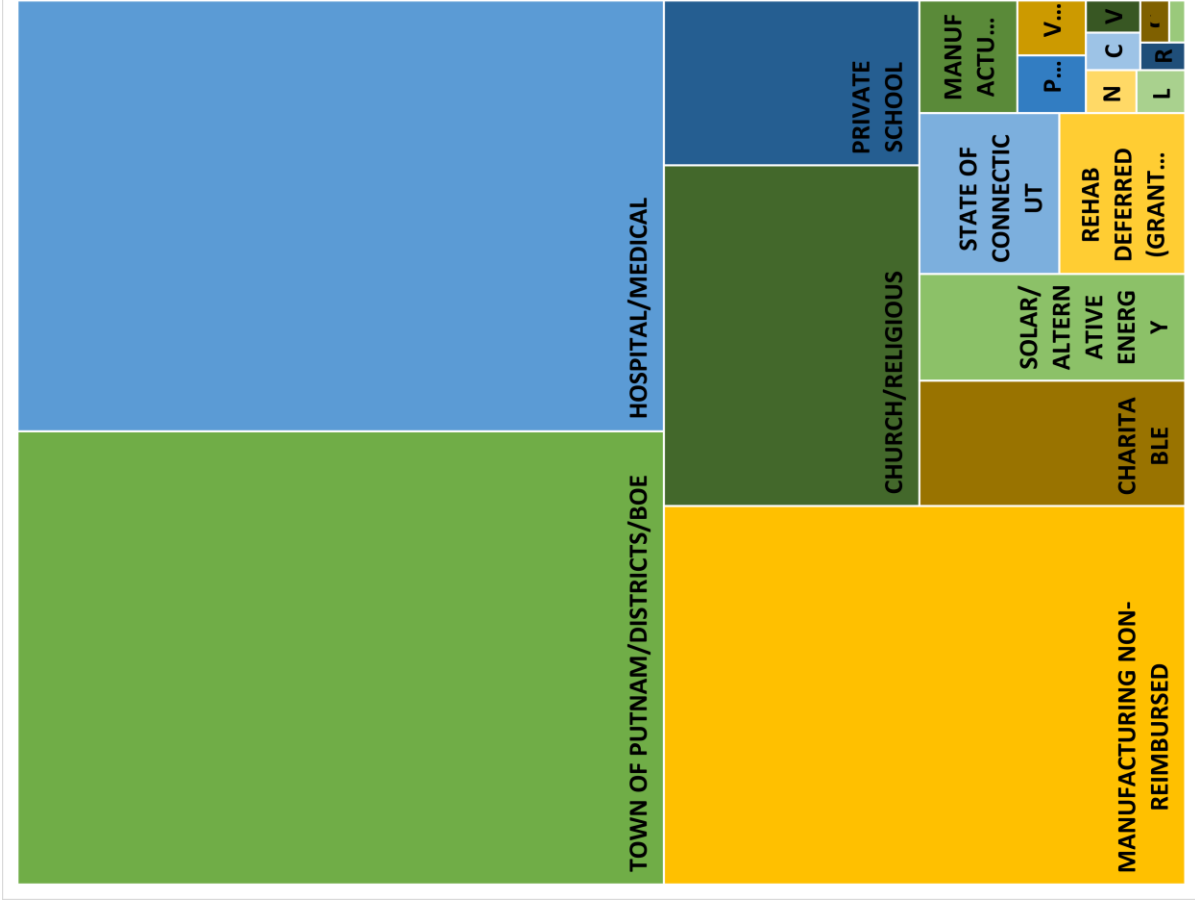


	PP, RE & MV	TAX AT 22.29 MILL RATE
TAXABLE	775,103,807	\$17,277,063.86
NON-TAXABLE	143,496,500	\$3,198,536.99
EXEMPTIONS	51,260,705	\$1,142,601.11
TOTAL	969,861,012	\$21,618,201.96



# EXEMPTIONS

	EXEMPT	TAX AT 22.29 MILL RATE
TOWN OF PUTNAM/DISTRICTS/BOE	55,305,390	\$1,232,757.14
HOSPITAL/MEDICAL	52,532,830	\$1,170,956.78
MANUFACTURING NON-REIMBURSED	37,224,265	\$829,728.87
CHURCH/RELIGIOUS	16,413,080	\$365,847.55
PRIVATE SCHOOL	7,936,230	\$176,898.57
CHARITABLE	6,285,600	\$140,106.02
SOLAR/ALTERNATIVE ENERGY	5,344,190	\$119,122.00
STATE OF CONNECTICUT	4,244,600	\$94,612.13
REHAB DEFERRED (GRANTED BY BOS)	3,823,440	\$85,224.48
MANUFACTURING REIMBURSED	2,081,385	\$46,405.22
POST OFFICE	745,500	\$16,617.20
VETERANS	706,430	\$15,746.32
LAND TRUST	396,700	\$8,842.44
COMMERCIAL TRUCKS	385,385	\$8,590.23
NON-TAXABLE PERSONAL PROPERTY	411,080	\$9,162.97
VFW	332,000	\$7,400.28
RAILROAD	233,700	\$5,209.17
CEMETERY	226,800	\$5,055.37
PERMANENTLY DISABLED	79,500	\$1,772.06
FARM	32,100	\$715.51
BLIND	12,000	\$267.48
HANDICAP VEHICLE	4,500	\$100.31
<b>TOTAL</b>	<b>194,757,205</b>	<b>\$4,341,138.10</b>



\* 2022 Grand List Elderly Homeowner's Abatement totaled \$64,131.22. Cannot be computed for the 2023 Grand List until June 2024.

Mr Carmine L Angeloni

Town of Putnam CT | Generated 1/4/2024 @ 3:53 pm by OnBoard2 - Powered by ClerkBase

### Status

**Name** Mr Carmine L Angeloni  
**Application Date** 11/27/2023  
**Expiration Date** 11/27/2025  
**Board Member** [Carmine L Angeloni](#)  
**Status** Validated

Board	Vacancies	Status
<a href="#">Putnam Arts Council</a>	2	Pending

### Basic Information

**Name**  
Mr Carmine L Angeloni  
**Date of Birth**  
3/1/1950  
**Resume File**  
[Download](#)

### Contact Information

**Address**  
283 Heritage Road  
Putnam, CT 06260

**Resident**  
Yes

**Ward/District**

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

**Phone**  
[4136873640](tel:4136873640)

### Political Party

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

### Additional Information

**Notes**

Marie Celeste Mongeau

Town of Putnam CT | Generated 1/4/2024 @ 4:21 pm by OnBoard2 - Powered by ClerkBase

## Status

**Name** Marie Celeste Mongeau  
**Application Date** 12/17/2023  
**Expiration Date** 12/17/2025  
**Board Member** [Marie Celeste Mongeau](#)  
**Status** Validated

Board	Vacancies	Status
<a href="#">Ethics Commission</a>	2	Pending

## Basic Information

**Name**  
Marie Celeste Mongeau  
**Date of Birth**  
9/15/1958  
**Resume File**  
[Download](#)

## Contact Information

**Address**  
44 Killingly Avenue  
Putnam, CT 06260  
**Resident**  
Yes  
**Ward/District**  
2  
**Email**  
[mcmongeau@hotmail.com](mailto:mcmongeau@hotmail.com)  
**Phone**  
[860-928-5551](tel:860-928-5551)  
**Business Phone**  
860-923-9561 ext. 5110

## Political Party

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

## Additional Information

**Notes**

December 21, 2023

Mr. Perron,

I would like to inform the Special Service Board that I am resigning from my position effective January 15, 2024. My husband Mike and I purchased a home in East Putnam and our closing is January 31, 2024.

Thank you for the opportunities for professional and personal development that you have shown me over the last few years. I have enjoyed being a member of the Special Service District and appreciate the support given to me during my tenure here.

It is always a pleasure and an honor to represent our town and it is my hope to continue in some way in the future.

Thank you,  
  
Sharon Stewart

2024 JAN 10 A 11: 02



TOWN CLERK - PUTNAM CT



APPLICATION OF INTEREST

PUTNAM BOARDS AND COMMISSIONS VACANCIES

Name

Kathleen Hayes

Address

78 So. Prospect St. Putnam CT

Phone#

860.377.4538

Party Affiliation:

Republican

Email

ricksdushi@yahoo.com

Seat #5

Board/Commission interested in:

Special Service District

Why are you interested in serving?

I have a deep dedication + love for

① This community. Our P.D. has been a lifelong institution for for this town, providing safety for generations. Over the years I have had a front row seat to the amazing work the P.D. has done + continue to do. Through supporting my husband's 30+ year career serving this community I have seen the countless hours + sleepless nights it takes to keep our town safe + special. As someone whose

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

② While I have never served directly on a Board, I am confident that my skills + dedicated interest will serve the SSD in a positive manner. I have worked at Day Kimball Hospital for over 37 years + have made many relationships with not only my patients but also the emergency personnel, such as

Are you willing to take training in field of

Yes

Board/Commission? Are you available for evening

meetings? Signature

Kathleen Hayes

Date

1-3-24

① Children reside in Putnam & has grandchildren being raised here as well, I have a greater investment in the success & safety of our wonderful town.

② police officers & EMS alike that work tirelessly to show up, as I do in, my work everyday to provide safety & CARE to the special people in our Community.

TOWN CLERK - PUTNAM CT

cb

2024 JAN 11 A 10:58

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
STATE OF CONNECTICUT  
(AN EQUAL OPPORTUNITY EMPLOYER)  
**CERTIFIED RESOLUTION OF THE GOVERNING BODY**

I, Norman B. Seney, Jr., the Mayor, certify that below is a true and correct copy of a  
(Name of Official) (Title of Official)

resolution duly adopted by the Town of Putnam  
(Name of the Applicant)

at a meeting of its Board of Selectmen  
(Governing Body)

duly convened on January 16, 2024 and which has not been rescinded or modified in  
(Meeting Date)  
any way whatsoever and is at present in full force and effect.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature and Title of Official)

**SEAL**

**WHEREAS**, pursuant to C.G.S Section 32-763  
,  
(State Statutory Reference)

the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and **WHEREAS**, it is desirable and in the public interest that the Town of Putnam make an application to the State for  
(Applicant)

\$ 2,000,000.<sup>00</sup> in order to undertake the Belding Mill Redevelopment Project  
(Name and Phase of Project)  
and to execute an Assistance Agreement.

**NOW, THEREFORE, BE IT RESOLVED BY THE**  
Town of Putnam Board of Selectmen  
(Governing Body)

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by C.G.S Section 32-763  
(State Statutory Reference)

2. That the filing of an application for State financial assistance by The Town of Putnam  
(Applicant)  
in an amount not to exceed \$ 2,000,000.<sup>00</sup> is hereby approved and that

Mayor Norman B. Seney, Jr.

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(Title and Name of Authorized Official)

is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of  
the Town of Putnam

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(Name of Applicant)