

Town Administration

Contract Updates

- Kennedy Drive Parking Improvements: project has been advertised, with Project Manual available to bidders. Bid Opening scheduled for Tuesday April 2nd at 3PM in Room 109.
- Probate Court lease will need to be signed in upcoming month(s); including possible update of MOU with member communities.

Recent

- Ongoing: Casella municipal solid waste and recycling contract - lots of customer discussions (TY Denise!) about options and questions. Coordinating with Casella for appropriate numbers of 95-gal and 65-gal bins to order. Expected schedule continues as late April bin delivery, with ASL trucks first week of May. Invoices arrive July 2024.
- Ongoing FY25 budgeting with BOS approval of budget to present to BOF. Expect March BOF meeting to include any modifications and possible use of fund balance, with subsequent calculation of mill rate.
- Coordination with BOE regarding March 8, 2024 School Grant Audit by DAS. State's final audit results show \$3.99M estimated balance due to the school/town.
- Advertised for Blight Officer position to replace recent resignation. Interviews planned this month.
- Ongoing: Coordination with new Blight Officer and several departments that require coordination (Building, Fire, ECD, Land Use). Continued coordination with prior occupants, temporary relocation and property owner (bank) representatives for 48-50 Woodstock Ave, and expect demands for 284 School Street this month.
- Similar to last month/Ongoing: coordination with ECD Director, including review of past office responsibilities and expectations. Planning for items like beautification (partnering with Garden Club), garden maintenance, farmer's market and other efforts that may require outside Club/Commission assistance and other Town department coordination.
- Per BOS approval, formally continue active participation with NDDH for FY25
- Similar to last month/Ongoing: Review Town electrical accounts, including planning for account modifications and other energy efficiency measures. Also applied again for state solar revenue sharing program.
- Probate Court coordination regarding their expectation to move in Summer 2024 (planning to move to 126 Church St), and associated Leases and Agreements updated as applicable.
- New Revenue Clerk hired in March, with initial onboarding and training ongoing.
- Coordinated with J&D Engineers to finalize Kennedy Drive Parking Improvements for advertisement.
- Continued bridge inspections, including the one-lane metal bridge to WPCA which following finding of significant deterioration, closed to vehicular traffic.

Upcoming

- Ongoing: MSW Contract and coordination of program. Planning for transition of data and information from Town Admin office to Revenue Office. Final incineration contract execution with Win-Waste Lisbon.
- Same as last month: Initial planning and discussion of combination of Planning Commission and Zoning Commission. Edit applicable Town Job Descriptions for Building Department and Land Use Department.
- FY25 Budget continuation, including review and applicable modifications by Board of Finance, and prepare for Public Hearing and Annual Town Meeting.

- Union negotiations for three unions expected to initiate in March 2024. Town Hall Unit first, with initial meeting scheduled March 25th.
- Postponed for some months: Finalize documentation for annual evaluations for Department Heads - including final wage determinations following negotiations.
- Bid Opening and subsequent review of bidders for Kennedy Drive Parking. Depending on Eversource timing for adjacent property, may add alternate to the base bid (when purchase and sale finalized for Eversource property, schedule Town Meeting).
- 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.
- 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.
- School Street Sidewalks projects: similar to last month, gathering final issues to address DOT requests on adjacent property owners.
- Kennedy Drive Parking Improvements: per above, upcoming bid and subsequent award. Construction planned this spring/summer.
- [Ongoing: Highway has various additional paving projects seasonally.]

Upcoming

- Same to last month: Grove Street: final project financial analysis. Fence replacement outstanding.
- School Street: waiting property owner permission in response to DOT comments. Expect finalization and bidding in upcoming months.
- Highway Department various throughout town.

Bridges

Recent

- Same as last month: Danco Road Bridge: Held utility coordination meeting. Final DOT coordination including temporary and permanent easements necessary.
- Consultant work on inspecting under-20-ft span bridges, including 1-lane metal bridge to WPCA. For one-lane metal bridge, all vehicular traffic has been detoured, with permanent solutions being considered.
- Ongoing: Received Commitment to Fund for State DOT for the state's new 100% funded program, including Bridges E Putnam over Cady Brook and Chase Road over Cady Brook, with possible Rhode Island Road over Mary Brown Brook also eligible. Working with NECCOG to consider modifying road classification to hopefully get East Putnam over Mary Brown Brook also eligible for 100%.
- [Note Highway Department continues to complete minor repairs that were identified on previous inspections (spalling repair, guiderail repair).

Upcoming

- Ongoing: Working with consultants, DOT, NECCOG for long-term planning of Town bridge improvements. Initial planning for FY24 bridge inspections, including the one-lane to WPCA.

- Danco: coordinating with Town Counsel and property owners for rights-of-way for minor intrusion into adjacent properties. Pushing for bidding to be in upcoming months, to allow a 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.
- Air Line Connection between Putnam and Thompson: Coordinated with DEEP and internal (Land Use and ECD) to plan for draft of RFP from selected consultant firms. Expect Spring responses and selection.

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. Land Use and ECD office coordinating.
- Ongoing: Air Line Trail from Pomfret: continued consultant design and permitting.

Other Town Responsibilities

Recent

- WPCA: Coordinating closing with DPH for lead service line inventory. May need Special Town Meeting to satisfy all required documents, WPCA has approved the funding.
- Met with Zoning Commission Chair, regarding Accessory Dwelling Unit regulations language and combination of Planning and Zoning Commissions. Initial discussion of options for combining, create new, etc; coordinating with Town Counsel.
- Belding Grant with State DECD: requested extension for Financial Assistance Agreement, as there have been recent state-wide issues with development projects and unclear requirements for prevailing wages. May take several months and possible legislative input to determine expectations.

Upcoming / Ongoing

- Ongoing: Belding Grant including Financial Assistance Proposal with State DECD, coordinating project information between parties.
- Ongoing: Stormwater MS4 permit requirements, Annual Reports due. Other dry-weather and wet-weather outfall sampling, text amendments to local regulations (Land Use Agent Bruce Fitzback lead), storm drain sampling and GIS updates.
- Ongoing/long-term: Coordinate with Highway Superintendent regarding Fox Road planning for transfer station. Due to extensive permitting and application requirements, may consider neighboring community for regional solution.

Conferences and Training

Recent

- CCMO certification requirements. Ongoing annual credits required.
- CTCMA Legislative Committee meetings.

Upcoming

- March 15th training for all Town Hall staff - intruder training.
- COST bi-monthly Board of Directors meeting.
- CCM webinars