

Town Administration

Contract Updates

- [No new contract information to report.]

Recent

- Ongoing: Casella municipal solid waste and recycling contract - ongoing preparation for Year 2 change to bins and multiple public informational efforts in upcoming months. Coordination with Casella to determine program outline and expectations, and schedule for informational sessions.
- Ongoing FY25 budgeting with Mayor's budget presented to BOS. Coordinate with BOE regarding Roof and HVAC capital projects, FY25 CIP will include the BOE projects referencing the November 2023 referendum approval amounts.
- 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).
- Ongoing: coordination with ECD Director, including review of past office responsibilities and expectations. Planning for items like beautification, garden maintenance, farmer's market and other efforts that may require outside Club/Commission assistance and other Town department coordination.
- Coordinate with NDDH and prepare for BOS approval to continue active participation with NDDH.
- Same as last month: Ongoing/Continued review with consultant for Town electrical accounts, including planning for account modifications and other energy efficiency measures.
- Same as last month: Coordinating with Probate Court regarding their expectation to move in Summer 2024, and associated Leases and Agreements updated as applicable.

Upcoming

- Ongoing: MSW Contract and coordination of residential program, including planning for FY24 transition to carts and invoicing. Efforts associated with informational meetings, mailings, software, invoicing, database creation/management, and payment receipts etc. 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 preparation, including discussion and applicable modifications from Board of Selectmen. Prepare BOS Budget to BOF.
- Upcoming interviews for Revenue Office Clerk position, with subsequent offers as applicable.
- Union negotiations for three unions expected to initiate in March 2024.
- Finalize documentation for annual evaluations for Department Heads - including final wage determinations following negotiations.
- Same as last month: Continued coordination with BOE regarding School Renovation Project. (awaiting new update; January status was BOE and State coordinating to close gap between \$2.7M and \$2.2M for reimbursement).
- Same as last month: Final design and bid prep for Kennedy Drive Parking including EV stations infrastructure, with ARPA funds. 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.
- For Probate Court, coordinate with member towns and expect to review/execute property rental lease. Current plans are for possible move to 126 Church Street.

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: same as last month, coordinating for DOT requests on adjacent property owners.
- Kennedy Drive Parking Improvements: per above, upcoming final design with advertisement in or around March 2024. ARPA-funded approved.
- [Ongoing: Highway has various additional paving projects seasonally.]

Upcoming

- Similar 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

- Similar to last month: Danco Road Bridge: Held utility coordination meeting. Final DOT coordination including temporary and permanent easements necessary.
- Same as last month: Continued consultant work on inspecting under-20-ft span bridges, including 1-lane metal bridge to WPCA. Moving towards planning for relatively minor repairs.
- 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. 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. 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 upcoming weeks/months. Ongoing lead line service inventory work, and computer-based trending. EPA is coordinating for accelerator assistance, with possible additional staff for home inspections.
- Planning to meet with Zoning Commission Chair, regarding Accessory Dwelling Unit regulations language and combination of Planning and Zoning Commissions.

Upcoming / Ongoing

- Ongoing: Belding Grant including Financial Assistance Proposal with State DECD, coordinating project information between parties.

 - Ongoing: Stormwater MS4 permit requirements, February-April draft and final 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 categorization and permitting as applicable. Will require Environmental Justice review process.
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Conferences and Training

Recent

- CCMO certification requirements. Ongoing annual credits required.

 - COST Annual Town Meeting

 - CCM training including CHRO contract.
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Upcoming

- COST bi-monthly Board of Directors meeting.

 - CCM webinars
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