

MAYOR AND SELECTMEN'S MEETING AGENDA

Monday, April 15, 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/8164](https://us06web.zoom.us/j/81645559539)

5559539

Meeting ID: 816 4555 9539

• +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 April 1, 2024, Board of Selectmen Meeting
5. Petitions & Communications
 - Sympathy card sent to Woodstock on the passing of Jay Swan
6. Reports of Special Committee
7. Reports of Standing Committee
 - A. General Government Committee
8. Quarterly Staff Reports
9. Unfinished Business
- 10.. Grant Considerations and Updates
11. New Business
 - A. Annual Town Meeting – May 8, 2024 @ 7:30 PM
 - B. Accept the resignation of Melody Cassio from the Commission on Aging.
 - C. Consider the appointment of Leia Faucher (U) to the Commission on Aging with a term to expire 11/30/27.
 - D. Consider the appointment of Anita Santerre (D) to the Commission on Aging with a term to expire 11/30/27.
12. Public Comment – 3- minute maximum per person.
13. Executive Session – Contract Negotiations
14. Adjournment

Mayor and Selectmen's Meeting
 April 1, 2024
 Also, Via Zoom:
 Meeting ID # 864 7151 5974

TOPIC		DISCUSSION	
PRESENT:		Mayor Seney, Deputy Mayor Simmons, Selectman Paquin, Selectman Pomes, Selectman Pempek, Selectwoman Marion, Selectman Hayes	
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.	Minutes from March 18, 2024, Board of Selectmen Meeting Deputy Mayor Simmons made a motion to approve the minutes from the March 18, 2024, Board of Selectmen meeting as presented. The motion was seconded by Selectman Pomes and passed unanimously.
5.	Petitions & Communications	A. B.	Letter from Nancy Cole, Business Manager Letter from Living Faith Methodist Church
6.	Reports of Special Committees	A.	None
7.	Reports of Standing Committees	A.	General Government Committee None

8.	Unfinished Business	A. B.	<p>Purchase and Sale agreement – Eversource Property Set the date for Public Hearing and Special Town Meeting</p> <p>Deputy Mayor Simmons made a motion to forward the Purchase and Sale Agreement for the Eversource Property to Public Hearing and Special Town Meeting on April 22, 2024, at 6:30 PM and 6:45 PM respectfully. The motion was seconded by Selectman Pempek and passed unanimously.</p>
9	Grant Considerations and Updates	A.	<p>Putnam EMS/CDS Application</p> <p>Selectwoman Marion made a motion to complete the application for the Putnam EMS/CDS Application. The motion was seconded by Selectman Pempek and passed unanimously.</p>
10.	New Business	A. B. C.	<p>Review and Approval of annual update of Annual Fair Housing Compliance Documents</p> <p>Deputy Mayor Simmons made a motion to approve the annual update of Annual Fair Housing Compliance Documents. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>Waiver of Building Permit for Board of Education Generator</p> <p>Deputy Mayor Simmons made a motion to waive the building permit fee for the Board of Education Generator project. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>Homeland Security Grant</p> <p>Deputy Mayor Simmons made a motion to apply for the Homeland Security Grant. The motion was seconded by Selectwoman Marion and passed unanimously.</p>
11.	Public Comment		None
12.	Executive Session		<p>Contract Negotiations, Real Estate</p> <p>Deputy Mayor Simmons made a motion to recess the Board of Selectmen meeting at 7:15 PM and go into Executive Session for the purpose of Contract Negotiations and Real Estate, inviting in Town Administrator Sistare, Mariah Clifford (contract negotiations), Mary-Ann Chinatti (Real Estate). The motion was seconded by Selectman Hayes and passed unanimously.</p> <p>Deputy Mayor Simmons made a motion to reconvene the BOS meeting at 8:03 PM. The motion was seconded by Selectman Hayes and passed unanimously.</p> <p>Deputy Mayor Simmons made a motion to execute the MOU for the temporary easement on the YMCA property for the WPCA traffic. The motion was seconded by Selectman Hayes and passed unanimously.</p>

13.	Adjournment		Deputy Mayor Simmons made a motion to adjourn at 8:05 PM. The motion was seconded by Selectman Hayes and passed unanimously.
			Respectfully submitted: Denise A. Geeza, Executive Assistant

Assessor's Office
Tina Corriveau
Quarterly Report
January 1, 2024 through March 31, 2024

2024 Revaluation

- The October 1, 2024 revaluation of all real property is underway and running smoothly.
- All commercial properties are to be visited for a full inspection, the majority of which have been completed.
- Properties that have been sold, have an opening building permit, or a discrepancy has been noted will also be inspected.
- All properties in the town will undergo a field review, which is essentially a drive-by inspection to verify external factors. Field review has just begun as of the writing of this report.
- Properties are being constantly reviewed for discrepancies. We are looking at items such as MLS listings, aerial photos, historical data, and reports generated from our software to find anomalies and fix them.
- All income-producing properties were mailed an Income and Expense form in March, which are due back to the Assessor's Office by June 1st. The revaluation year is the most crucial year for our office to have these forms. Penalties are applied for non-submittal.

Tax Relief

- The Homeowner's Program filing began February 1st. All applicants who are required to reapply were mailed an application. (Homeowners who are 65 or older (as of the prior December 31st), or 100% disabled, and meet certain income guidelines, may be eligible for an exemption. An application along with proof of income must be filed biennially between February 1st and May 15th.)
- The Additional Veteran's Exemption program filing began February 1st. All applicants who are required to reapply were mailed an application. (An increased veteran's exemption is available for those who meet necessary income requirements. An application along with proof of income must be filed with the Assessor biennially between February 1st and October 1st.)
- The Renter's Rebate program filing began April 1st. All applicants who participated last year were mailed a reminder with an application. (Renters who are 65 or older (as of the prior December 31st), or 100% disabled, and meet certain income guidelines, may be eligible to receive a rebate for rent expenses directly from the State of Connecticut. An application along with proof of income and rent expenses must be filed annually between April 1st and October 1st.)
- A list of tax relief programs can be found online, as well as in the Assessor's Office.

Misc

- I requested and received permission from the CT State Library to destroy a shred bin's worth of stored documents.
- The Board of Assessment Appeals met in March to hear three appeals for Personal Property. They made a reduction of \$43,960 total.
- Although Personal Property filing does not begin until October 1st, I have already begun an extensive review of accounts in town and have deleted some while adding almost 100 accounts, with more to follow.
- The Windham Area Assessor's Association will host an educational workshop at Putnam Town Hall on April 17th: Cost Approach for Special Use, and Retail Space Trends – Life Centers and Mixed Use.
- I have been approved by the Connecticut Association of Assessing Officers Education Sub-Committee to be an instructor for Certified Connecticut Municipal Assessor's courses. The next step in the process is to conduct an audition as a student teacher.

April 9, 2024

Mayor Seney
Town Administrator
Board of Selectmen
200 School Street
Putnam, CT 06260

RE: Building Official Report – 1st Quarter 2024 – (Jan - March)

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 – CO issued
123 Park Road – Additional building - Finish work ongoing
50 Providence Pike – Montana Nights finish-out – ongoing – CO in April
105 Cady Road – rebuild ongoing
19 Brookside Landing – new house – ongoing - framing
88 Providence Pike – Toyota Dealership – Asbestos abatement ongoing – Demo complete – permit application in for review
125 Kennedy Drive – Water Treatment Building – application on HOLD pending Stormwater approval – Permit approved and sitework ongoing
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 – CO issued
68 Five Mile River Road – new house - ongoing
500 Five Mile River Road – new house - ongoing
546 Five Mile River Road – new house - ongoing
155 Groveland Avenue – new house – ongoing
41 Paula Road – new house – ongoing
179 Liberty Highway – new house – in for permit
215 Park Road – Auto Repair Shop – in for permit
158 Park Road – Catering – in for permit

ONGOING AND UPCOMING CONT:

168 Elmwood Hill Road – Renovations and addition – ongoing

20 Joslin Road – Renovations due to fire – 2nd floor - ongoing

16 Providence Pike – Valvoline – complete interior remodel of Lube shop and Carwash - ongoing

96 Front Street – Interior and exterior renovations to all buildings

12 Rhode Island Line Road – Interior and exterior renovations of two houses

TRAINING:

Preparing for BCEGS - NECBOA

2024 Dwelling Circuit Requirements – Cenatiempo – OEDM – Sessions 1 and 2

2024 IRC Plan Review and Wall Bracing – Grew – OEDM – Sessions 1 and 2

Fasten Masters Icon and Screw Joist – NECBOA

Means of Egress – Jennings – OEDM – Sessions 1 and 2

MEMORANDUM

TO: Board of Selectmen

CC: Barney Seney, Mayor
Elaine Sistare, Town Administrator

FROM: Mary Ann Chinatti, Economic & Community Development Director

DATE: March 26, 2024

SUBJ: Board of Selectmen Quarterly Report – April 2024

Respectfully, Staff offers the following:

Putnam Redevelopment Agency (PRA)

Community Development Block Grant (CDBG) – Update: There is currently a balance of \$109,428.53 in the CDBG Program Income (repayments from loan recipients). As these funds must be used prior to “tapping into” grant funds, the Town’s request was approved by the State to extend the contract to the end of this fiscal year (June 30, 2024). Another extension will need to be submitted/approved in June. The Town’s contract with the Town of Killingly (initial contract period 2020 – 2023) to provide consultant (Program administration) services, set to expire on March 1, 2024, also required an extension by the State. As that contract was already extended once (to the March 1, 2024 date), the State did approve an extension to December 31, 2024; however, it is unlikely that further extension(s) will be approved. Should the Town require consultant services after December of this year, those services will need to be publicly advertised in accordance with the State’s CDBG procurement requirements.

Small Business Loan Program – Centric Relations (NGV Holdings) continues to make payments on its \$25,000/5-yr. loan. The current remaining balance on the loan is 18,016.85. Further updates will be provided as they become available.

CT DECD 2022 Municipal Brownfield Assessment and Remediation Grant Program (Belding Mill Project) – The Town has submitted a request to CT DECD for an extension of time to file the required closing documents. To date, no response has been received. The extension was requested to allow the State time to address an issue regarding prevailing wage requirements which was brought to light recently.

At issue: Does the State’s prevailing wage requirement apply only to the grant-funded project work, or does it apply to the entire project, including redevelopment activities *after* the grant funded work has been completed.

- If the former, the Town can proceed with the grant as a pass-through to/administered by the developer.

- If the latter, the current developer has indicated his redevelopment project would probably not be viable and the Town may need to find another developer. Were that to happen, the grant would need to be modified to allow the Town to assume administration/oversight of the grant work.

Further updates will be provided as they become available.

Brownfield Municipal Grant Program – Round 18 (2 Furnace St. and 50 Mechanic St.) – While awaiting finalization of closing documents, Staff has prepared a draft RFQ/P for the Project work, which was forwarded to the Town Administrator for incorporation of her comments and then to Gregory Ambros, DECD's Project Administrator for this work, who gave his approval to advertise. Following receipt of fully executed closing documents, the Project will then be advertised. Further updates will be provided as they become available.

176, 178, 192 Park Rd. – An offer to purchase the three (3) lots has been submitted and received favorable recommendations from the Economic and Community Development Commission, Planning Commission, Board of Selectmen and Board of Finance. The required Town Meeting to approve or reject the sale is scheduled for Monday, April 1.

Economic and Community Development

Enterprise Corridor Zone – The March quarterly meeting was canceled. The next meeting is scheduled for June 20. Staff has offered the Town Hall as the location; that has not yet been confirmed. Further updates will be provided as they become available.

Trails – Staff has prepared a draft RFP for the grant-funded Project work; it is currently being reviewed by Bruce Fitzback and Elaine Sistare. Upon receipt of comments, the document will be revised prior to being advertised. Further updates will be provided as they become available.

Putnam Arts Council – The Council's first Art Heist fundraiser, held Saturday, March 9, was extremely successful. The Council is now working on its spring Fine Arts and Crafts Festival, scheduled for June 22 and 23.

Farmers Market – New Market Managers Cassidy Ball and Samantha Gatzke will be sharing Market Manager responsibilities this season, alternating weeks. A meet-and-greet has been scheduled Thursday, May 2 so the Managers can meet the participating vendors. To date, 14 vendors have signed on for this season. The Market opening day is Saturday, June 1, and its last day of the season will be Saturday, October 26. Further updates will be provided as they become available.

National Vietnam War Veterans Day – To commemorate National Vietnam War Veterans Day, March 29, the Town, in partnership with the Lt. Governor's Office and CT Dept. of Veterans Affairs, held a ceremony on March 25 to recognize Putnam's Korean

and Vietnam War Era Veterans. Roland Welch, Commissioner of CT Dept. of Veterans Affairs, Senator Richard Blumenthal and Mayor Seneby presented certificates of appreciation to the Veterans for their service. In total, 55 Veterans were recognized; many family and friends were also in attendance.

The Town has also been designated a Commemorative Partner by the Department of Defense (DOD), National Vietnam War Veterans Commemoration, which supports efforts to honor Vietnam War Veterans. Following the March 25 Ceremony, the Town will be filing an “after action report” with the DOD.

Ribbon Cuttings – Ribbon cuttings were held to welcome two new businesses: Patty B’s Golf Shack and TwoGoldMoons plant and lifestyle boutique, and also for Nikki’s Dog House, which is now under new ownership as of this past November.

Ribbon cuttings will be held at Radical Auto Detail on Providence St. on April 1, the company’s one-year anniversary, and on April 5 at 5:30 to welcome another new business, Beauty Haus LLC at 243A Kennedy Dr.

Online Commercial Properties Availability – Staff is working to create an on-line “slide show” (for lack of a better term) where potential new businesses, or existing businesses looking to relocate or expand, can go to see photographs and details of available commercial properties in town. Further updates will be provided as they become available.

MAC

Facilities Department
Quarterly Report January-March
Prepared by Kevin Lamothe 4-1-2024

January

Venture Communications and Security was on site and completed our annual scheduled preventative maintenance on our fire and security system.

Facilities had a few weather events and removed snow and treated walkways.

Kone Elevator completed the scheduled preventative maintenance service and inspection.

February

New England Service and Control repaired the fan motor bearing assembly in conference room 109.

Facilities assisted with clean up and containment efforts from a garbage truck fluid leak.

Walk through with a DKH representative for a future program.

March

Met with Pricella and the Anchor tent rep to discuss the tent for the libraries summer programs.

Facilities worked on the early weeding and plant trimming in preparation for the mulching of the garden beds.

I have come in on several evenings for loitering and few alarm call situations.

We participated in the active intruder training for the Complex employees.

Facilities has been actively working on preventative maintenance on the interior door hardware and our meeting and community room tables.

Impact Fire completed the quarterly Maintenance and testing of the fire suppression system.

The Municipal Complex has had a significant and healthy increase in meetings and numerous public programs and activities. Our custodial and maintenance duties have increased along with the usage. The goals of this department have not changed, and we will continue to strive to keep the Complex clean and inviting for all members and guests of the Putnam community.

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.

January

- Pothole patching and basin top cleaning.
- Snow and ice treatment/removal
- Equipment repair/service
- Assist contractors with tree removal.
- Brush chipping.
- Tree trimming.
- Building maintenance.

February

- Pothole patching and basin top cleaning.
- Equipment repairs/ prep paving equipment
- Snow and ice treatment/removal
- Brush trimming/chipping
- Assist P&R with ornament and associated tear down.
- Assist P&R with Fire & Ice preparations.
- Sign replacement and installation.
- Washout repairs.

March

- Pothole patching and basin top cleaning
- Ice treatment.
- Town wide metal pick collection.
- Sign replacement and installation.
- Equipment repair and preparation for upcoming sweeping, mowing and paving.

- Town wide street sweeping.
- River trail brush and hazard tree removal.
- Roadside brush mowing.
- Yearly storm water training.
- Remediation for Conn OSHA inspection report.
- Site work at Veteran's Park.



TOWN OF PUTNAM

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

Human Resource and Payroll Department

January 2024 – March 2024 Quarterly Report

From: Mariah Clifford, Department Head

Payroll:

- W2's Completed – Sent to employees and SSI.
- ACA's Completed – Sent to employees and IRS.
- Comp Time Reset
- Tax Tables Updated

Pension:

- Annual Statements distributed to employees.
- 3 employees received Pension benefits

FMLA/Workers Comp:

- No employees on FMLA
- No employees on WC
- WC audit submitted – 2/2024

Employment Changes:

- 2 Highway Maintainers Start Date– 1/2024
- ECD Director Start Date – 1/2024
- Revenue Clerk Start Date – 3/2024
- Water Operator Interviews, offer accepted
- Blight Officer Resignation
- New Blight Officer Start Date – 3/2024
- After School Program Supervisor Retirement – 3/2024

Misc Efforts:

- Annual CIRMA Conference

Human Resources and Payroll Department
Mariah Clifford

- WPCA Budget completed
- Union Negotiations, continued

Q2 2024 Expected Efforts:

- Continue Union negotiations
- Start update to Library Personnel Policy
- Audit continuation of assets/integration to infinite visions
- Continue training towards CCMO (3 classes taken in Q1)
- Member of SHRM. Study towards SHRM-CP Certification in Q2 2024.

Land Use Agent Report

1st Quarter 2024

Update for 1st Quarter 2023 January, February, March

Bruce Fitzback Land Use Director

Inland Wetlands and Watercourses Agency

Jan: Lack of business meeting cancelled.

Feb: Strategic Commercial Realty Renewal of Tech Park Subdivision Withdrawn

Mar: Strategic Commercial Realty Renewal of Tech Park Subdivision, approved

Planning Commission

Jan: Commissioner training

Feb: Review CIP, Review Town properties for sale, Positive Recommendation for both

Mar: No meeting

Zoning Commission

Jan: Commissioner training

Feb: Private party discussion on regulations, Commission discussion on proposed regulation amendments

Mar: Working meeting regulation amendments

Plan of Conservation and Development

Jan: No activity

Feb: No activity

Mar: No activity

Flood Prevention Management

Jan: No activity

Feb: No activity

Mar: No activity

Stormwater

On going, CDM Smith continues with activities and sampling for the MS4 stormwater permit.

Jan: Pall Corp., R.H. White resolved unacceptable issues with stormwater design.

Feb: 2023 MS4 Annual Report

Mar: 2023 MS4 review period

Sabin St. Recreation Field

Jan: Seasonal hold

Feb: Seasonal hold

Mar: Seasonal hold

Quinebaug Technology Park

No activity

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

McGee Toyota has received DOT approval.

McGee Demo on existing structures complete

Pedestrian and Bike Trails

Airline State Park Trail Grant first quarterly report.

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

Initial request of Genesee & Wyoming Railroad to review trail proposal.

In discussions with Railroad

Cellular

No activity

Town GIS

No activity

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.

RLE Resource working on documents for State EV stations program.

RLE provides information on operating cost for EV Stations

Disposition of Surplus Real Estate

First Group: Groveland Ave 56, 58, 110, 157 and 94 Oak St, Attorney preparing for closings.
Closing date March 7, 2024

2nd Group Department Heads review

Training: Jan. webinars,
CT DEEP Industrial Stormwater
Decentralized Wastewater Treatment Systems
UCONN CLEAR Low Impact Approach of the 2023 New Stormwater Quality
Manual
Feb. webinars,
CCAPA - CT Farmlink
US Census webinar, Town Census Report submitted and accepted.
FEMA Elevation Certificates
The Affordable City: Supply, Stability, and Subsidy
CCAPA -A Planner's Primer on Adaptive Reuse Incentives
UCONN CLEAR – Update on Stormwater Management
Robinson & Cole – Land Use Short Term Rentals

Respectfully Submitted,

Bruce Fitzback, L.S.

Land Use Director, ZEO

Office: 860-963-6800, x 114

Email: Bruce.Fitzback@putnamct.us



Board of Selectmen Quarterly Report April 2024

“At its inception the library was recognized as a powerful agent for fostering the development of an enlightened social, civic and industrial life. Today it still continues to serve every citizen at every stage of life by providing “Service to All”.
Library History document from 1970s

We will be starting our celebration of the library’s 140th Birthday year with a tea party on April 25th, the actual day that the library opened in 1884. If you can come we would love to have our Town officials commemorate this amazing milestone with us! From a Main Street jewelry store to our cutting edge modern library the Putnam Public Library has been a resource for Putnam residents of all ages for 140 years. I will be on WINY radio the following morning when the library will be the Remember When topic.

The 2023-2024 fiscal year has been well attended in the library. The average walk in attendance per week was 809, with the highest weekly visitor count at 1,316. Circulation has remained robust this winter. 56,688 physical and 12,378 electronic items were checked out at the library in the first nine months of the fiscal year. Generally electronic circulations run about 6% of total circulation, but one of our patrons has still been enjoying the magazine downloads! 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.

The summer will be here before you know it, and we will be ready for Free Summer Lunch and summer reading program activities. We borrowed a tent from Grill 37 last year and it worked out so well that the Library Board approved the purchase of a tent to be put up from mid-June to mid-August every year. The tent has been ordered from Anchor Tent, and will arrive in early June. Anchor was consistently rated the best company after much investigation, and we want our tent to last a long time! The funds used to buy the tent are from a bequest who wanted to remain anonymous.

The library has taken the Storywalk responsibilities from the Economic Development department. The Town of Putnam adopted a permanent Storywalk® along the Putnam River Trail in 2015 through a Small-Town Economic Assistance Program Grant. The project is a creative way to inspire parents, grandparents, teachers, and friends to take young children outside for physical activity while enjoying the gift of literacy. We are looking forward to providing seasonal picture books to our greater community in a new way!

We were able to provide 500 eclipse glasses to the community before the April 8 partial solar eclipse. This was in addition to the children’s department offering a Solar Eclipse Take Home Craft, with learning materials and eclipse glasses. I was able to order them in the summer of 2023 from a company who specializes in teaching materials for schools and they were totally free. It’s always a little crazy the closer we get to one of these natural occurrences!

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, FEB , MARCH 2024 Report

Vet's Committee:

Brick Program in progress - 50,000 in bricks / April mtgs with Foster, Putnam Plastics, Miyoshi, Mag Tech

Ongoing Projects:

Spring Field projects

Shamrock coming down April 1

Rotary Park : none

Miller Park report : none

Murphy Park

Playground situation

Dug out Project at Softball field

St. Marie- Greenhalgh :

Track resurfacing Fall of 2025

Other projects :

Dog Park : New Dog fun obstacles will be created

Bench in Simonzi to be placed

Greet The Bunny report

March 23 Bricks and Beatles report

COA report:

March 19- Probate Forum report

PROGRAMS : Youth Hoop report, Little League April 13, HS season April/ May

UPCOMING EVENTS:

April 20- International Day

April 27- Beautification Day

May 4 QC Pride Fest

Tax Collector's Office
Quarterly Report
April 8, 2024

Period from January 1, 2024 through March 31, 2024

Accomplishments

- Collections on the second installment of Real Estate and Personal Property as well as Motor Vehicle Supplementals have been completed for the Town and 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 and will be meeting with the Town Board of Finance, East Putnam District and Special Services District in April and May 2024 for submission and acceptance.
 - Delinquent Real Estate and Personal Property taxpayers have been notified by mail of an upcoming Lien to be placed on their property. Real Estate tax bills are liened with the Putnam Town Clerk's office and Personal Property tax bills are liened with the State of Connecticut Commercial Code Division.
 - Delinquent Motor Vehicle, Supplemental Motor Vehicle and Personal Property taxpayers have been notified by mail that their tax bills will be sent to Rossi Law Offices (collection agency for the Town and Districts of Putnam) if not paid in full by April 30, 2024
-
- Classes / Meetings Attended by Department Head
 - Connecticut Tax Collector Spring Conference March 20-22, 2024
 - CCM Webinar "CHRO Compliance" February 6, 2024
 - Pullman & Comly LLC Webinar "Sexual Harassment and Discrimination in the Workplace" March 6, 2024
 - Town of Putnam's Active Intruder Training March 15, 2024

Upcoming Goals

- Lien processing by end of fiscal year on Real Estate and Personal Property
- Prepping for July 2024 tax bills
- Attending upcoming Escrow meeting through CTX
- Attending upcoming Assessor School in June 2024 at UCONN
- Training new Tax Clerk

TOWN CLERK'S QUARTERLY REPORT

January 2024 – March 2024

The Putnam Town Clerk's office has collected approximately \$185,242.50 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 477 land recordings totaling:	\$160,635.50
Plus State Conveyance Tax of:	\$ 98,650.00
As well as Town Conveyance Tax of:	\$ 28,437.50

(60 transfers of property representing \$11,006,000.00 in real estate transactions)

Issued: 949 certified copies of vital records (129 via the online portal - \$2,580 plus postage fees of \$103)	\$ 18,935.00
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Copies (land records and maps):	\$ 1,672.00
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Miscellaneous, Notary, Liquor permits, vendor permits, burial and cremation permits, trade names, H & F licenses	\$ 1,853.00
Issued 5 marriage licenses	\$ 250.00

Dog Licenses: 23 dog licenses issued	\$ 320.00
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This office has registered Births/Marriages/Deaths - 152
(94 births, 48 deaths and 10 marriages – this does not include adoptions,
legal name changes and any other corrections/amendments to vital records)

In addition, approximately 150 notarizations were done for the local community.

Recent and upcoming events:

- The Presidential Election year began with town committee caucuses held in January. No primary was necessary.
- Early voting was held for the first time in Connecticut, in this instance for the Presidential Preference Primary on April 2nd. Early voting began March 26th and was very smooth. 37 people voted early.
- The FY24 \$6,000 Town Clerk Historic Document Preservation Grant is being finalized. The designated projects focused on preservation and conservation of historic documents including a large scale project of transferring 50 years' worth of Board of Selectmen Minutes from old binders onto archival quality paper and placed in proper record binders to prevent disintegration of these records. A small gap was found in our microfilming requirements for vital records. Approximately 1,956 birth records (approximately 2 years worth) were microfilmed and then placed into new binders without a traditional book spine, alleviating wear and tear on those records. New storage books were purchased for the survey map indexes and provides ease of searching the printed records by street name or owner. Two new town proceedings books were purchased for future use.

TOWN 2022 GL TOTALS

3/31/2024	Current Year		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 **
Year	Balance	Current	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 **		
2022		17,313,226.11	17,380.31	(70,338.52)	-	16,747,744.41	-	16,747,744.41	20,561.37	(10,243.79)	(15,244.64)	558,573.29	558,573.29	0.00	56,810.52	321.00		
2021	328,518.91		535.25	(1,674.21)	-	182,035.26	-	182,035.26	1,297.03	-	7,224.07	139,417.65	139,417.65	0.00	36,788.39	13,511.90		
2020	121,576.49		112.62		-	65,615.87	-	65,615.87	72.83	-	522.79	55,623.28	55,623.28	0.00	23,661.85	2,859.99		
2019	41,814.76					9,545.81		9,545.81	436.92		110.93	32,594.94	32,594.94	0.00	4,644.65	547.38		
2018	40,442.28					1,605.37		1,605.37	-		(5.90)	38,842.81	38,842.81	0.00	1,308.42	235.27		
2017	38,001.36					591.15		591.15	6.00		(0.02)	37,416.23	37,416.23	0.00	594.24	105.74		
2016	15,960.94					255.82		255.82	-		-	15,705.12	15,705.12	0.00	587.55	139.84		
2015	2,973.50					73.28		73.28	-		-	2,900.22	2,900.22	0.00	893.72	269.15		
2014	2,862.55					67.85		67.85	-		-	2,794.70	2,794.70	0.00	245.41	50.98		
2013	2,891.97					66.32		66.32	-		-	2,825.65	2,825.65	0.00	129.77	1.79		
2012	2,891.96					66.31		66.31	-		-	2,825.65	2,825.65	0.00	204.06	23.99		
2011	2,867.02					65.74		65.74	-		-	2,801.28	2,801.28	0.00	284.42	30.25		
2010	2,675.12					61.34		61.34	-		-	2,613.78	2,613.78	0.00	150.33			
2009	2,675.12					61.34		61.34	-		-	2,613.78	2,613.78	0.00	432.77			
2008	2,675.12					61.34		61.34	-		-	2,613.78	2,613.78	0.00	597.47			
2007	-					-		-	-		-	-	-	0.00	685.19			
	608,827.10	17,313,226.11	48,028.18	(72,012.73)	-	17,007,917.21	1,643.70	17,009,560.91	22,374.15	(10,243.79)	(7,392.77)	900,162.16	900,162.16	0.00	128,018.76	18,097.28		

Refunds Not Paid

2022	17,349.86
2021	2,263.13
2020	2,843.87
2019	
2018	
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	
2008	

Compared to:

2023/2024 Approved	Inc/Dec	Collected thru	3/31/2024	3/31/2023
Current	-1%	16,525,577.52	99.38%	97.89%
Mvs		176,117.09	117.41%	126.93%
Int / Liens		128,018.76	128.02%	247.75%
Prior	(25,000.00)	266,211.89	177.47%	317.17%
		17,095,925.26	100.39%	101.47%
		Over / Under		
		66,615.26		

2022 G/L dollars when Mill Rate was set \$17,139,880.00
Collection Rate of Original G/L dollars = 96.42%

* 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.

March 20, 2024

Wilfred Bousquet

Christine Bright, Town Clerk

200 School Street

Putnam, Connecticut 06260

TOWN CLERK - PUTNAM CT

de

2024 APR -1 P 2:41

RE; COMMISSION ON AGING

TO WHOM IT MAY CONCERN:

This is my letter of resignation from the Commission on Aging. At this time I don't have the time to fulfill any obligations to the commission. Although I am semi-retired and thought I would have more time it appears that Tuesdays seem to be extended for me and I can't make the meetings.

I don't feel that it is fair to hold this position and not be able to contribute appropriately. I've enjoyed my time with the commission but for now it is time that someone else that can spend the time be allowed to take over.

Thank you,

Melody Cassio

Melody Cassio

Leia Faucher

Town of Putnam CT | Generated 4/9/2024 @ 12:15 pm by OnBoard2 - Powered by ClerkBase

Status

Name Leia Faucher
Application Date 3/25/2024
Expiration Date 3/25/2026
Board Member [Leia Faucher](#)
Status Validated

Board	Vacancies	Status
Commission on Aging	1	Pending

Basic Information

Name
Leia Faucher

Date of Birth
5/31/1964

Contact Information

Address
241 Modock Road
Putnam, CT 06260

Yes, I am a resident
Yes

Ward/District

Email
2fauchers@gmail.com

Phone
[8602085605](tel:8602085605)

What are your political party affiliations?
Unaffiliated

Additional Information

Notes

Generated 4/9/2024, 8:15:46 AM

Ms Anita Santerre

Town of Putnam CT | Generated 4/9/2024 @ 12:15 pm by OnBoard2 - Powered by ClerkBase

Status

Name Ms Anita Santerre
Application Date 4/1/2024
Expiration Date 4/1/2026
Board Member [Anita Santerre](#)
Status Validated

Board	Vacancies	Status
Commission on Aging	1	Pending

Basic Information

Name
Ms Anita Santerre

Date of Birth
1/12/1956

Resume File
[Download](#)

Contact Information

Address
104 Underwood Road Unit 6
Unit 6
Putnam, CT 06260

Yes, I am a resident
Yes

Ward/District

Email
noni1santerre@gmail.com

Phone
[860-315-9216](tel:860-315-9216)

Cell Phone
[8606346583](tel:8606346583)

What are your political party affiliations?
Democrat

Additional Information

Notes