

**Town Administration**

**Contract Updates**

- Kennedy Drive Parking Improvements: Contract preparation for execution between Town and B&W Paving of Oakdale, CT.
- Probate Court: Lease of 84 Providence Street between Town and Gould Enterprises executed. MOU between Towns circulating.

**Recent**

- MSW and Recycling transition with Casella. Continued efforts, now mostly handled by Revenue Office, includes management of service eligibility and preparation for June invoicing. First few weeks of ASL trucks and some fine tuning of streets/days and app.
- FY25 budget approved at Annual Town Meeting held May 8th, following applicable Public Hearing, and BOF reviews and approvals.
- BOE High School Project now has a completed state audit. The Town's FY24 Audit will show final project accounting, including the surplus towards that capital fund.
- Union Negotiations for Town Hall Unit held and contract ratified in April 2024.
- New Blight Officer position Russell Downer started in April 2024 as a part-time position.
- Ongoing: Coordination with new Blight Officer and several departments that require coordination (Building, Fire, ECD, Land Use). Recent 284 School Street demand from Building Official, ownership recently changed, received BOF approval to use funds for demolition if necessary.

Similar to last month/Ongoing: coordination with ECD Director, recent contract updates with groups that volunteer/use town resources for garden maintenance, community garden, farmer's market and other efforts that may require outside Club/Commission assistance and other Town department coordination.

- Probate Court coordination regarding their upcoming move in June 2024 and drafting/reviewing applicable property lease and memo of understanding.
- School Street Sidewalks, coordinated with property owners for rights-of-entry for sidewalk work, as DOT required during design review. Expect DOT approval to advertise in upcoming month +/-.
- Coordinated MOU with YMCA for temporary provisions to use their property for access to the WPCA wastewater treatment facility (since the one-lane metal bridge is closed to vehicular traffic).
- With ECD and Land Use departments: RFP to select firms for Air Line Trail Project towards Thompson. Public RFP for Foundry Property Environmental Investigations. Preparing application for TAP funding for trail south from Putnam River Trail into Killingly.

Drafted concept for Putnam's use of neighboring community's transfer station for bulky and other special wastes (no households). Expect draft MOU or other legal agreement in upcoming months.

Coordinated with various departments following CONN-OSHA visits in March 2024. Responses in upcoming months to include corrections of any issues that were not addressed during the inspections.

**Upcoming**

Ongoing: MSW Contract and coordination of program. Will coordinate with Revenue Office for invoicing and payments through July and August, including program participation numbers after invoices are due.

Similar as last month: Continued planning and discussion of combination of Planning Commission and Zoning Commission. Expect Ordinance modification, coordinating with Land Use Agent.

- FY24 Year-End general government operating efforts, including requesting BOF transfers between departments, and consideration for some capital projects.
- FY25 Start of Year financial preparation.
- Union negotiations for the Highway and Parks & Grounds Unit (continued negotiations following first meeting), and start of WPCA Unit negotiations.
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- Finalize documentation for annual evaluations for Department Heads - including final wage determinations.
- Final property closing efforts for Eversource Kennedy Drive property, with coordination of Parking Lot Improvements work.

**Road and Sidewalk Improvements**

**Recent / Ongoing**

- Grove Street sidewalks: South Main Street fencing recently completed after receiving Railroad approval. Upcoming last invoice and retainage tracking.
- School Street Sidewalks projects: expect DOT approval to advertise in upcoming weeks.
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- Kennedy Drive Parking Improvements: per above, award to B&W Paving. Construction planned this summer.
- [Ongoing: Highway has various additional paving projects seasonally.]

**Upcoming**

- Grove Street: final project financial analysis.
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- School Street: Expect finalization and bidding in upcoming months, with likely 2025 construction season.
- Highway Department various throughout town.

**Bridges**

**Recent**

- Danco Road Bridge: Final DOT coordination including temporary and permanent easements necessary. Upcoming advertisement for Spring/Summer 2024.
- Ongoing: Consultant work on inspecting under-20-ft span bridges.
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- Same as last month/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. Completed scheduled FY24 bridge inspections, including the one-lane to WPCA.
- Danco: approval to bid and advertisement.
- 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: Land Use and ECD preparation of RFP from selected consultant firms. June/July review of responses and consultant selection.
- With ECD and Land Use offices, preparation of Transportation Alternatives Program (TAP) funding for trail extension from the southern end of the Putnam River Trail into Killingly. While long-term possibility and a significant cost project, expect to be eligible for 100% funding (80% Federal and the 20% match from DEEP since in the East Coast Greenway).

**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. Planning for Special Town Meeting to satisfy all required documents, WPCA has approved the funding, need Town authorization as part of Closing documents.
- Belding Grant with State DECD: extension for Financial Assistance Agreement granted through June 30th. Ongoing recent Town Counsel and Legislative / State agencies regarding state-wide issues with brownfield development projects and requirements for prevailing wages. Hopeful that instead of legislative modification, the issue can be resolved administratively.

**Upcoming / Ongoing**

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

**Conferences and Training**

**Recent**

- CCMO certification requirements. Ongoing annual credits required.
- CTCMA Legislative Committee post-season review meeting.
- COST bi-monthly Board of Directors meeting.

**Upcoming**

- Annual CTCMA Meeting in Glastonbury, CT.
- COST bi-monthly Board of Directors meeting.
- CCM webinars