

Town Administration

Contract Updates

- Route 44 School St Sidewalks Project: Received Project Authorization Letter (PAL) from CT DOT for project funding, along with authorization to advertise. Expect July/August 2024 bidding period.
- Foundry Grant consultant Agreement preparation (Tighe and Bond); and Air Line Trail Grant consultant Agreement preparation (Barton & LoGiudice).

Recent

- MSW and Recycling transition with Casella. Invoices were mailed with the tax bills as applicable. Revenue office coordinating with our software vendors for payment collection and monitoring. Planning a newspaper notice about due dates and service termination if payment is not received, expect late July.
- FY25 budget startup activities, including transfer from contingency to salary line items in many departments (following BOF approval).
- Held Special Town Meeting which approved combined Planning and Zoning Commission.
- Union Negotiations for Highway and Parks & Grounds Unit continue, with Town's updated Agreement provided to Unit on June 24th. Based on Union's request, may start WPCA while Highway and P&G negotiations continue, offered dates for initial WPCA meeting.
- Ongoing: Coordination with new Blight Officer and several departments that require coordination (Building, Fire, ECD, Land Use). Completed Town-led demolition of 284 School Street in June.
- Facility planning for Putnam EMS and Town Emergency Management. Coordinating with Emergency Management, Putnam EMS, Highway and other entities regarding the existing use of their Church Street structure, and options for purchase or construction of facility(ies).
- In coordination with ECD, Foundry Grant consultant selection and Agreement preparation (Tighe and Bond); and Air Line Trail Grant consultant selection and Agreement preparation (Barton & LoGiudice).
- School Street Sidewalks, DOT provided approval to advertise and project authorization letter. Working with design engineer J&D to finalize bid package and advertise July 2024.
- Prepared and coordinated Four Party Agreement for real estate, gravel and other components related to the Quinebaug Tech Park properties. Received Planning Commission, Board of Finance and Board of Selectmen approval, planned for Public Hearing and Special Town Meeting to be held July 15th.
- Coordinated and submitted responses to corrections required by CONN-OSHA, following March 2024 visit. In coordination with Highway, Parks & Grounds, Police Department and WPCA.

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. In August, coordination with Casella regarding halting pickup service for past due accounts, with follow-up bin retrieval if no payment is received.
- FY24 Year-End general government operating efforts close out, including gathering outstanding invoices, finalizing encumbrances for final accounting. Auditors planning initial visit in upcoming month +/-.
- FY25 Start of Year financial preparation with Department Heads and Capital Plan.
- Continued Union negotiations for the Highway and Parks & Grounds Unit, and start of WPCA Unit negotiations.

- Final property closing efforts for Eversource Kennedy Drive property. Closing expected in July.
- Possible action including planning and/or purchase for Putnam EMS, Emergency Management and/or Highway storage and operations facilities.
- Tech Park Real Estate Transactions, Gravel and other components of the Four Party Agreement, pending Special Town Meeting July 15th.

Road and Sidewalk Improvements

Recent / Ongoing

- Grove Street sidewalks: Processed final contractor invoice, coordinating with inspection firm regarding final costs and close out activities. Coordinate with DOT for preliminary LOTCIP financial accounting.
- School Street Sidewalks projects: received DOT approvals and will be finalizing bidding documents and advertising in upcoming weeks. Expect Fall 2024 contract award, with Spring 2025 construction start.
- Kennedy Drive Parking Improvements: Contractor B&W Paving, based on initial discussions, expect no-cost change order to modify contract time, planning for a Spring 2025 construction start (rather than late August 2024).
- [Ongoing: Highway has various additional paving projects seasonally. Recent significant length of Five Mile River Road improved, which had been of concern in recent years. Highway expects to continue improvements along additional portions in 2025.]

Upcoming

- Grove Street: final project financial analysis.
- School Street: Bidding, evaluation of bid results, and request to DOT for contract award.
- Highway Department various throughout town.

Bridges

Recent

- Same as last month: Danco Road Bridge: Final DOT coordination including temporary and permanent easements. Upcoming advertisement for Summer 2024.
- Ongoing: Consultant work on inspecting under-20-ft span bridges.
- 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. (2025 or beyond construction).

Athletic and Recreation

Recent / Ongoing

- Ongoing: Gravel excavation by contractor for Sabin Street Recreation Field construction work. Land Use Agent leading. 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 leading, selected Barton & LoGiudice as consultant for DEEP grant project, including planning and design of trail between Providence Street and Intervale Street.

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: review consultant Agreement in upcoming weeks. Land Use and ECD office coordinating.
- Ongoing: Air Line Trail from Pomfret: continued consultant design and permitting. Late Summer expect Putnam Wetlands Application.

Other Town Responsibilities

Recent

- Same as last month: WPCA: Coordinating closing with DPH for lead service line inventory. While WPCA share is lower based on grant, confirmed that Loan requires approval of full \$425k amount, which will need to be done by Referendum. Expect upcoming months, possibly combined with other referendum effort.
- Belding Grant with State DECD: Based on Town request, deadline extended to September 2024 for Financial Assistance Agreement from DECD. Continued discussions between DOL and DECD about prevailing wage implications.

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.
- CCM Women in Government Summit
- COST bi-monthly Board of Directors meeting.

Upcoming

- CCM webinars
- ICMA conference September 2024.