

MAYOR AND SELECTMEN'S MEETING AGENDA  
Tuesday, September 3, 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/8576  
2418126](https://us06web.zoom.us/j/85762418126)

Meeting ID: 857 6241 8126

• +1 646 558 8656 US (New York)

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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 August 19, 2024, Mayor and Board of Selectmen's Meeting
5. Petitions & Communications
6. Reports of Special Committee
7. Reports of Standing Committee
  - A. General Government Committee
8. Unfinished Business
9. Grant Considerations and Updates
10. New Business
  1. Accept the resignation of Donna Coderre from the Ethics Committee.
  2. Consider the appointment of Oliver Ian Williamson(R), to the Putnam Arts Council, with a term to expire 11/30/28.
  3. Master Municipal Agreement for Rights of Way Projects (DOT)
  4. Set the date for a Public Hearing and Special Town Meeting – 49 Front Street
  5. STEAP Program
11. Public Comment – 3- minute maximum per person.
12. Adjournment



Mayor and Board of Selectmen Meeting Minutes  
 August 19, 2024  
 Town of Putnam Municipal Complex  
 200 School Street, Room 109  
 Putnam, CT  
 Also on Zoom:  
 Meeting ID# 838 5084 4503

TOPIC		Discussion
PRESENT:		Mayor Seney, Deputy Mayor Simmons, Selectman Hayes, Selectwoman Marion, Selectman Pempek, Selectman Pomes, Selectman Paquin
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	Diane Trembley – 93 Grove Street, concerned about the maintenance of Rotary Park and the river trail. She stated it is difficult to see the river and a bush hog could take care of the work that needs to be done.
4.	Approval of the minutes	<p>A. Minutes from July 15, 2024, Board of Selectmen Meeting</p> <p>Deputy Mayor Simmons made a motion to approve the minutes of the July 15, 2024, Board of Selectmen Meeting as presented. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>B. Minutes from July 22, 2024, Special Board of Selectmen Meeting</p> <p>Selectwoman Marion made a motion to approve the minutes from the July 22, 2024, Board of Selectmen meeting as presented. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>C. Minutes from August 5, 2024, Special Board of Selectmen Meeting</p> <p>Selectman Paquin made a motion to approve the minutes of the August 5, 2024, Special Board of Selectmen meeting. The motion was seconded by Selectman Pempek. Selectwoman Marion would like to amend the minutes to reflect Selectwoman Marion and Selectman Pempek abstaining from the vote. Mayor Seney would also like the minutes to reflect his abstaining. Selectwoman Marion made a motion to approve the amended minutes. The motion was seconded by Selectman Pempek and passed unanimously.</p>

5.	Petitions & Communications	<p>A. Letter from Town of Willington Letter of appreciation was shared with the Board.</p> <p>B. Letter from Aspinock Historical Society Letter of appreciation was shared with the Board.</p> <p>C. Resignation of Bernie Ducat from Veterans' office Selectwoman Marion made a motion to accept the resignation of Bernie Ducat from the Veteran's office with regret. The motion was seconded by Selectman Pempek and passed unanimously.</p>
6.	Reports of Special Committee	None
7.	Reports of Standing Committee	<p>A. General Government Committee Nothing to report</p>
8.	Town Administrator Report	Town Administrator Sistare reviewed her report with the Board.
9.	Unfinished Business	<p>A. Use of ARPA Funds – 800 MHz Radio Transition Selectwoman Marion made a motion to approve the use of up to \$600,000.00 of ARPA Funds for the purchase of 800 MHz Radio's. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>B. Use of ARPA funds – EMS Facility Study Deputy Mayor Simmons made a motion to approve \$14,700 from ARPA funds to do a Facility Study on the EMS building. The motion was seconded by Selectman Pempek and passed unanimously.</p>
10.	Grant Considerations & Updates	<p>Town Administrator Sistare informed the Board that the Registrars office has been awarded a grant of \$20,000 for election expenses.</p> <p>Deputy Mayor Simmons made a motion to accept the grant of \$20,000 for election expenses. The motion was seconded by Selectwoman Marion and passed unanimously.</p>
11.	New Business	<p>Selectman Hayes made a motion to add an item to the agenda. Item 11 E. EMS Future Needs.</p> <p>A. Thank you to Planning Commission members. Deputy Mayor Simmons made a motion to approve the purchase of plaques to thank the Planning Commission members as well as sending a letter of appreciation to the members. The motion was Selectman Pempek and passed unanimously.</p>

		<p>B. Removal of Robert Greene from the WPCA Commission and the Zoning Board of Appeals.</p> <p>Selectman Paquin made a motion to discuss. The motion was seconded by Selectman Pempek and passed unanimously. Discussion ensued regarding Mr. Greene's dedication on Boards and Commissions over many years.</p> <p>Deputy Mayor Simmons made a motion to remove Robert Greene from the WPCA and Zoning Board of Appeals with regret. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>C. Special BOS Meeting – Not needed, removed from agenda.</p> <p>D. Future Use of ARPA – Not needed, removed from agenda.</p> <p>E. EMS Future Needs</p> <p>Selectman Hayes stated he called a few different companies, and the Town could rent or purchase a temporary building to house EMS during repair and get the staff into a safe environment. The cost would be a lease of approximately \$30,000 per year or a purchase of \$75,000. Mayor Seney thanked Selectman Hayes for the idea, agreeing it is a great option. The Board will wait until the study of the EMS facility is complete to make any decisions.</p>
12.	Public Comment	<p>3 Minute Maximum per person</p> <p>None</p>
13.	Adjournment	<p>Mayor Seney adjourned the meeting at 8:20 PM</p>

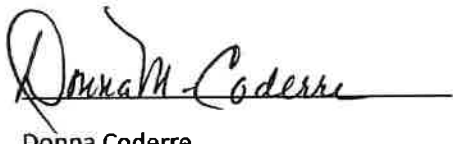


Hi Denise,

It is with some regret that I am requesting to be taken off the Ethics Committee. Between health issues, appointments and other committees that I am involved in I need to lessen my load and stress level. I will start with this committee as it is one of the latest committees that I was asked to join and the one that I know the least about. In all fairness to the committee, I will resign hoping that they have time to replace me before the next September 16<sup>th</sup> meeting. My apologies to the committee and I'm wishing them the best of luck going forward with this and all cases.

Please respond so that I know you are aware of my withdrawal.

As always, thank you for your help.



August 19, 2024

Donna Coderre



2024 AUG 19 P 1:11  
Donna Coderre  
DONNA CODERRE  
1000 GLENN FORD RD  
MIDDLETOWN CT





Mr Oliver Ian Williamson

Town of Putnam CT | Generated 8/22/2024 @ 8:49 am by OnBoardGOV - Powered by ClerkBase

## Status

**Name** Mr Oliver Ian Williamson  
**Application Date** 7/27/2024  
**Expiration Date** 7/27/2026  
**Board Member** [Oliver Ian Williamson](#)  
**Status** Validated

Board	Vacancies	Status
<a href="#">Putnam Arts Council</a>	3	Pending

## Basic Information

**Name**  
Mr Oliver Ian Williamson  
**Date of Birth**  
12/1/1978  
**Resume File**  
[Download](#)

## Contact Information

**Address**  
36 Park Street  
Putnam, CT 06260  
**Yes, I am a resident**  
Yes  
**Ward/District**  
**Email**  
[oliver.williamson78@gmail.com](mailto:oliver.williamson78@gmail.com)  
**Phone**  
[860-382-7195](tel:860-382-7195)  
**Business Phone**  
[860-928-2466](tel:860-928-2466)  
**What are your political party affiliations?**  
Republican

## Additional Information

### Notes

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**AGENDA ITEM COVERSHEET**  
**10.3 – Master Municipal Agreement (MMA) for Rights of Way (ROW)**

**Item Submitted by:** Elaine Sistare, Town Administrator

**Date:** September 3, 2024

**Legal advice required:** n/a

**Item Summary:**

State DOT is requesting a Master Municipal Agreement for Rights of Way Projects between the State of CT and the Town of Putnam.

**Financial Summary:** N/A

N/A

**Staff Recommendation:**

Have the Board of Selectmen authorize the Mayor to sign the MMA ROW.

**Board Action Required:**

Motion to authorize the Mayor to sign the resolution for the MMA ROW.

**Supporting Materials (if yes, list attachments):**

Letter from State of CT DOT with attachments





August 14, 2024

The Honorable Barney Seney  
Mayor  
Town of Putnam  
Town Hall  
200 School Street  
Putnam, CT 06260

Dear Mayor Seney:

Subject: Master Municipal Agreement for Rights of Way Projects

As you may be aware, the Master Municipal Agreement for Rights of Way Projects (MMA ROW) between the Town of Putnam (Municipality) and the Connecticut Department of Transportation (Department) expired on August 12, 2024.

To avoid any disruption to pending and future right-of-way projects in your municipality, an updated version of the MMA ROW is enclosed for execution. Please be advised, this agreement must be executed should your municipality wish to participate in right-of-way projects funded through the Department, including LOTCIP.

Please process the MMA ROW in accordance with the enclosed instructions and return the agreements, along with your authority to sign, to me at the letterhead address. If you have any questions, please contact Mr. Thomas Melzen at (860) 594-2451 or [thomas.melzen@ct.gov](mailto:thomas.melzen@ct.gov).

Very truly yours,

Terrence J. Obey  
Director of Rights of Way  
Bureau of Engineering and Construction

Enclosures

2800 Berlin Turnpike  
P.O. Box 317546  
Newington, CT 06131-7546  
860-594-2451

CT.GOV/DOT



**INSTRUCTIONS FOR PROCESSING  
MASTER MUNICIPAL AGREEMENT (MMA) FOR RIGHTS OF WAY  
TOWN OF PUTNAM**

Enclosed is a copy of the Master Municipal Agreement for Rights of Way Projects (MMA ROW) between the State of Connecticut and the Municipality.

Please do the following:

1. Your signature should be affixed to the enclosed MMA for ROW. Please sign your name as it appears on the signatory page.
2. Attach the original Council/Board of Selectman resolution (see enclosed) authorizing you, by name and title, to sign the copy of the MMA ROW. For consistency, please see that your name appears in the resolution as shown in the preamble and signatory page of this MMA ROW.

Please return the Agreement (signed within 30 days of the original council resolution) on or before September 12, 2024, so that the Department may process them for State signatures. A fully executed copy of the MMA will be returned to you upon its completion.

Thank you.

*Diane*  
Diane D'Alesandris  
Secretary 2  
Division of Rights of Way  
CT Department of Transportation  
2800 Berlin Turnpike, Newington, CT 06131  
Phone: (860) 594-2486





RESOLUTION

RESOLVED, that the Honorable Norman B. Seney, Jr., Mayor, is hereby authorized to sign the Agreement entitled "Master Municipal Agreement for Rights of Way Projects".

ADOPTED BY THE Board of Selectmen of the Town of Putnam, Connecticut, this 3<sup>rd</sup> day of September, 2024.

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Christine Bright, Town Clerk

(seal)

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Date



**AGENDA ITEM COVERSHEET  
10.4 – 49 Front Street**

**Item Submitted by:** Mary Ann Chinatti, Director ECD/Redev.

**Date:** September 3, 2024

**Legal advice required:** Yes, Reviewed by Town Attorney

**Item Summary:**

**Transfer of 49 Front Street to the Town of Putnam, in consideration of \$1.00**

**Financial Summary:** N/A

**Staff Recommendation:** Approve and schedule a public hearing special Town Meeting, September 16<sup>th</sup>, 6:30 PM and 6:45 PM

**Board Action Required:** Approve and schedule a public hearing special Town Meeting, September 16<sup>th</sup>, 6:30 PM and 6:45 PM

**Supporting Materials (if yes, list attachments):**

**Purchase and Sales Agreement**



PURCHASE AND SALE AGREEMENT

THIS AGREEMENT made as of the 9<sup>th</sup> day of <sup>August</sup>~~July~~ 2024, by and between SDC Ventures LLC, a limited liability company with an address of 91 Main Street, Putnam, Connecticut 06260, hereinafter referred to as the "Seller" and The Town of Putnam, a municipal corporation having its territorial limits in the County of Windham, Connecticut and an address of 200 School Street, Putnam, Connecticut 06260 (hereinafter referred to as the "Purchaser").

W I T N E S S E T H

In consideration of One Dollar (\$1.00) and other good and valuable consideration and of the mutual agreements hereinafter made, the parties hereto agree as follows:

1. PREMISES. Seller hereby agrees to sell and convey, and Purchaser hereby agrees to purchase a piece or parcel of land together with all the improvements thereon and appurtenances thereto, shown as "Parcel A" being a piece or parcel of land containing 0.054 acres on the easterly side of 49 Front Street, Putnam, Connecticut (hereinafter referred to as the "Premises"), said Premises being more particularly described on the map attached hereto as Schedule A attached hereto and made a part hereof.

2. TITLE. The Premises shall be conveyed to Purchaser free and clear of all encumbrances, liens or exceptions to title, other than those hereinbefore set forth as described in Schedule A attached hereto and made a part hereof, and subject to the provisions of this Paragraph. The title herein required to be furnished by the Seller shall be marketable, and the marketability thereof shall be determined in accordance with the Standards of Title of the Connecticut Bar Association now in force. Any and all defects in and encumbrances against the title, which come within the scope of said Standards, shall not constitute a valid objection on the part of Purchaser, if such Standards do not so provide; provided the Seller furnish any affidavits or other instruments which may be required by the applicable Standards. In the event, however, that the examination of title reveals any encumbrance or defect other than as herein provided for, Purchaser shall have the option to waive the same and complete the transaction; but in the absence of such waiver, Seller shall be allowed thirty (30) days after written notice thereof within which to eliminate such

encumbrance or defect. If such elimination is not completed within said period of thirty (30) days or if Seller within said period gives written notice of Seller's inability or unwillingness to eliminate the same at Seller's own expense, and, in either case, if such elimination has not been waived by Purchaser, all rights, duties and obligations of the respective parties hereunder shall terminate, including the right of Purchaser thereafter to waive such elimination. Purchaser, at its sole cost and expense, shall obtain a title search within ten (10) business days of the date a fully executed copy of this Agreement is delivered by Seller to Purchaser.

3. CONSIDERATION. In consideration of the conveyance of the Premises, Purchaser shall install a commemorative bench to be permanently placed in a visible area on the Premises providing notice of the conveyance from Peter Champagne and Saw Dust Coffee House to the Purchaser. The design and location of the bench and language of the notice shall be subject to Seller's written approval.

Purchaser shall pay for Seller's closing costs and expenses incurred in connection with said conveyance, including but not limited to legal fees, recording fees and bank fees associated with obtaining any necessary releases of mortgages, in an amount no greater than Ten Thousand Dollars (\$10,000.00).

4. CONVEYANCE OF TITLE. The deed of conveyance to the Premises shall be a Warranty Deed in the usual Connecticut form, which shall be duly executed, acknowledged and delivered, all at the Seller's expense, conveying the Premises to the Purchaser free and clear of all encumbrances or defects in title except as herein set forth in Schedule A attached hereto, and Seller shall pay, at the time of such delivery, all conveyance taxes, if any.

Seller shall also execute and deliver at time of closing affidavits for title insurance with respect to the non-existence of claims for mechanics' liens or parties in possession, subject to those exceptions set forth in Schedule A.

5. EXCEPTIONS TO TITLE. The Premises will be conveyed by Seller and accepted by Purchaser subject to the following:

- (a) Any and all provisions of any ordinance, municipal regulation, public or private law; and
- (b) Other easements, restrictions and encumbrances, if any, as listed in Schedule A or as of record may appear.

It is understood and agreed that all existing mortgages or liens, if any, affecting the Premises shall be the responsibility of Seller and shall be paid at the time of closing and the requirements of Purchaser's title insurance company shall be satisfied for the issuance of the owner's policy of title insurance to Purchaser without exception for such mortgages or liens.

6. ADJUSTMENTS. Adjustments, if any, will be made as of the date of Closing in accordance with the standard practices of the Windham Country Bar Association.

Seller represents that Seller has not been notified or become aware of any sewer or other municipal assessment or charges related thereto which may be levied against the Premises. In the event that such notice is received by Seller prior to the closing, such assessment or charge shall be paid by Seller whenever due, unless otherwise provided for herein.

7. CLOSING DOCUMENTS. At the closing, Seller shall deliver to Purchaser:

- (a) A signed Boundary Line Agreement conveying the Premises to Purchaser in accordance with Schedule A herein.
- (b) Releases of any monetary liens on the Premises.
- (c) Evidence of payment of current real property taxes.
- (d) Title affidavit; and
- (e) FIRPTA Affidavit.

At the Closing, Purchaser shall provide to Seller the following:

- (a) The consideration as required in this Agreement.
- (b) A signed Boundary Line Agreement merging the Premises with and into Purchaser's abutting property.
- (c) Evidence of a favorable Section 8-24 report from the Town of Putnam Planning Commission;

- (d) Evidence of any necessary approvals of the Economic Development Commission and the Board of Finance;
- (e) a copy of the Board of Selectmen minutes approving the acquisition of the Premises; and
- (f) a copy of the Special Town Meeting minutes approving the acquisition of the Premises.

8. DEFAULT. In the event Purchaser shall fail to perform any of Purchaser's obligations and duties hereunder and Seller shall not be in default of its obligations hereunder, this Agreement shall terminate, Seller shall have the right to recover its actual reasonable out-of-pocket costs, including but not limited to reasonable attorneys' fees, and neither of the parties shall have any further rights against the other.

In the event Seller shall fail to perform any of Seller's obligations and duties hereunder for any reason other than the failure of any required municipal board, commissioner or agency to have approved this transaction and the appropriation therefor, Purchaser shall have the right to seek whatever remedy it may have, either at law or equity, including without limitation, the right to specific performance.

9. TESTING CONTINGENCY. At all times prior to the closing, Purchaser, at its sole cost and expense, shall have the right to conduct survey, planning, engineering, and environmental tests, inspections, or studies concerning the condition of the Premises and Purchaser's proposed use thereof, and Seller hereby grant the right to Purchaser and/or its agents and employees to enter the Premises with personnel and equipment to conduct such tests, inspections, or studies. Purchaser agrees to hold Seller harmless from any loss, damage, claim or injury arising out of Purchaser's exercise of its rights under this Paragraph. Purchaser agrees, at its cost, to restore the Premises to the condition which existed prior to Purchaser's inspection and testing.

If the results of any such tests, inspections or studies concerning the condition of the Premises are unsatisfactory to Purchaser, in its sole discretion, then Purchaser shall have the right to terminate this Agreement by written notice to Seller prior to the date of closing of title, whereupon the parties shall not have any further rights against the other.



10. COOPERATION. At no cost to Seller, Seller will provide all reasonable cooperation to Purchaser in connection with tests, inspections or studies of the Premises.

11. CLOSING OF TITLE. The closing of title shall take place at the offices of Purchaser, Town Hall, 200 School Street, Putnam, Connecticut on September 30, 2024, or on such later date if Purchaser requests an extension in order to obtain any necessary releases of mortgages or other encumbrances, or on such earlier date, as agreed upon by Seller and Purchaser and provided that all environmental and title contingencies have been satisfied. At the Closing, all documents required to be executed and delivered under the terms hereof shall be delivered.

12. NOTICES. Any notices required or contemplated by this Agreement shall be sent to Purchaser's address as follows:

Town of Putnam  
Town Hall  
200 School Street  
Putnam, CT 06260  
Attn: Norman B. Seney, Mayor

with a copy to:

Halloran & Sage LLP  
225 Asylum Street  
Hartford, CT 06103  
Attn: Richard P. Roberts, Esq.

and to Seller as follows:

SDC Ventures LLC  
91 Main Street  
Putnam, CT 06260  
Attn: Peter Champagne

with a copy to:

Flynn Law Office  
2 Millbury Blvd., Unit 1  
Oxford, MA 01540  
Attn: Benjamin Connor, Esq.

or to such other address as Seller or Purchaser, as the case may be, shall otherwise direct by notice similarly given. Any such notice shall be deemed to have been received when mailed, postage prepaid, to the addressee, certified mail, return receipt requested. Notices may also be hand delivered to the above respective addresses, such notices to be deemed received on the date of written acknowledgment of receipt by Seller or Purchaser, as the case may be.

14. BROKER'S FEE. The Seller shall be responsible for any and all brokerage fees and shall hold the Purchaser harmless from any claim resulting from the sale of this Premises and further agrees to indemnify the Purchaser and save it harmless from any loss or expense, including without limitation, reasonable attorneys' fees arising out of any claim by virtue of alleged dealings had by any claimant with Seller or any representative of Seller.

15. INSURANCE. Seller shall continue to maintain, in full force and effect, all insurance policies relating to or concerning the Premises through transfer of title to Purchaser.

16. ENVIRONMENTAL MATTERS.

- (a) Seller represents and warrants to Purchaser that to the best of Seller's knowledge and belief:
- i. Seller has not received notice that any use of or condition of the Premises is in violation or has violated any restriction, municipal ordinance, governmental law or regulation nor has Seller reason to believe that any such violation exists or has existed, other than any and all contamination discovered and disclosed to Seller in the course of the Purchaser's due diligence; and
  - ii. The Premises is not the subject of any pending, threatened or anticipated claim, lawsuit, agency proceeding, or other legal, quasi-legal or administrative action or investigation.
- (b) Seller represents and warrant to Purchaser that Seller has no knowledge that hazardous substances have been generated or stored at or on the Premises, other than any and all contamination

discovered and disclosed to Seller in the course of the Purchaser's due diligence.

- (c) Other than those representations and warranties made in sub-paragraphs (a) and (b) of this paragraph 16, Seller has no knowledge of the physical condition of the Premises, and this sale is completely "as is, where is."

17. SUCCESSION. This Agreement shall be binding upon and shall inure to the benefit of the respective heirs, successors, and assigns of the parties.

18. COMPLETE AGREEMENT. It is understood and agreed that this Agreement (including the Schedules hereto) constitutes the entire contract between the parties hereto, and that no oral statement or promises or any understanding not embodied in this writing shall be valid.

19. ATTORNEYS' FEES AND COSTS. If any action is brought in court to enforce the provisions of this Agreement, the prevailing party shall be entitled to all court and service costs and reasonable attorneys' fees.

20. GOVERNING LAW. This Agreement is executed under and shall be construed in accordance with the laws of the State of Connecticut.

21. EXECUTION BY EMAIL OR FACSIMILE. The parties agree that this Agreement may be transmitted between them by e-mail or facsimile and the parties intend that an e-mailed or faxed Agreement containing either the original and/or copies of the signature of all parties shall constitute a binding agreement.

22. EXECUTION IN COUNTERPARTS. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.

We have executed this Agreement as of the day and year first above set forth.

WITNESSES:

SDC VENTURES LLC

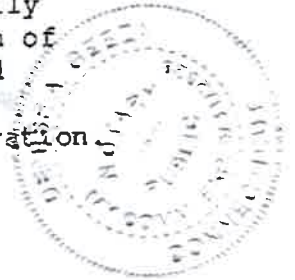
Susan M. Dawey By: Peter Champagne  
Blaise Cormier By: Peter Champagne  
Its: Member, Duly Authorized

TOWN OF PUTNAM

Norman B. Seney, Jr. By: [Signature]  
Clair [Signature] Norman B. Seney, Jr.  
Its Mayor  
Duly Authorized

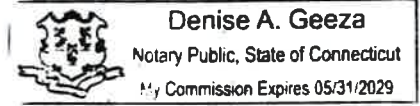
STATE OF CONNECTICUT )  
 ) ss. Putnam  
COUNTY OF WINDHAM )

On this the 20 day of August, 2024, personally appeared before me Norman B. Sensy, Jr., Mayor of the Town of Putnam, signer and sealer of the foregoing instrument, and acknowledged the same to be his free act and deed as such officer and the free act and deed of said municipal corporation



Denise A. Geeza

Commissioner of the Superior Court  
Notary Public  
My Commission Expires:



STATE OF CONNECTICUT )  
 ) ss. Putnam  
COUNTY OF WINDHAM )

On this the 8<sup>th</sup> day of August, 2024, personally appeared before me Peter Champagne, Member of SDC Ventures, LLC, signer and sealer of the foregoing instrument, and acknowledged the same to be his free act and deed as such Member and the free act and deed of said limited liability company.

Benjamin Connor

~~Commissioner of the Superior Court  
Notary Public  
My Commission Expires:~~

**SCHEDULE A**

A certain tract or parcel of land in the Town of Putnam, Country of Windham, State of Connecticut on the southerly side of Front Street (Route 44) and shown as Parcel A on a plan entitled: "Plan of Land prepared for Town of Putnam Location 49 Front Street, 55 Front Street Putnam, CT Scale: 1"=10' Date: November 1, 2022 Putnam Land Use Dept. 200 School St Putnam, CT 06260" bounded and described as follows:

Beginning at an X cut on top of a granite block wall on the southerly sideline of Front Street at the northwesterly corner of land now or formerly of the City of Putnam known as 55 Front St and the northeasterly corner of the Parcel to be described;

Thence S 24° 06' 25" W, for a distance of 121.04' along land now or formerly of the City of Putnam to an iron rod;

Thence S 19° 36' 25" W, for a distance of 41.47' along land now or formerly of the City of Putnam to a point;

Thence N 79° 42' 12" W, for a distance of 5.33' along the northerly sideline of Union Street to a point;

Thence N 18° 12' 58" E, for a distance of 51.98' along land now or formerly of Chappell Realty, LLC to a point;

Thence N 18° 12' 58" E, for a distance of 5.45' along land now or formerly of SDC Ventures, LLC to a point;

Thence N 71° 47' 02" W, for a distance of 7.33' along land now or formerly of SDC Ventures, LLC to a point;

Thence N 18° 34' 11" E, for a distance of 96.11' along land now or formerly of SDC Ventures, LLC to a point;

Thence N 88° 39' 25" E, for a distance of 27.00' along the southerly sideline of Front Street to the point of beginning.

The above described Parcel A contains 2,368 s.f. or 0.054 Acres.

**AGENDA ITEM COVERSHEET  
10.5 STEAP Program**

**Item Submitted by: Mary Ann Chinatti, Director ECD/Redev.**

**Date: September 3, 2024**

**Legal advice required: NO**

**Item Summary:**

**See attached memo**

**Financial Summary: Grant possibilities**

**Staff Recommendation:**

**Vote to opt-in to participating in the STEAP Program, effective September 10, 2024**

**Board Action Required:**

**Vote to opt-in to participating in the STEAP Program, effective September 10, 2024**

**Supporting Materials (if yes, list attachments):**

**Memo and STEAP OPT-IN requirements**








**TOWN OF PUTNAM**  
MUNICIPAL COMPLEX  
TOWN HALL  
200 SCHOOL STREET • PUTNAM, CT 06260

MEMORANDUM

TO: Board of Selectmen

FROM: Mary Ann Chinatti, Director, Econ. & Comm. Dev./Redev. 

DATE: August 29, 2024

SUBJ: STEAP (Small Town Economic Assistance Program) – OPT IN

As members may recall, the Town received funding under the subject Program in the past (2007 – 2012) for five (5) various projects, all under the then-funding cap of \$500,000.

Two Urban Act grants have been approved –in 2013 for Day Kimball Hospital, and in 2015 for the completion of the Cargill Falls redevelopment.

As towns are prohibited from participating in both programs, the awarded Urban Act funding caused the Town to no longer be eligible for STEAP funding unless it “opts in” to that Program again which, were it to so vote, would be for a 4-year period. The same process would be followed for subsequent 4-year periods.

Given, there is no funding limit for Urban Act funding requests, the Program does pose substantial challenges for the smaller rural municipalities. Though they may be designated distressed municipalities, they are at a great disadvantage as they are forced to compete against the larger, more urban and more economically distressed municipalities for Urban Act dollars. It is noted that Staff has only been able to confirm that Urban Act funding was awarded to three (3) rural municipalities, those being Putnam, Stonington and Voluntown.

PA 24-81, effective July 1, 2024, increased the funding limit for STEAP grants from \$500,000 to \$1,000,000, thus allowing larger projects to get funded. Though there is a cap to the amount of STEAP funds requested, the Town stands a better chance of being awarded STEAP funding than it does Urban Act.

Based on this information, Staff respectfully requests the Board of Selectmen vote to opt-in to the STEAP Program, and thanks the Board in advance for its favorable action. See P. 2 of the attached for CT OPM's Opt-In guidelines.

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## SMALL TOWN ECONOMIC ASSISTANCE PROGRAM (STEAP) OPT-IN MUNICIPALITIES 07.08.2024

STEAP OPT-IN		
MUNICIPALITY	OPT-IN APPROVAL	OPT-IN EXPIRES
Ashford	2024	6/17/2028
Beacon Falls	2024	6/3/2028
Brooklyn	2022	8/11/2026
Chaplin	2020	7/23/2024
Colebrook	2024	6/14/2028
East Haven	2023	8/7/2027
Griswold	2024	4/22/2028
Plainfield	2022	8/8/2026
Plymouth	2022	8/2/2026
Preston	2022	8/11/2026
Stafford	2024	7/3/2028
Thompson	2023	8/15/2027
Voluntown	2024	6/25/2028
Winchester	2024	6/17/2028

When the STEAP program is accepting applications, these municipalities remain eligible to apply and shall remain eligible to apply through the expiration date. For inquiries contact Undersecretary [Martin.Heft@ct.gov](mailto:Martin.Heft@ct.gov).

Municipalities which have an Urban Center Per Adopted Plan are NOT eligible for either STEAP or the STEAP Opt-In Provision.

Municipalities which are designated as a PIC Community, and/or a Distressed Municipality, are eligible to Opt-In to STEAP as long as the municipality does not have an urban center as per adopted plan.

The Opt-in period shall be for four years. During that four-year period, municipalities which have opted in are NOT eligible to receive Urban Act funding.

## STEAP OPT-IN PROVISIONS

Municipalities deemed eligible for the STEAP Opt-In provision may elect to be eligible for said program individually or as part of a group of municipalities in lieu of being eligible for financial assistance under [C.G.S. §4-66c](#) (Urban Act Grants), by a vote of its legislative body or, in the case of a municipality in which the legislative body is a town meeting, its board of selectmen, and submitting a written notice of such vote along with the minutes to the Secretary of the Office of Policy and Management. Any such election shall be for the four-year period following submission of such notice to the secretary and may be extended for additional four-year period in accordance with the same procedure for the initial election.

It is important to note that once a municipality opts-in to the STEAP program, the opt-in period lasts for four years from the submission date of the opt-in request. There is no provision to opt-out prior to the end of the four-year term.

Municipalities which have already opted in, and the term of the opt-in has not expired as of the due date for this application, do not need to submit an opt-in request to apply for STEAP. However, if an opt-in municipality is awarded a STEAP grant from this current round, the town must renew their opt-in if their current opt-in expires during the term of the grant. Reference: [C.G.S. §4-66g](#).