

MAYOR AND SELECTMEN'S MEETING AGENDA

Monday, October 21, 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/83938839630>

Meeting ID: 839 3883 9630

• +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 October 7, 2024, Mayor and Board of Selectmen's Meeting
5. Petitions & Communications
  - A. Board of Finance meeting of Monday, October 28, 2024, cancelled and rescheduled to Tuesday, October 29, 2024.
  - B. Email regarding Fossil Fuel
6. Reports of Special Committee
7. Reports of Standing Committee
  - A. General Government Committee
8. Town Administrator Report
9. Staff Quarterly Reports
10. Unfinished Business
  - A. EMS Update
11. Grant Considerations and Updates

12. New Business

- A. Arts Council 2025 Arts Events
- B. Consider the appointment of Lisa Marie Girard (U) to the Ethics Commission
- C. WPCA – Service Line Inventory resolution approval
- D. Waiver of Compensation & Appraisal and Temporary Access and Construction Easements to The Town of Pomfret

13. Public comment – 3 minute maximum per person

14. Executive Session – Highway/Parks & Grounds Union Negotiations

15. Adjournment

Mayor and Board of Selectmen's Meeting  
 Minutes of October 7, 2024  
 Also available via Zoom:  
 Meeting I.D# 890 8525 9775

TOPIC		Discussion
PRESENT:		Mayor Seney, Deputy Mayor Simmons, Selectman Pempek, Selectwoman Marion, Selectman Hayes, Selectman Paquin, Selectman Pomes
ABSENT:		
1.	Call to Order by the Presiding Officer	Mayor Seney called the meeting to order at 7:00 PM
2.	Pledge of Allegiance	Led by Putnam Middle School Students
3.	Public Comment	None
4.	Approval of the Minutes	A. Minutes from September 16, 2024, Board of Selectmen's Meeting  Selectwoman Marion made a motion to approve the minutes from the September 16, 2024, Board of Selectmen's Meeting as presented. The motion was seconded by Selectman Pempek and passed unanimously.
5.	Petitions & Communications	A. Town Clerk "I Voted" contest winner announcement.  Town Clerk, Christine Bright, announced the top three finalists in the 'I Voted' Sticker contest. The top three finalists were: Salem Lambert, Quinn Lucier, and Gracie Rybacki. The winner chosen was Salem Lambert.
6.	Reports of Special Committees	None
7.	Reports of Standing Committees	A. General Government Committee  Nothing to report at this time.
8.	Unfinished Business	A. EMS Update  Deputy Mayor Simmons updated the Board that the Ad Hoc Committee has been gathering information regarding the several types of trailers that are on the market. The committee is waiting for the results of the architect assessment of the current building to present all information to the Board of Selectmen for a decision on how to proceed.....
9.	Grant Considerations & Updates	None  Selectman Pempek made a motion to add item 10.K, Consider the appointment of Jill Zangerl to the Board of Education. The motion was seconded by Selectman Paquin and passed unanimously.

10.	New Business	<p>A. Accept the resignation of Dave Vitale from the Recreation Commission.</p> <p>Selectman Pempek made a motion to approve the resignation of Dave Vitale from the Recreation Commission with regret. The motion was seconded by Selectwoman Marion and passed unanimously.</p> <p>B. Consider the appointment of Oliver Ian Williamson (R) to the Economic and Community Development with a term to expire 11/30/27.</p> <p>Selectman Pomes made a motion to appoint Oliver Ian Williamson to the Economic and Community Development with a term to expire 11/30/27. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>C. Consider the reappointment of Laura Moorehead (I) to the Putnam Arts Council with a term to expire 11/30/29.</p> <p>Selectman Pempek made a motion to reappoint Laura Moorehead to the Putnam Arts Council with a term to expire 11/30/29. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>D. Consider the appointment of Penny Ann Paquette (U) to the Recreation Commission with a term to expire 11/30/26.</p> <p>Selectman Pomes made a motion to appoint Penny Ann Paquette to the Recreation Commission with a term to expire 11/30/26. The motion was seconded by Selectwoman Marion and passed unanimously.</p> <p>E. Accept the resignation of Carolyn Riendeau (D) from the Board of Education.</p> <p>Selectman Pempek made a motion to accept the resignation of Carolyn Riendeau from the Board of Education with regret. The motion was seconded by Selectwoman Marion and passed unanimously.</p> <p>F. Accept the resignation of Laure LaBonte (R) from the Board of Education.</p> <p>Selectwoman Marion made a motion to accept the resignation of Laure LaBonte from the Board of Education with regret. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>G. Consider the reappointment of Beth Johnson (I) to the Putnam Arts Council with a term to expire 11/30/29.</p> <p>Selectman Pomes made a motion to reappoint Beth Johnston to the Putnam Arts Council with a term to expire 11/30/29. The motion was seconded by Selectwoman Marion and passed unanimously.</p> <p>H. Notice of Recreation Commission decision regarding sports field.</p>
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		<p>Recreation Director Wilfred Bousquet informed the Board that the Recreation Commission respectfully declined the land offer from the Rawson Family.</p> <p>I. Public Restroom – Kennedy Drive</p> <p>Town Administrator Sistare updated the Board regarding the public restroom vandalism. The town is considering an alarm and/or cameras at the site as well as locking the bathroom, except for during events.</p> <p>J. Reval Update</p> <p>Town Administrator Sistare informed the Board that Assessor Corriveau will be presenting the new grand list to the Board of Finance at their meeting on October 28<sup>th</sup>. Town Administrator Sistare suggests the Selectmen attend because there is a notable change in residential and commercial assessments.</p> <p>K. Consider the appointment of Jill Zangerl to the Board of Education.</p> <p>Selectman Pempek made a motion to appoint Jill Zangerl to the Board of Education. The motion was seconded by Selectman Paquin and passed unanimously.</p>
11.	Public Comment	None
12.	Executive Session	<p>Highway/Parks &amp; Grounds Union Negotiations, WPCA Union Negotiations, Real Estate</p> <p>Deputy Mayor Simmons made a motion to recess the Mayor and Board of Selectmen Meeting at 7:51 PM to go into Executive Session, inviting in Town Administrator Sistare and HR Director Clifford, for the purpose of Highway/Parks &amp; Grounds Union Negotiations., Real Estate. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>The Mayor and Board came out of Executive Session at 8:15 PM.</p>
13.	Adjournment	Deputy Mayor Simmons made a motion to adjourn at 8:16 PM. The motion was seconded by Selectwoman Marion and passed unanimously.

## Barney Seney

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**From:** Joan M Cummings <JoanM.Cummings@letter.stand.earth>  
**Sent:** Wednesday, October 9, 2024 9:38 PM  
**To:** Barney Seney  
**Subject:** Endorse the Fossil Fuel Treaty

Dear Seney,

As you know, fossil fuels pose a threat not only to our planet, but to our community. Study after study has shown that extracting, transporting, refining, and burning fossil fuels harms environmental and human health. In short, fossil fuel expansion is undercutting the good work local governments are undertaking on climate action and public health.

I'm writing to you today to ask you to please pass a resolution that calls for a Fossil Fuel Non-Proliferation Treaty and pledges to stop the expansion of fossil fuels in our community (and if we've already passed one, please continue working to pass concrete policies to do the same). Passing this resolution will demonstrate your intent to keep our community healthy and safe. You'll also be showing your support for global action against the climate crisis via the Fossil Fuel Treaty and showing your commitment to taking local action to pass SAFE (Stand Against Fossil Fuel Expansion) policies that stop fossil fuel expansion.

All around us, on virtually every continent around the globe, a movement is growing. People from Canada to California from Boulder to Baltimore from the Amazon Sacred Headwaters to the Rhineland from Capetown to Jakarta – and beyond – are fighting fossil fuel expansion: and more often than not, they're winning. The Treaty and SAFE Cities movements are connecting these neighbors, local groups, elected officials, and government staff and helping them pass policies that take concrete and lasting action to protect community health and safety and address the climate crisis.

The Fossil Fuel Treaty has been endorsed by hundreds of organizations collectively representing tens of millions of people, hundreds of municipalities like ours, and 13 nation-states. It's even gaining traction within the halls of the United Nations. The Treaty is aiming to end the exploration for new fossil fuels, phase out existing production in line with a 1.5°C scenario, and implement a just transition for every worker, community, and country.

As a member of your community, I'm asking you to endorse the Fossil Fuel Treaty and show your commitment to ending the expansion of fossil fuels in and around our homes. Together, we can keep our community and planet safe from fossil fuels, speed up the shift to clean, renewable energy, and create good, long-term jobs.

I look forward to hearing back from you and working with you to stop the proliferation of fossil fuels.

Thank you,

Joan M Cummings  
Putnam, CT

Who has endorsed

*A bloc of Pacific nations spearheaded by Vanuatu and Tuvalu have called on nation-states to join them in developing a Fossil Fuel Non-Proliferation Treaty. They have been supported by the World Health Organization, the European Parliament and thousands of others. Who will join them?*

Endorse as a Government

Endorse as a City

Endorse as an Organisation

Endorse as an Individual



**14**  
nation states have supported the Fossil Fuel Treaty proposal



**119**  
cities & subnational governments have endorsed the Treaty



**3,719**  
organisations, institutions, and businesses have called for a Treaty



**932,646**  
individuals have endorsed called on government support

**Town Administration**

**Contract Updates**

- Executed contract for Air Line Trail Grant consultant Agreement preparation (Barton & LoGiudice).
- BOE contracts: executed construction contracts for the HVAC projects at the Middle and Elementary schools.
- Awaiting DOT approval for School St Sidewalks to Mather Construction; and DOT approval for Danco Drive Bridge for \$1.69M to NJR Construction LLC of Torrington.

**Recent**

- MSW and Recycling transition with Casella. Bin removal for non-payment; reinstatement fee of \$50 now applicable. Upcoming weeks comparison between Town and Casella records as quality assurance.
- Held Special Town Meeting obtaining approval of Town purchase of portion of Sawdust property.
- EMS Facilities: continued meetings of Ad-Hoc Committee, including site tours and onsite meeting with architect and engineer. Preparation of mobile home concept and cost estimate.
- Met October 3rd and formed draft Tentative Agreement for Highway and Parks & Grounds Unit. WPCA initial meeting expected in upcoming month.
- Advertised for Recreation Director position, with interviews expected in October.
- In coordination with Land Use, finalized contract terms for Air Line Trail towards Thompson (Barton & Laguidice), and held kick-off meeting.
- Completed memo on Registrar procedures and employment terms.
- Danco Drive Bridge, held bid opening and preparing documentation to request approval to award from State DOT.
- BOE projects: coordinated with BOE and their architect for HVAC contracts at PES and PMS. Roof ongoing design/architect status.

**Upcoming**

- Ongoing: MSW Contract and coordination of program with Revenue Office and Casella.
- EMS Facilities: Development of mobile home details for Selectmen's input on Bid Package preparation.
- Same as last month: Coordinate with NECCOG and CT DOT for LOTCIP projects, including request award for School Street, and steps towards audit/financial closeout of past LOTCIP funded projects.
- Interviews and possible candidate selection for Recreation Director position.
- Hopeful final agreement with Highway and Parks & Grounds Unit, and start of WPCA Unit negotiations.
- Same as last month: Tech Park Real Estate Transactions and Associated Agreements with the Four Party Land Exchange Agreement, including property closings and excavation permit applications.
- Transfer Station: coordinating with Pomfret for final buildout, Putnam Highway completed paving. Future MOU for cost sharing and operational components.
- Plan for Church St Tennis Courts improvements, including coordinating with Highway for resurfacing (some in-house, some contracted), fencing and final painting. Expect 2024/2025 efforts.



**Road and Sidewalk Improvements**

**Recent / Ongoing**

- LOTCIP project closeout activities with NECCOG and CT DOT for past two projects. State has approved and requested return of excess funds from Church/Woodstock and Grove Street projects.
- School Street Sidewalks projects: Prepared documents and coordinated with NECCOG for requesting state approval to award.
- Kennedy Drive Parking Improvements: Contractor B&W Paving for Spring 2025 construction start. Coordinated with Turner Consulting for construction inspection and materials testing.
- [Ongoing: Highway has various additional paving projects seasonally.]

**Upcoming**

- Church and Woodstock Ave: return of excess funds to State's LOTCIP fund.
- Grove Street: return of excess funds to State's LOTCIP fund.
- School Street: Contract Award following state approval and receipt of LOTCIP funds.
- Highway Department various throughout town.

**Bridges**

**Recent**

- Danco Drive Bridge: Held bid opening, coordinated with consultant and state in preparation of contract award. Expect Spring 2025 construction start.
- Wicker Street culvert: researching options for in-situ pipe repair via lining options, for possible spring construction.
- 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. Determine which remaining under 20-ft span bridges remain to be inspected; begin planning for schedule of improvements.
- Danco: CTDOT approval to award and contract execution following.
- 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**

- Tennis Courts on Church St: reviewing other municipal recent examples and considering options for contractors for paving, painting/stripping. Fence replacement expected by Killingly Fence.
- Track Improvements: initial concepts for planning and budgeting.

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- Same as last month/Ongoing: Gravel excavation by contractor for Sabin Street Recreation Field construction work. Land Use Agent leading. Based on material availability, expect 1-2 years of continued gravel excavation activities. Town efforts including landscaping to follow excavation.
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- Same as last month/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.
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- 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. B&L Contract execution.
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**Upcoming**

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- Tennis courts: pricing and contract preparation for Spring 2025 construction.
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- Ongoing: Air Line Trail towards Thompson: Consultant is on board, Land Use and ECD office coordinating.
- 
- Ongoing: Air Line Trail from Pomfret: consultant 60% design deliverable in October. Expect Putnam Wetlands Application in upcoming months.
- 

**Other Town Responsibilities**

**Recent**

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- Same as last month: For Route 44 Retaining Wall DOT project: coordinated with WPCA design firm CDM Smith for proposal for WPCA portion of water and sewer main replacement. Will be paid for by DOT, with contract for design through the Town/WPCA. Expect final design 2025.
- 
- WPCA: Prepared Board of Selectmen and Board of Finance materials for consideration necessary for closing with DPH for lead service line inventory. Expect December 2024 Special Town Meeting adjourned to Referendum.
- 
- Belding Grant with State DECD: Based on Town request, deadline extended to December 2024 for Financial Assistance Agreement from DECD. Continued discussions between DOL and DECD, and possible Town-led cleanup project.
- 

**Upcoming / Ongoing**

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

**Recent**

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- CCMO certification requirements. Ongoing annual credits required.
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- COST Fall Annual Meeting held October 16th.
- 

**Upcoming**

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- CCM webinars
- 
- CCM Annual Meeting in December (many Town employees will be recognized for their recent CCMO certifications.)
-

Assessor's Office  
Tina Corriveau  
Quarterly Report  
July 1, 2024 through September 30, 2024

#### Revaluation

- The bulk of the work for the revaluation is completed. We anticipate notifying property owners of their new assessments in November. Due to the revaluation, there will be a significant increase to the Grand List.

#### Motor Vehicle

- Beginning with the October 1, 2024 Grand List, motor vehicles are going to be assessed based on MSRP minus straight-line depreciation rather than based on market value, per a new state statute. I attended the CAAO Fall Symposium that offered some insight and guidance regarding the new statutes. It is too early to know the actual effect this will have on the motor vehicle Grand List, but I am expecting an overall decrease.
- I have been working on identifying owners of out of state registered and unregistered vehicles, as these vehicles are still taxable in Putnam. Over 100 letters have gone out to potential owners, with about 20% responding. This will be an ongoing effort.

#### Personal Property

- Declarations were mailed at the end of September to all known businesses with assets in Putnam, with a due date of November 1<sup>st</sup>. Over 200 new accounts were identified and added to the list of businesses.

#### Veteran Exemption

- I mailed a letter to every person receiving a veteran exemption in town to let them know about the new veteran exemption related to permanent and total disability. There have been several responses that will increase the individual's exemption amount, and the effort was well worth it.



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

**Department Head Quarterly Report to Board of Selectmen**

Report Prepared By: Russ Downer

Department: Blight Enforcement

Date of Report: October 9, 2024

Reporting Quarter: July 01,2024 – September 30,2024

**Significant Efforts during Reporting Period:**

30 total properties were identified as being in violation during this quarter; 30 initial notices sent to property owners; of noticed properties/owners 25 have complied with notices & corrected the identified violation(s); 5 properties with active efforts to come into compliance with blight requests.

The blight officer met a property owner who has been in violation of the blight ordinance. A plan was developed with the property owner to try to come into compliance with the blight violation(s). At the time of this report the property is still not in full compliance. One more effort will be made by the blight officer with the property owner before further action is required and taken.

The Blight office received 2 complaints on blight from the public, the remaining 28 violations were found by the blight officer's observations.

**Breakdown of Violations found during this Quarter.**

- Improper storage of bulky waste: 22
- Overflow of Garbage: 2
- Obstructed sidewalk: 13\*

(\*This could be anything from hedges obstructing foot traffic to a washing machine, mattress and or bureaus).

- Abandoned motor vehicles: 1.
- Other: 2

During this quarter the blight officer took a proactive effort on cleaning overgrowth of sidewalks in preparation for the students who walk to school.



# TOWN OF PUTNAM

MUNICIPAL COMPLEX  
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*Respectfully,*

*Russell Downer*

*Blight Enforcement Officer, Town of Putnam*

October 15, 2024

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

RE: Building Official Report – 3rd Quarter 2024 – (July - Sept)

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:**

**50 Providence Pike – Montana Nights finish-out – ongoing – CO in April – CO failed in June – CO issued**  
**105 Cady Road – rebuild ongoing**  
**19 Brookside Landing – new house – ongoing**  
**88 Providence Pike – Toyota Dealership – Permit issued – ongoing**  
**125 Kennedy Drive – Water Treatment Building – ongoing**  
**399 School Street – Fire scene – working with insurance and waiting on Engineer letter –  
Repairs ongoing**  
**68 Five Mile River Road – new house - ongoing**  
**500 Five Mile River Road – new house - ongoing**  
**546 Five Mile River Road – new house – CO issued**  
**155 Groveland Avenue – new house – CO issued**  
**41 Paula Road – new house – ongoing**  
**179 Liberty Highway – new house – ongoing**  
**215 Park Road – Auto Repair Shop – ongoing**  
**158 Park Road – Catering – in for permit – demo to proceed**  
**271 Elmwood Hill Road – new house after fire - ongoing**  
**168 Elmwood Hill Road – Renovations and addition – ongoing**  
**96 Front Street – Interior and exterior renovations to all buildings – CO issued**  
**12 Rhode Island Line Road – Interior and exterior renovations of two houses – ongoing**  
**6 Prospect Street – new house – ongoing**  
**1 Munyan Road – 2<sup>nd</sup> story addition – ongoing**  
**111 Sabin Street – 2<sup>nd</sup> story addition – ongoing**  
**51 Pomfret Street – ramps, steps and parking lot – Interior renovations – 1<sup>st</sup> and 2<sup>nd</sup> floor**  
  
**134 Permits issued in the month of September**







**TOWN OF PUTNAM**  
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MEMORANDUM

TO: Board of Selectmen

CC: Barney Seney, Mayor  
Elaine Sistare, Town Administrator

FROM: Mary Ann Chinatti, Economic & Community Development Director

DATE: October 15, 2024

SUBJ: Board of Selectmen Quarterly Report – October 2024

Respectfully, Staff offers the following:

**Community Development Block Grant (CDBG)**: We received a request from a property owner with outstanding CDBG loans asking the Town to agree to subordination of the two (2) outstanding loans, totaling \$45,191, on their property. The reason for the request was to allow the owner to refinance their primary mortgage to allow for bill consolidation and cash-out. Per CT DOH requirements, any refinance must include repayment of outstanding CDBG loan(s); therefore, the request was denied.

The Town was served suit by a State Marshal on Sept. 3 in a foreclosure action, against 481 Church St., in which the Town is included as a defendant. The Town is included because there is an outstanding CDBG loan balance of approximately \$25,000 on the property being foreclosed, and the Town had approved subordination of that CDBG loan in a previous mortgage modification. The Town's attorney will file a response once the summons and complaint have been returned to the court.

Further updates will be provided as they become available.

**Business of the Year** – As Putnam has such a thriving and community-minded business community, this year has begun a Business of the Year award program. Nomination forms were available on the Town's website and Facebook page and advertised in the Putnam Town Crier and on WIN. A total of 32 nominations were received prior to the 2PM Oct. 3 deadline. They were reviewed by the Economic Development Commission and Mayor Seney at EDC's Oct. 9 meeting and 2024's Business of the Year was selected. Mayor Seney will present the award to the selected business during the November 30 Small Business Saturday WINY live broadcast between 9A – 10A. Make plans to be there - you don't want to miss "the big reveal"!!! The business's name will also be included on a plaque to be mounted in the Municipal Complex lobby.

**Small Business Saturday** – Staff is working with Jenn Lehto and the Marketing Committee of the PBA on planning this year's Small Business Saturday event, scheduled for November 30. As

Subject: Board of Selectmen Quarterly Report – October 2024

Date : October 10, 2024

Page 2

stated in the above item, WINY will broadcast live from 9AM – 10AM, during which time the Business of the Year award will be presented. Patrons can stop by the table to pick up their *Putnam CT Small Business Saturday* shopping bags, and \$10 off coupons to participating restaurants and small businesses will also be available to the first 50 patrons who stop by. Shoppers/diners will also be able to scan a QR code, displayed at participating businesses, to enter to win one of three (3) \$50 gift certificates to a Putnam small business retailer/restaurant of the winner's choice. More to come!

**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 \$15,153.07.

Further updates will be provided as they become available.

**CT DECD 2022 Municipal Brownfield Assessment and Remediation Grant Program (Belding Mill Project)** – A conference call was held on Oct. 10 between the Town, its attorney, the developer, his attorney and his LEP to discuss numerous issues, including but not limited to the prevailing wage requirement, the developer's intent going forward, and whether the Town, as opposed to the developer, should be the applicant, making the grant no longer a "pass-through". Result of that meeting was that the Town's and the developer's attorneys will present revised prevailing wage language to CT DOL, following finalization of that language by CT DECD and the Town's attorney, to address the issue.

CT DECD granted the Town a final extension of time, to December 31 of this year, to sign/return the State Assistance Agreement due to the prevailing wage issue. A Progress Report is due no later than November 30 of this year.

Further updates will be provided as they become available.

**CD DECD Brownfield Municipal Grant Program – Round 18** - (2 Furnace St. and 20 Mechanic St.) – The contract with Tighe & Bond has been finalized, and a kick-off meeting was held on August 28. Field work for the HBM (hazardous building materials) portion of the project is near completion as is the Phase I ESA (Environmental Site Assessment). The HBM field work found that remaining foundations are inaccessible for sampling due to vegetative overgrowth which needs to be cleared before work can be completed. Krohn Kutz has been selected to do the work.

Further updates will be provided as they become available.

**EPA FY24 Community Wide Assessment Grant** – As members may be aware, the Town's request for community-wide brownfield assessment funding was denied by EPA. That request was for the purpose of conducting assessments and reuse planning at various properties. A debrief was held on August 5 between EPA's Chris Lombard, Town Administrator Elaine Sistare, Eastern Connecticut Land Bank's Vice President Wayne Bugden (ECLB assisted with preparation of the application) and this writer. EPA's overall opinion of the submitted application was "outstanding", and the Town was encouraged to apply for the next funding round. The Town's major "stumbling block", if you will, was that it is not considered an Environmental Justice Community (EJC) per EPA's EJScreen (its environmental screening tool). Ms. Lombard also encouraged the Town to stress that, though not an EJC community per EPA standards, it is considered such by the State of Connecticut.

Subject: Board of Selectmen Quarterly Report – October 2024

Date : October 10, 2024

Page 3

**EPA FY25 Community Wide Assessment Grant** – The subject funding round was announced on Sept. 4, with applications due NLT 11:59PM on November 14. Staff will, once again, prepare an application for the Town, requesting funding for assessment and reuse planning, and will incorporate EPA's comments from the FY24 debrief into the application.

Further updates will be provided as they become available.

**CT FY25 Federal Congressionally Directed Spending Application - Repairs/Upgrades to Putnam EMS Facility** – No further update at this time.

**EMS Facility, 191 Church St. Facility Study** – The contract with CHA has been finalized and an initial meeting was held on site on Sept. 26 which was attended by CHA, pertinent Town and EMS staff and representatives of the Town's Ad Hoc EMS Facility Committee. The purpose of the meeting was to go through the current facility to examine existing conditions, suitability of the current facility for its purpose, look at any outstanding issues/inefficiencies of the facility, etc. A report will be generated by CHA based on the results of that meeting and finalized following Town review/comment. Two (2) conceptual design lay-outs will be developed for the Town's consideration. After a design has been selected, an opinion of probable costs will be provided.

Subsequent to that meeting, Staff spoke with Senator Mae Flexer, who asked if \$500,000 would be of any help should she be able to obtain the funds from a Senate Bond Commission request. Staff responded in the affirmative. Senator Flexer's office forwarded the necessary request form, which Staff completed and returned the same date.

Further updates will be provided as they become available.

**Community Investment Fund (CIF) 2030 Round 6** – As members will recall, the Town submitted an application under Round 5 for construction of a new EMS facility which did not get approved for funding. Round 6 opened this date, with applications due no later than noon on Dec. 13. Staff would like to submit an application for Round 6 funding, based on CHA's recommendations for the Putnam EMS Facility, for either upgrades to the existing, or construct a new, facility. Further updates will be provided as they become available.

**Enterprise Corridor Zone Quarterly Meeting** – The September meeting has been canceled. Further updates will be provided as they become available.

**Air Line Trail/CT DEEP Recreational Trails Grant** –The contract with Barton & Loguidice has been finalized and a kick-off meeting has been scheduled for Thursday, October 17 at 10:00AM.

Further updates will be provided as they become available.

**Farmers Market** – The Market opened, as scheduled, on June 1 and has been well received and well attended. As members may be aware, the Town's Market accepts SNAP and Debit transactions in addition to cash, which allows more shoppers access to fresh produce, meats, baked goods, etc., and increases farmers' sales. As of this date, total attendance was over 7,469; SNAP and Debit transaction totals are as follows: SNAP - \$2,285.00, Debit – 3,791.00.

Further updates will be provided as they become available.

Subject: Board of Selectmen Quarterly Report – October 2024

Date : October 10, 2024

Page 4

**Ribbon Cuttings** – The Town recently welcomed two (2) new businesses with ribbon cuttings: August 9 for The LIV Cannabis Shop at 97 Providence Pike, Unit 4 and August 16 for Wolperdinger Bookends at 112 Main St., main level of the Montgomery Ward building.

The Economic Development Commission hosted a rededication/ribbon cutting at Washington Park, School St., on Sept. 11.

NECT Chamber of Commerce hosted ribbon cuttings for Day Kimball Heart Group, 309 Pomfret St. on Sept. 12, for Montana Knights Axe Throwing, 50 Providence Pike, Sept. 19 and Spicer Propane and Oil, 63 School St., Oct. 9. The Chamber also has a ribbon cutting scheduled Oct. 17 at 2PM for Flawless Cleaning, Painting and More, 190 Providence St., Suite 2.

**Plan of Conservation and Development (POCD) Update** – As members are aware, municipalities are required to update their POCDs at least once every 10 years in order to remain eligible for State discretionary funding. The Town's current Plan, adopted June 27, 2016/effective 7/1/2016, expires next year and Tyche Planning and Policy Group has been hired as the Town's consultant to assist with that work.

Further updates will be provided as they become available.

**49 Front St. Property Donation** – Closing documents are being worked out between the attorneys and will be filed with the Town Clerk when finalized and signed by the parties. The Economic Development Commission has scheduled a site visit for 8AM on Oct. 23 to view the property with the intention of providing recommendations re landscape design.

Further updates will be provided as they become available.

**Main St. Gelato** – As members may be aware, the business has shut down for an undetermined amount of time due to a water leak from the apartment above the business. Staff is working with the owners to find a new location.

Further updates will be provided as they become available.

**76-80 Main St., 88 Main St.** – The property owner has begun work on the properties, with a plan to create the Putnam Public Market, like the Worcester Public Market, which will be an open-floor area market spanning 76-80 Main and 88 Main, housing various restaurants, grocers, specialty shops and other retail vendors under one roof. Staff has spoken with the owner's Agent who indicated the property owner's goal of having the Market open sometime mid-to-late 2025.

Further updates will be provided as they become available.

:MAC

Facilities Department Quarterly Report

July – September 2024

Prepared by Kevin Lamothe 10/10/24

July

Secured the new fiscal year maintenance contracts for the buildings and grounds.

Assisted with mowing at the Complex.

Indoor and outdoor windowsill cleaning along with weed control work in the gardens.

Landscaping by Kevin completed summer fertilizer application.

Automated Building Systems Inc completed the biannual preventative maintenance on the HVAC automation.

August

Worked with the Registrars for the early voting (managed the changing times and days the building would open and close).

Primary voting day and several large events /meetings for the month.

New England Service and Controls completed their quarterly HVAC preventative maintenance and filter changes.

Venture Communications and Security called in to address camera freezing issues and trouble advisory notifications at the alarm panel. A duct smoke detector was also found to be faulty and was replaced.

The library tent was taken down and stored for the season with help from a couple of Putnam High School student volunteers.

Facilities reapplied bark mulch along the front and southside of the building and shrubs.

Landscaping by Kevin completed a late summer lawn treatment application.

Facilities hung several pictures in the Fire Marshals office.

## September

Kinsley Power was on site for the annual maintenance, battery replacement and fuel testing.

Venture Communications and security were onsite to complete the alarm and camera issues from the previous month.

The damaged dumpster fencing gate is in the final steps of the repair process, it has been sent to be powder coated.

I am currently working with Marc Coderre at the Putnam Schools to possibly obtain a couple of on call custodians to fill in when I have a call off or when there is scheduled custodial time off.



Putnam Fire Marshal's Office  
200 School St.  
Putnam, CT 06260  
(860) 963-6800 Ext. 112



### 3<sup>rd</sup> QUARTER STAFF REPORT

## Fire Marshal Office Activity July - September 2024



#### Notable Projects:

- 625 School St. – Wal-Mart
  - Sprinkler System Replacement
  - Testing completed on
  - Fire Pump Issues – 9/20/24
    - Fire Watch Implemented (3 Days)
- 84 Providence Pike. – McGee Toyota
  - Plan review of fire protection systems, passive fire protection, occupant notification, and egress components.
- 14 Highland Dr. – New England Plasma
  - Plan review of expansion with fire protection added to entire building.
  - Addition of spray booth with extinguishing system

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Fire Marshal  
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Ryan Walsh  
Deputy Fire Marshal  
Cell (860) 933-2255  
[Ryan.Walsh@putnamct.us](mailto:Ryan.Walsh@putnamct.us)

- Montana Nights
  - Final Inspections
- Technology Park Blasting – Rawson’s
  - Blasting has resumed after a Winter hiatus.
  - Approximately 1 blast weekly on average
  - M&D Blasting graciously took the FMO on site to observe the entire process from drilling to blast.

**Notable Residential Properties:**

- 99 Residential units inspected July 1 – September 30
- 167-171 South Main St.
  - Illegal Rooming House
- 58 Pomfret St. – Lofts at Cargill
  - Inspection list nearly completed
- 21 Franklin St. – 10 Family
  - Porch replacement – 50% complete
  - Abatement order to be filed for inaction by owner.

**Notable Commercial Inspections:**

- Bradley Playhouse
  - Fire alarm issue
    - No communicator for monitoring (Rectified)
- Charlie Bravos
  - Annual inspection
    - Fire alarm issue (Rectified)
  - Illegal cooking (Deep fryer without a hood system)
    - Fryer removed.
- Day Kimball Hospital
  - Annual inspections completed for the hospital and all off-campus buildings.
  - Tent inspection
  - Minor fire alarm issue.

**Notable Incidents:**

- The 3<sup>rd</sup> Quarter has been fairly quiet with no major incidents. Insurance companies are requesting copies of fire reports from this past winter. Financial costs of fire incidents are slowly trickling in. 2024 fire incidents topped \$3 million in losses.

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Other:

- Burn complaints have increased. Numerous incidents with construction/demolition debris disposal by burning.
- 2025 Fire Prevention Poster Contest kicks off.
  - 4<sup>th</sup> & 5<sup>th</sup> Grades
- FEMA and National Fire Administration changing formats for National Incident Reporting. This should not cost extra with the software we currently use.
- We have switched to an electronic version of the National Fire Protection Codes. This will save the Town approximately \$700 annually and gives access to the Fire Marshals, Building Official, and the 2 Fire Departments.
  - Included is off-line code access which comes in handy when at inspections.

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# Finance Department

## Quarterly Report (July - September 2024)

October 2024

### 1. Summary

Process BOE request of transfers for their Bi-Weekly payroll and weekly Payables.  
Process weekly transfers of monies for Payroll for both Town and WPCA.  
Reconcile monthly, ALL the bank statements to the General Ledger  
Continue reviewing the status of outstanding checks that have not been cashed by the different Vendors in the various funds.

### 2. Audit

Preparing for the year end audit.

### 3. Budget

Will Continue to monitor the FY25 budget as we proceed through the year.  
Monitoring the Capital Project Budgets in Infinite Visions for FY 2025.

### 4. Revenue

General government budget collected \$12,655,815.79 this past quarter. Highlighting some of the depts; \$10,499,261.49 in revenue from Revenue office taxes, \$64,101.80 Town Clerk, \$68,340.50 Building Dept. and the Waste Collections (Bins) \$497,012.08

The STIF account's interest is now recognized in the General government's budget. This accounted for \$273,736.35 investment interest this past quarter. As of October the interest rates will be dropping by .50% due to Feds rate cut.

The daily deposit tickets are scanned into Infinite Visions after they are verified and posted.

### 5. Expenditures

Continue updating the W-9's as needed.  
Processed invoices & payroll totaling \$2,654,945.95 out of the General Government budget.  
When invoices are processed for payment, they are scanned into Infinite Visions.

### 6. Capital Improvement Project (CIP) & Fixed Assets

Continue reviewing the list for FY25 Fixed Assets for accuracy and necessary list for insurance components.

**7. Training & Conferences**

We continue cross training of duties within the department.

Making improvements on the procedures for processing invoices and generating accounts receivable invoices. All with making improvements to the Req/PO's, having the requester scan into IVisions and attaching it to the Req, any and all supporting documentation for their purchase.

We are taking refresher classes/Webinars for training in the different modules.

Also, I attended a 1 day conference on the Accounting Software, Infinite Visions in addition to a 3 day NESGFOA (New England States Government Finance Officers Association) conference.

**8. Next Quarter/Upcoming Activities**

Auditors will be here the last 3 days of October.

Will receive my CCMO certification in December.

Preparing for the year end 1099's .

Maureen Benway

Finance Director

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.

## **July**

- Pothole patching and basin top cleaning.
- Eviction items disposal
- Equipment repair/service
- Mill and pave operations
- Traffic control for sub-contractors
- Tree trimming.
- Chip seal road sweeping
- Crack sealing
- Roadside mowing

## **August**

- Pothole patching and basin top cleaning.
- Equipment repairs and maintenance
- Sign replacement and installation
- Roadside mowing
- Overlay Paving
- Brush cutting/chipping on River Trail
- Tree removal
- Catch basin cleaning
- Brush cutting/chipping
- Town wide metal pick up
- Drainage repairs
- Eviction item disposal

## September

- Pothole patching and basin top cleaning
- Equipment maintenance and repair.
- Grade and pave transfer station
- Roadside mowing.
- Drainage installation
- Tree removal
- Overlay paving.
- Brush cutting chipping on the River Trail
- Town wide brush chipping
- Eviction items disposal.
- Catch basin cleaning.



# TOWN OF PUTNAM

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

## **Human Resource and Payroll Department**

**July 2024 – September 2024 Quarterly Report**

**From: Mariah Clifford, Department Head**

### Payroll:

- Accrued Wages
- Leave Balance Transfers/Yearly Accruals
- FYE Rollover/Completion for Town/WPCA
- Summer Camp Prep/Orientation
- Open Enrollment Changes

### FMLA/Workers Comp:

- 1 employee on FMLA: 7/25 – 8/16
- No employees on WC
- 1 employee on Military leave

### Employment Changes:

- Technical Services Librarian resignation, effective 10/30/24
- Veterans Affairs Representative Resignation, effective 8/30/24

### Insurance:

- Vehicle/Equipment Audit, completed.
- WC Audit, completed
- AFLAC open enrollment changes

### Misc Efforts:

- Highway/Recreation Union Negotiations, continued.

### Q4 2024 Expected Efforts:

- CCMO Certification complete
- Continuation of Union Negotiations
- Member of SHRM. Study/Exams towards SHRM-CP Certification

## Land Use Report

3rd Quarter 2024

Update for 3rd Quarter 2023 July, August, September,  
Bruce Fitzback Land Use Director

### Inland Wetlands and Watercourses Agency

July: Connecticut Preservation Trust, 465 School St, Violation

Aug: Alex Carpenter 626 Providence Pike, Residential Construction, approved

Sept: Route 44 Realty LLC, 157 Providence Pike Proposed KIA Dealership building, approved  
Craig Gates, 176, 178, & 192 Park Rd. Industrial Development, approved

### Planning Commission

July: Commission merged with the Zoning Commission

### Planning & Zoning Commission

July: No Activity

Aug: Julie Savard-Vantran 308 Liberty Highway, Special Permit Keeping of Livestock, approved

Sept: Route 44 Realty LLC, proposed Modification of Certificate of Location, construct a KIA Dealership building, approved

### Zoning Enforcement

Violations Section 711 – Trailers Occupancy

346 Five Mile River Rd, Town Attorney for legal action

173 Killingly Ave, Town Attorney for legal action

146 Liberty Highway, initial letter, positive response

### Zoning Board of Appeals

July: IBIS 62 Providence Pike Variance for additional signage

Aug: No Activity

Sept: Julie Savard-Vantran, 308 Liberty Highway, Variance in height 4 feet construction of barn

### Plan of Conservation and Development

July: Received RFP for Planning Services to update the 2026 POCD

Aug: Meeting with Tyche Planning Group, contract

Sept: Meeting with Tyche Planning Group, style and topics

### Flood Prevention Management

July: No Activity

Aug: No Activity

Sept: FEMA Survey of municipalities

### Stormwater

July: No Activity

Aug: No Activity

Sept: Meeting with CDM Smith on proposed activity

### **Sabin St. Recreation Field**

July: Gravel excavation continues, No Rock Crushing this year

Aug: “ “

Sept: “ “

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

McGee Toyota Construction under way, excellent stormwater erosion and sediment control

### **Pedestrian and Bike Trails**

Airline State Park Trail Grant Second quarterly report.

Under Railroad review

### **Town GIS**

July: No activity

Aug: “ “

Sept: Aerial Photos update now include 2023 photogrammetry

### **Solar**

Glendale Solar, 56 River Rd. 4 MW array at CT Siting Council Docket 514 has been acted upon, awaiting approval of Development and Management Plan. Siting Council has approved the application.

### **Electric Vehicle & Charging stations.**

Town decision to hold on construction of additional EV stations at this time.

### **Disposition of Surplus Real Estate**

**2<sup>nd</sup> Group** Under Town review

Respectfully Submitted,

Bruce Fitzback, L.S.

Land Use Director, ZEO

Office: 860-963-6800, x 114

Email: [Bruce.Fitzback@putnamct.us](mailto:Bruce.Fitzback@putnamct.us)





Board of Selectmen Quarterly Report  
October 2024

“I have found the most valuable thing in my wallet is my library card.”  
Laura Bush

It's hard to believe that we have been in the Municipal Complex for three years already! I well remember the planning and trepidation for the big move, and the relief when it was complete. It has more than fulfilled all of our expectations. We appreciate the assistance of the town administration and Kevin Lamothe to keep the building running smoothly. People continue to come in for the first time and they are amazed at what the Town of Putnam has accomplished. Thank you for supporting us so that we can help our community in so many ways!

We had a fabulous summer under the new tent! I hope that you had a chance to see it before it was disassembled and stored for the winter. Summer Lunch served by the Board of Ed Dining Services was able to offer 3,256 meals (2,444 to children, 812 to parent/guardians). Programs were organized for post lunch, such as a magician, goats, mini horse, Mohegan Tribe traditions, reptiles, music and cuddly critters. It was a wild time, literally! Summer reading programs for all ages reached new heights this summer also. There were 408 children signed up with over 100 finishing, 91 adults reading 464 books and 52 teens. We are so proud of all of our readers!

We are happy to report that the walk in attendance for the first 12 weeks of the new fiscal year has been inching its way closer to pre-pandemic levels. Our average walk in from July 1 to September 16 this year was 967 per week. Pre-pandemic from July 1 to December 31, 2019 we had seen an average of 1,099 per week, only to plummet with our closing in March of 2020. We saw 600 visits per week when we opened in the Municipal Complex in September of 2021 and it's only gone up from there!

We will be sad to say goodbye to Gillian Norman at the end of October. Gillian will be retiring from the library after 24 years of service. She started when she was 15 years old as a page in the children's room and through the years has been our first Teen Librarian and then was promoted to Technical Services in 2016. She will be starting a new education path and career in counseling. Gillian is a person of integrity, intelligence and compassion and she will be missed at the library.

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 : ,July-Aug- Sept 2024 Report**

### **Vet's Committee:**

Brick Program report

Tentative Dedication Sun Nov 10

### **Ongoing Projects:**

Fall- Planning for tennis Courts

**Rotary Park : Pole delivered**

**Miller Park report : none**

**Murphy Park-none**

**St. Marie- Greenhalgh : Track-Pavement 2025**

### **Other projects :**

Savor The Flavor report

Concession at St. Marie

### **COA report:**

Sept 19 Senior Trip report

Oct 1- Linda Lamoureux Sr. Forum

**PROGRAMS : HS report, WPTP**

### **EVENTS:**

Oct 4 Zombie Fashion Show

Oct 19 Pumkin Fest

Oct 26 Downtown Trick or Treat

### **EVENTS THAT HAPPENED :**

Fireworks, AL Fresco, 2 River Fires, Car Show, Savor The Flavor

Day Camp, Basketball Camp, Vets Park remodel

**Tax Collector's Office**  
**Quarterly Report**  
**October 15, 2024**

Period from July 1, 2024 through September 30, 2024

Accomplishments

- The Revenue Office mailed 12,979 bills to taxpayers on June 30, 2024. The taxes billed amounted to \$18,252,805.67 for Town Taxes, \$4,049,822.83 for Special Services, \$535,855.66 for East Putnam and \$34,296.38 for West Putnam. A collection summary for the Town Collections is attached.
- Our office has begun working on the Suspense List for the spring of 2025.
- The Revenue Office mailed 2,009 trash bills to homeowners on June 30, 2024. The amount billed was \$922,985.00. By September 30, 2024, \$497,012.08 had been collected. A collection summary for Trash is attached.
- The Revenue Clerk started taking CTX classes in Berlin and she should sit for her test at the end of October.

Classes / Meetings Attended by Department Head

- "Customer Service" CCM webinar workshop September 4, 2024
- CAAO Fall Symposium September 26, 2024

Upcoming Goals

- Working on Alias Tax Warrants to send to State Marshal for collections
- Continued work with Auditors on the 2024 Fiscal Year
- 2026 FY Budget Preparations
- Prepping for December Supplemental Motor Vehicle Billing
- Reviewing Real Estate delinquencies for the upcoming 2025 Tax Sale

TOWN 2023 GL TOTALS

9/30/2024																											
Year	Balance	Current Year 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 **											
2023	329,278.22	18,252,805.67	31,804.51	(31,434.02)	-	10,391,651.73	-	10,391,651.73	5,386.74	(16,436.42)	19,724.29	7,863,623.30	7,863,623.30	0.00	21,330.73	245.73											
2022	107,517.75		363.76	(1,378.91)		67,631.89	-	67,631.89	2,125.98		(23,603.53)	286,360.69	286,360.69	0.00	14,122.25	6,571.59											
2021	50,557.24		66.96			14,413.38	-	14,413.38	-		(193.10)	93,364.43	93,364.43	0.00	4,332.83	1,020.17											
2020	29,544.81					5,545.94	-	5,545.94	2,408.11		(884.94)	48,304.35	48,304.35	0.00	1,977.56	61.84											
2019	38,609.34					901.23	-	901.23	-		-	28,643.58	28,643.58	0.00	580.90	85.84											
2018	17,144.40					137.39	-	137.39	-		-	38,471.95	38,471.95	0.00	177.51	53.20											
2017	2,651.40					-	99.63	99.63	-		-	17,144.40	17,144.40	0.00	111.45	39.36											
2016	1,780.68					-	197.48	197.48	-		-	2,651.40	2,651.40	0.00	248.97	74.30											
2015	1,715.90					-	30.50	30.50	-		-	1,780.68	1,780.68	0.00	44.84	17.54											
2014	1,835.55					-	-	-	-		-	1,715.90	1,715.90	0.00	-	-											
2013	1,835.55					-	-	-	-		-	1,835.55	1,835.55	0.00	-	-											
2012	1,835.55					-	-	-	-		-	1,835.55	1,835.55	0.00	-	-											
2011	1,819.72					-	30.03	30.03	-		-	1,819.72	1,819.72	0.00	65.32	21.38											
2010	1,697.92					-	29.55	29.55	-		-	1,697.92	1,697.92	0.00	69.59	22.77											
2009	1,697.92					-	-	-	-		-	1,697.92	1,697.92	0.00	-	-											
<b>TOTAL</b>	<b>587,686.40</b>	<b>18,252,805.67</b>	<b>32,235.23</b>	<b>(32,812.93)</b>	<b>-</b>	<b>10,480,281.56</b>	<b>387.19</b>	<b>10,480,668.75</b>	<b>9,920.83</b>	<b>(16,436.42)</b>	<b>(4,957.28)</b>	<b>8,390,947.34</b>	<b>8,390,947.34</b>	<b>0.00</b>	<b>43,061.95</b>	<b>8,213.72</b>											

Refunds Not Paid

2023	1,972.66
2022	5,010.51
2021	1,585.57
2020	435.76
2019	
2018	
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	

2024/2025 Approved		Inc/Dec	Collected thru	9/30/2024	9/30/2024	Compared to:
						9/30/2023
Current	17,774,001.00		10,389,552.86	58.45%	58.18%	
Mvs	150,000.00		-	0.00%	0.00%	
Int / Liens	100,000.00		43,061.95	43.06%	60.19%	
Suspense	100.00	100.00	387.19	387.19%	0.00%	
Fees	20.00	20.00	180.00	900.00%	0.00%	
Misc Revenue	100.00	100.00	(20.00)	-120.00%	0.00%	
Prior	175,000.00	25,000.00	49,414.17	28.24%	110.73%	
	18,199,221.00		10,482,576.17	57.60%	58.14%	
	Over / Under		(7,716,644.83)			

2023 G/L dollars when Mill Rate was set \$18,321,399.45  
Collection Rate of Original G/L dollars = 56.71%

\* 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.

**TRASH COLLECTIONS 07/1-9/30/2024  
CASH REPORT  
PUTNAM- COLLECTOR OF REVENUE**

MONTHLY SUMMARY REPORT BY BILLING YEAR      CASH: TOWN      Date: 10/15/2024      Pay Date: 07/01/2024 To 09/30/2024      Time: 16:05:17      Page: 1  
 Condition: Year From: 2023 TO 2023      District: All Term#      Total Only: YES      Bill Type: 11 TRASH      Susp/Credit: ALL      Cycle #: 00 TO 00  
 Recap Option: Year Type      S-D      TOWN      Gross      INTEREST      LIEN      FEES      Tax      BINT      TOTAL      DATE PAID      K      TP      OVR      BATCH      TRANS#      TERM#      NAME

BILL #	Year	S-D	TOWN	Gross	INTEREST	LIEN	FEES	Tax	BINT	TOTAL	DATE PAID	K	TP	OVR	BATCH	TRANS#	TERM#	NAME	
TOT TRASH				497,167.08	0.00	0.00	20.00		0.00	497,187.08									
TOT YR 2023				497,167.08	0.00	0.00	20.00		0.00	497,187.08									
TOT CUR/YR COLL.				497,167.08	0.00	0.00	20.00		0.00	497,187.08									
TOT ACTIVE				497,167.08	0.00	0.00	20.00		0.00	497,187.08									
GRAND TOTAL				497,167.08	0.00	0.00	20.00		0.00	497,187.08									
TOWN				CURRENT:	497,187.08	BACK :			0.00										
DIST				CURRENT:	0.00	BACK :			0.00										

RECEIPT TOTAL      497,187.08  
 CASH TOTAL      55,169.68  
 CHANGE TOTAL      768.15

CASH BALANCE      54,401.53  
 CHECK TOTAL      438,902.05  
 CREDIT TOTAL      0.00  
 DEBIT TOTAL      0.00  
 DEPOSIT TOTAL      497,187.08      \*\*\* (EXCLUDE CREDIT AND DEBIT CARD)  
 DEPOSIT TOTAL      497,187.08

\*\*\* TOTAL BALANCE IS NOT EQUAL TO DEPOSIT TOTAL \*\*\*

**MONTHLY SUMMARY REPORT BY BILLING YEAR  
ALL RECAPS**

CASH: TOWN Date: 10/15/2024 Pay Date: 07/01/2024 To 09/30/2024 Time: 16:05:18 Page: 2  
 Condition: Year From: 2023 TO 2023 District: All Term# Total Only: Yes Bill Type: I TRASH Susp/Credit: ALL Cycle #: 00 TO 00  
 Recap Option: Year Type TOWN INTEREST LIEN FEES BINT TOTAL

BILL #	PLAN	CURR	TOWN	INTEREST	LIEN	FEES	BINT	TOTAL
	PLAN 65	CURR	790.00	0.00	0.00	0.00	0.00	790.00
	PLAN 95	CURR	113810.75	0.00	0.00	0.00	0.00	113810.75
	PLAN MUL	CURR	374238.83	0.00	0.00	20.00	0.00	374258.83
	PLAN OPT	CURR	7582.50	0.00	0.00	0.00	0.00	7582.50
	GRAND TOTAL	CURR	745.00	0.00	0.00	0.00	0.00	745.00
	GRAND TOTAL	CURR	497167.08	0.00	0.00	20.00	0.00	497187.08

**TRASH COLLECTIONS 07/1-9/30/2024**  
**ADJUSTMENT REPORT**  
**FUTNAM- COLLECTOR OF REVENUE**

MONTHLY SUMMARY REPORT BY BILLING YEAR      CASH: TOWN      Date: 10/15/2024      Pay Date: 07/01/2024 To 09/30/2024      Time: 16:05:18      Page: 1  
 Condition: Year From: 2023 TO 2023 District: All Term# Bill Type: 11 TRASH Susp/Credit: ALL Cycle #: 00 TO 00  
 BILL #      S-D      ADJ      ASSM      EXEMP      CODE COC      DATE-PAID      MON TP      OVR      BATCH      TRANS#      TERM#      NAME      PLAN

-12,515.40  
 14,562.94  
 -27,078.34

TOT YR 2023      0      0      0  
 -12,515.40  
 14,562.94  
 -27,078.34

TOT CUR/YR COLL.      0      0      0  
 -12,515.40  
 14,562.94  
 -27,078.34

TOT ACTIVE ONLY      0      0      0  
 -12,515.40  
 14,562.94  
 -27,078.34

GRAND TOTAL      0      0      0  
 -12,515.40  
 14,562.94  
 -27,078.34



TRASH COLLECTIONS 07/1-9/30/2024

REFUNDS

PUTNAM- COLLECTOR OF REVENUE

MONTHLY SUMMARY REPORT BY BILLING YEAR  
 Condition: Year From: 2023 TO 2023  
 Recap Option: Year Type S-D  
 CASH: TOWN Date: 10/15/2024 Pay Date: 07/01/2024 To 09/30/2024 Time: 16:05:20 Page: 4  
 District: All Term# Total Only: YES Bill Type: 11 TRASH Susp/Credit: ALL Cycle #: 00 TO 00

BILL #	TOWN Gross	INTEREST Exempt	LIEN Net	FEEES	Tax	BIINT	TOTAL	DATE PAID	K	TP	OVR	BATCH	TRANS#	TERM#	NAME
TOT TRASH	-175.00	0.00	0.00	0.00		0.00	-175.00								
TOT YR 2023	-175.00	0.00	0.00	0.00		0.00	-175.00								
TOT CUR/YR COLL.	-175.00	0.00	0.00	0.00		0.00	-175.00								
TOT ACTIVE	-175.00	0.00	0.00	0.00		0.00	-175.00								
GRAND TOTAL	-175.00	0.00	0.00	0.00		0.00	-175.00								
TOT REFUNDS	-175.00	0.00	0.00	0.00		0.00	-175.00								
TOWN CURRENT:		-175.00	BACK :		0.00										
DIST CURRENT:		0.00	BACK :		0.00										

RECEIPT TOTAL -175.00  
 CASH TOTAL 0.00  
 CHANGE TOTAL 0.00  
 -----  
 CASH BALANCE 0.00  
 CHECK TOTAL 0.00  
 CREDIT TOTAL 0.00  
 DEBIT TOTAL 0.00  
 DEPOSIT TOTAL -175.00 \*\*\* (EXCLUDE CREDIT AND DEBIT CARD)  
 -----  
 DEPOSIT TOTAL -175.00

## TOWN CLERK'S QUARTERLY REPORT

July 2024 – September 2024

The Putnam Town Clerk's office has collected approximately \$185,980.30 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 389 land recordings totaling:	\$160,104.80
Including State Conveyance Tax of:	\$ 96,451.50
And Town Conveyance Tax of:	\$ 29,909.30

(69 transfers of property representing \$11,504,720.00 in real estate transactions)

Issued: 989 certified copies of vital records (103 via the online portal - \$2,3600 plus postage fees of \$89)	\$ 18,700.00
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Copies (land records and maps):	\$ 2,209.50
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Miscellaneous, Notary, Liquor permits, vendor permits, burial and cremation permits, trade names, H & F licenses	\$ 2,145.00
Issued 8 marriage licenses	\$ 400.00

Dog Licenses: 102 dog licenses issued (406 so far in the new licensing year)	\$ 1,232.00
--	-------------

This office has registered Births/Marriages/Deaths - 145  
(88 births, 49 deaths and 8 marriages – this does not include adoptions,  
legal name changes and any other corrections/amendments to vital records)

In addition, approximately 116 notarizations were done for the local community.

Recent and upcoming events:

- I attended a weeklong educational academy at Plymouth State University with the International Institute of Municipal Clerks (IIMC). Classes included leadership topics, business writing, crisis communication, intro to law, personnel management, media relations, project management, IT skills, and public administration. I earned 22 points (44 classroom hours) towards a Certified Municipal Clerk designation with IIMC. Half of those points will also count towards Master Clerk certification with the Connecticut Town Clerks Association.
- Windham County Clerks hosted the Fall Connecticut Town Clerks conference in September. This involved a year-long planning schedule coordinated by me as the Windham County Vice President. It was a large project and we are so glad we only have to do this every 4 years.
- I was invited to be on a panel of 12 clerks from around the state to meet with the Secretary of the State to discuss the new no-excuse absentee ballot law that is proposed on this year's ballot. We will participate in roundtable discussions to provide input from Connecticut clerks on the most effective methods for using our ballot issuing software while complying with relevant laws. The goal is to develop a comprehensive plan that can be presented to the State legislature for guidance when drafting new legislation.

## AGENDA ITEM COVERSHEET

**Date for Consideration: Oct. 21, 2024**

**Item:** Request Approval to Proceed with Preparing Bid Documents to Furnish and Install Mobile Home Unit Project(s) for Putnam EMS use, with an upper limit construction budget of \$175,000

**Submitted by:** Elaine Sistare, Town Administrator; Mary Ann Chinatti, ECD Director

**Town Attorney Review Required: N/A**

**Staff Recommendation:** Based on Putnam EMS' input regarding high priority for fast short-term solution, approve support for funding request.

Note that while the BOS may choose to approve ARPA funds for this cost, depending on the remaining allocation, to fund the total \$175,000; Board of Finance approval likely will also be required.

**Board Action Required:**

Approve moving forward with preparation of Invitation to Bid(s), with expected funding to be determined prior to Advertisement. Following Receipt of Bids, additional approval requests may be applicable.

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

- Sample Mobile Home/Information, floor plan and quote (2-pages)
- Cost estimate for Mobile Home and installation (1 page)
- Summary of ARPA Obligations to Date (1 page)

**Financial Summary:**

See attached table with various components of cost estimates and contingency. Total calculated not-to-exceed of \$175,000.

Resale value notes: Generally, these units depreciate 3% per year, although double wide units hold their value better than single wide units. Resale value decreases with move and setup requirements, which will be applicable to this project. Note that higher priced models do not hold their resale value as much as lower value models.

44'-0"



26'-8"

1644425P01  
3 BEDROOM 2 BATH  
1173 SQ. FT. - CONDITIONED

06-17-2023  
2044-027901 DWG



877-714-6390

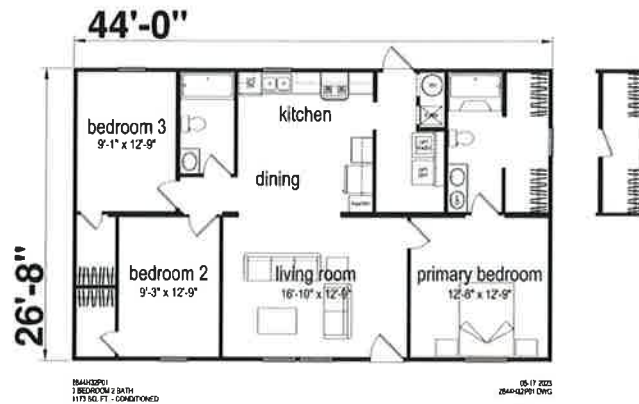
Connecticut

Se habla español

# Home Estimate

## Mesa

3 bed / 2 bath - New Double Wide ID 1874



## Standard Features

### General

- Unitized Construction
- HUD Code
- 30 lb roof load standard
- Thermal Zone 3 standard
- Wind Zone 1 standard

### Electrical

- 200 amp load center
- Exterior receptacles and switches x1
- Interior receptacles and switches, white
- Phone Jacks: None
- AC Conduit

### HVAC

- Heat: Electric
- Furnace
- Ductwork: In Floor
- Metal Duct

**Total**  
\$88,727

October 2024

EMS Facility – Temporary Personnel Quarters, to include:

Component	Estimated Cost (\$)	Notes
Mobile Home Purchase	\$ 90,000	(est. delivery time: 4 – 6 mo. from order date)
Transport to Site	\$ -	Included with Purchase Price
Warranty	\$ -	1-year warranty included, no additional term to be purchased
Site Prep	\$ 5,000	Miscellaneous preparation of the site including spot pavement/ground repair and grading
Home Setup (incl. block, level and tying the home)	\$ 9,000	Say 10% of Mobile Home Purchase Price
Electrical, water and sewer, and utility connections	\$ 15,000	Placeholders: \$5k for water and sewer, \$10k for Eversource and electrician
AC Unit with install	\$ 5,000	Mobile home comes wired for an ac condenser unit
Skirting or Lattice	\$ 5,000	Placeholder amount
Ramp for one entrance	\$ 15,000	Based on cost of construction trailer ramp construction
<i>Subtotal:</i>	<i>\$ 144,000</i>	
Contingency (20%):	\$ 28,800	Allowing for additional detail development through final bidding
<i>Project Total:</i>	<i>\$ 172,800</i>	
Furniture	\$ 2,000.00	Need washer and dryer. (Mobile home comes with a water heater, furnace, stove, refrigerator, and washer/dryer hookups.)

*Project Total including Furniture:* \$ 174,800.00

\$  
**Say: 175,000.00**

Town of Putnam, CT

Summary of ARPA Fund Obligations

ARPA Original Allocation \$ 2,778,680.02

<b>Description</b>	<b>Obligation by December 2024</b>
WPCA Project	\$ 596,600.00
BOE - paraprofessionals	\$ 52,199.06
East Putnam Fire	\$ 80,288.85
800 mghz	\$ 600,000.00
Simonzi Park Concept	\$ 17,300.00
Kennedy Drive Parking Lot	\$ 1,225,913.75
SSD Generator	\$ 95,515.00
EMS Facility Conceptual Planning	\$ 14,700.00
<b>Remaining Funds to be Obligated:</b>	<b>\$ 96,163.36</b>

## AGENDA ITEM COVERSHEET

**Date for Consideration: Monday, October 21, 2024**

**Submitted by:** Mary Ann Chinatti, EDC Director

**Topic: Approval Request for two Putnam Arts Council 2025 Art events:**

- 1) Art Heist, Saturday, March 8, 2025 – to be held again at Montgomery Ward Building
- 2) Arts & Crafts Festival, Saturday, June 21 and Sunday, June 22<sup>nd</sup> 2025

**Town Attorney Review Required: N/A**

**Financial Summary: N/A**

**Staff Recommendation:** Approve dates requested, allowing for an early “call to artists” to improve exposure of the Putnam community to a variety of genres of artwork.

**Board Action Required:**

The Board is requested to consider and approve the dates as presented for each event.

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

PAC Meeting Minutes of Monday, August 26, 2024

PAC Meeting Minutes of Monday, September 23, 2024



**Town of Putnam**  
**Arts Council Meeting Minutes**  
The Putnam Arts Council held a Regular meeting on  
Monday, August 26, 2024, at 5:30pm  
In person at Putnam Municipal Complex, 200 School Street, Putnam, CT  
Community Room 112  
or via Zoom at

<https://us06web.zoom.us/j/85805295483?pwd=Fsw0TwgKnuzzofZkCNa33uYpcAHwJz.1>

Meeting ID: 858 0529 5483

Passcode: 4GpQGb

Chair Sullivan called the Meeting to order at 5:39pm.

1. Roll Call: Chair David Sullivan, Vice-chair Laura Moorehead, members Beth Johnston, Julie Reid, and via zoom member Elaine Turner.  
  
Town Reps: ECD Administrative Assistant Jackie Lefevre, ECD Director Mary Ann Chinatti.  
  
Absent: Members Carmine Angeloni
2. Approval of Meeting Minutes – Regular Meeting Minutes of July 22, 2024\*: Motion made by Vice-Chair Moorehead, seconded by Member Johnston, to include a correction in Old Business section I “in lieu of merging artists, it should read emerging artists”, to approve the minutes of July 22, 2024, motion carried.

A motion made by Vice-Chair Moorehead, to move Agenda item V, under New Business, to this point in agenda in the event the potential new council member needs to leave early, seconded by Member Johnson, motion carried. Oliver Ian Williamson was present as a potential new council member. He shared he moved to Putnam, 4 years ago and he explained his interest in joining the council. He described himself as a musician and writer; and is currently involved in the Bradley Theatre.

3. Old Business:
  - I. Scholarships/Grants 2024: Included in the agenda packet were two applications. Each application was reviewed. Each would be launched as fillable adobe documents and advertised via social media. Additionally, posters could be made to display at locations such as Quinebaug Community College and storefronts Downtown Putnam. Consensus: award \$ 500 for one scholarship and one grant; eliminate question # 1 of the grant application which asks, “Are you a Putnam resident?” The following dates were agreed to for both applications: a submittal deadline of November 30, 2024; award date of December 23<sup>rd</sup> and funding provided early January 2025. Both applications require the addition of contact information, applicants’ phone, address and email address. Vice Chair Moorehead to create poster, contact Putnam Town Crier for ad, and advertise on social media, and in the Vanilla Bean news. It was noted that the possibility of changing the December meeting date to Monday, December 16, 2024, should be considered at the November meeting due to the regular meeting falling so close to the Christmas holiday. This will be placed on the November 2024 agenda.

#### 4. New Business:

I. Arts and Crafts Festival 2025: A show of hands provided majority to move forward with a 2025 festival. A motion made by member Turner, seconded by member Johnson for the dates of 2025 Arts Festival to be Saturday, June 21<sup>st</sup> and Sunday, June 22<sup>nd</sup> motion passed. Jackie to place dates on the 2025 events schedule agenda item of Board of Selectmen for approval. The chair brought forth the idea of holding "brainstorming" team gatherings; whereby detailed items for the 2025 Festival can be shared and recommendations can be brought to the regular Arts Council Meetings for discussion and votes.

#### II. Next Projects:

i. Bus Trip: VC Moorehead shared a list of various art museums within the New England area. She added the New Britain Museum of Arts to the list. Discussion ensued on transportation. In the past, Rukstella Charter, a bus company, was utilized for trips. The company is believed to be out of business due to the failed contact attempts. Other transportation will be researched. Quinebaug Valley Community College will be contacted to inquire as to what company they use for bus trips.

ii. Art Heist 2025: last year's event was successful! Motion by member Johnston to hold Art Heist 2025 on Saturday, March 9, 2025, seconded by VP Moorehead motion passed. Comments were made on looking into a different venue and the cost of refreshments. Chair Sullivan reiterated this type of discussion could be brought up at "brainstorming" team gatherings. Jackie to ensure this event gets added to the Board of Selectmen agenda for approval also.

iii. Other: discussions were brought forward on: partnering with the Bradley Theatre, Putnam Historical Society on projects; repairing the stairway art on the stairs that lead from municipal parking lot up to Centreville Bank – have a plaque made to honor the deceased painter of that stairway art, Butterfly-Wings n Wine event, VC Moorehead/Chair Sullivan to check with Danielle, owner of Two Gold Moons if she plans to move forward with the event at a future date.

III. Business Cards: VC Moorehead designed the Arts Council business card. A sample was included in the agenda packet. The majority agreed with the design. Cards will be printed and provided to each member to pass out and provide contact information of the Arts Council.

IV. Email List/Contact Server: Chair Sullivan reported on the various email service providers. Brevo, Mail Chimp and Constant Contact. He provided various points on each email service. In conclusion, Brevo, a free service, was recommended. VC Moorehead motioned to approve Brevo, seconded by member Johnston to move forward using Brevo.

Chair Sullivan left meeting at 6:35pm

5.. Corridor Gallery:

i. Upcoming Shows: current is 5 Senses of Women, the display comes down September 30<sup>th</sup>. Next artist Jonathan Fritz will display the last quarter of 2024. The first quarter of 2025 is Tabitha Cummings with Fantasy Art. Second Quarter is Northeast CT Art Guild featuring a variety of artists; third quarter hasn't been chosen yet, it may be Carmine Angeloni with photography or Jean McNally with watercolors. VC Moorehead shared a thought came forth to host a reunion show, allowing past participants to display 2 of their favorite art pieces. A question arose as to whether or not quarterly is sufficient to display or should shorter time span be considered? Quarterly seems to work best for now inline with the number of requests.

6. Public Participation: Oliver Ian Williamson, Putnam resident, spoke further about his move to Putnam, and his interests in becoming a council member and assisting the community in the capacity of an arts council member.

6. Adjournment: \* member Johnston motioned to adjourn, seconded by member Turner, motion carried. Meeting Adjourned at 6:50 pm.

\*Vote Required

Respectfully submitted by Jackie Lefevre

# Town of Putnam

## Arts Council Meeting Minutes

The Putnam Arts Council held a Regular meeting on  
Monday, September 23, 2024, at 5:30pm  
In person at Putnam Municipal Complex, 200 School Street, Putnam, CT  
Community Room 112  
or via Zoom at

<http://us06web.zoom.us/j/8546072697?pwd=Vuho9qXPLLSm1fZWiaXXaRpvSboTb.1>

Meeting ID: 854 6072 6967

Passcode: 4E3CAA

Chair Sullivan called the Meeting to order at 5:32pm.

1. Roll Call: Chair David Sullivan, Vice-Chair Laura Moorehead, members: Carmine Angeloni, Beth Johnston and Oliver Ian Williamson.

Town Reps: EDC Administrative Assistant Jackie Lefevre, EDC Director Mary Ann Chinatti.

Absent: members Julie Reid, and Elaine Turner.

2. Approval of Meeting Minutes – Regular Meeting Minutes of August 26, 2024\*: Motion made by Vice-Chair Moorehead, seconded by member Johnston, to approve the minutes of August 26, 2024, as presented, motion carried.

EDC Director explained the need to add an agenda item under New Business. A motion made by Vice-Chair Moorehead, to add an agenda item III. under New Business to discuss Public Arts Sculpture, seconded by Member Johnston, motion carried.

3. Old Business:

- I. Scholarships/Grants 2024: VC Moorehead updated the Arts Council website to advertise available scholarship/grant applications. Town Crier quoted Laura \$ 30 per ad to be run for two weeks. Motion by member Angeloni, seconded by member Johnston to approve an expenditure up to \$ 70, motion carried. VC Moorehead shared copies of the Scholarship/Grant posters. Posters will be placed in various businesses in an additional effort to spread the word.

- II. Business Cards: VC Moorehead provided a stack of Putnam Arts Council business cards, she designed and created. Each member took a few.

- III. Upcoming Events:

- i. Date/Approval/ Insurance: Jackie to place dates, for Arts Festival and Art Heist on Board of Selectmen agenda for approval asap, check with Marcy, Rec. Dept. when she submits the annual event dates, and ensure current insurance is in place.

- ii. Art Heist dates: Saturday, March 8<sup>th</sup>, 2025. Chair Sullivan to check with Sawmill Pottery for use of space to collect the donated artwork. Member Turner to be consulted on what spaces, Downtown, displayed artwork last year, and if they wish to do so again. Jackie to ensure insurance certificate is provided to 112 Main Street building owner.

- IV. Email List/Contact Server: multiple lists to be organized and create separate artist, musician, food truck, schools/organizations, and sponsor lists.

4. New Business:

I. Next "Projects":

i. Bus Trip: VC Moorehead shared Dattco bus rental rates: a 44-seat bus- \$ 2,300 round trip example leave Putnam at 10 am, return from Worcester at 6pm: a 56-seat bus \$ 2,750. leave Putnam at 10 am leave Worcester/Boston at 6pm. Various area museums and each of their rates were discussed. Further discussion to be held. VC Moorehead to email list of current museums and transportation rates with Jackie, who will forward to all members via email.

ii. Bradley Seminars: VC Moorehead reached out to Tonya Brock, Director of the Bradley Theatre. They discussed possibilities of a cooperative quarterly workshop/seminars. Some topics for seminars are, "Myth of an Angry Black Women", Public speaking seminars; Interviews/Talks; All the pros/cons etc. Member Williamson brought forth the Bradley is currently in need of volunteers. Consensus to invite Director Brock to the January meeting. Members should brainstorm and bring back ideas for the collaborated seminars.

II. Expiring Member Terms November 30, 2024:

I. Laura Moorehead and Beth Johnston; EDC Director explained to be reappointed go on Arts Council section of the Town's website and fill out the application renewal form. This will start the process of renewing their membership.

III. Public Art Sculptures: EDC Director shared her meeting with Downtown business owner Sheila Frost. In lieu of tree replacement, on Main Street, what are the members thoughts to place public art displays? Consensus liked the idea. EDC Director to bring back further information to a future meeting.

5.. Corridor Gallery:

i. Upcoming Shows: Next artist Jonathan Fritz will be setting up his artwork the first week of October. Looking for volunteer to coordinate with Jonathan to hang his display. Member Angeloni volunteered. VC Moorehead to provide contact info for the two to coordinate. The first quarter of 2025 is Tabitha Cummings with Fantasy Art; second Quarter is Northeast CT Art Guild featuring a variety of artists; third quarter is Jean McNally Oils/ watercolors; and 4<sup>th</sup> quarter. Carmine Angeloni with photography. VC Moorehead brought up the stairway below Centreville Bank, she shared what she learned about the type of paint used, tests will be done to see how easily it will come off. Artist Lisa Andrews to contact the family of the Artists who originally painted the stairs for their thoughts.

6. Public Participation: None

7. Adjournment: \* VC Moorehead motioned to adjourn, seconded by member Angeloni, motion carried. Meeting Adjourned at 6:58 pm.

Respectfully submitted by: Jackie Lefevre, EDC Assistant

\*Vote Required

Mrs. Lisa Marie Girard

Town of Putnam CT | Generated 10/9/2024 @ 10:43 am by OnBoardGOV - Powered by ClerkBase

### Status

**Name** Mrs. Lisa Marie Girard  
**Application Date** 10/6/2024  
**Expiration Date** 10/6/2026  
**Board Member** [Lisa Marie Girard](#)  
**Status** Validated

Board	Vacancies	Status
<a href="#">Ethics Commission</a>	1	Pending

### Basic Information

**Name**  
Mrs. Lisa Marie Girard  
**Date of Birth**  
6/18/1980  
**Resume File**  
[Download](#)

### Contact Information

**Address**  
88 North St  
putnam, CT 06260  
**Yes, I am a resident**  
Yes  
**Ward/District**  
Special Services District  
**Email**  
[lgirard450@gmail.com](mailto:lgirard450@gmail.com)  
**Phone**  
[860-481-2221](tel:860-481-2221)

**What are your political party affiliations?**  
Unaffiliated

### Additional Information

#### Notes

Generated 10/9/2024, 10:43:10 AM

## AGENDA ITEM COVERSHEET

**Item:**

Request BOS approval for Water Pollution Control Authority Service Line Inventory Verification Assistance Project Funding

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

**Date for Consideration:** BOS Meeting October 21, 2024

[Note that separately, we expect to request approval from BOF on October 29, 2024. And that in November 2024, we will request the Board of Selectmen to set a Special Town Meeting date.]

**Town Attorney Review Required:** Documents, including Special Town Meeting call, have been prepared by Town's Bond Counsel in preparation of Loan Closing. Town Counsel coordination ongoing.

**Financial Summary:**

The WPCA has an ongoing project to comply with mandatory EPA lead service line inventory work. CT Department of Public Health (DPH) administers the Drinking Water State Revolving Fund (DWSRF), which this project is funded under. The total project is \$425,000; with \$296,250 subsidized as part of the DWSRF program. Therefore, WPCA is responsible for \$128,750, and the WPCA has approved funding for this project. [Note that the Original Consultant Agreement is \$170,000; with a later amendment value of \$225,000; plus legal allowance; therefore the total triggers threshold for Referendum.]

As with any Loan for WPCA (or BOE), the Town is the loan recipient. And therefore, even with WPCA funding completed allocated, the loan closing requires Town approval.

**Staff Recommendation:**

RESOLVED, that the Board of Selectmen approves and recommends that the Town of Putnam appropriate \$425,000 for costs related to the Service Line Inventory Project, utilizing various approaches to determine the composition of every water service line, and determine which service lines need to be replaced. The appropriation may be spent for engineering fees, consultants' fees, testing and other equipment, materials, administrative costs, legal fees, net interest on borrowings and other financing costs, and all other expenses related to the project or its financing; and that the Town issue bonds or notes and temporary notes in an amount not to exceed \$425,000 to finance the appropriation, all as set forth in the resolution entitled "RESOLUTION APPROPRIATING \$425,000 FOR COSTS RELATED TO THE SERVICE LINE INVENTORY PROJECT; AND AUTHORIZING THE ISSUE OF \$425,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION".

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

September 2023 Resolution and WPCA Board Minutes (4 pages)

DPH DWSRF Agreement Cover Page and Budget (2 pages)



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

**RESOLUTION**

**DRINKING WATER STATE REVOLVING FUND LOAN APPLICATION**

WHEREAS, the Town of Putnam Water Pollution Control Authority (WPCA) has applied for Service Line Inventory Verification Assistance and School and Childcare Facility Sampling Assistance at the Town of Putnam, Connecticut and

WHEREAS, the State DPH has approved said application under the Drinking Water State Revolving Fund (DWSRF); and

WHEREAS, the Town of Putnam Water Pollution Control Authority is eligible to receive subsidization for up to 75% of the cost of the Service Line Inventory work, of which the total cost is estimated to be no more than \$425,000 and

WHEREAS, the Town of Putnam Water Pollution Control Authority has set aside \$425,000 in the budget approved during Water Pollution Control Authority meeting held on September 14, 2023 to help pay for the above-named project; and

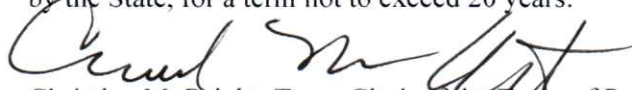
WHEREAS, the State's subsidization will be provided in the form of loan principal forgiveness and will not be repaid to the State of Connecticut in the DWSRF loan; and

WHEREAS, the DPH intends to offer term financing for the loan portion of the Town of Putnam Water Pollution Control Authority project based on the expected useful service life of the installed materials for up to 20 years; and

WHEREAS, interest rates on the portion of the loan that will be repaid by the Town of Putnam Water Pollution Control Authority are expected to be approximately half of the market rate at the time of the loan execution; now therefore be it


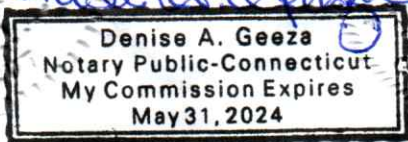
RESOLVED, that Norman B. Seney, Jr. is hereby authorized to execute and file applications, contracts and agreements on behalf of the Town of Putnam Water Pollution Control Authority with the Commissioner of Public Health for a DPH grant and loan under the Drinking Water State Revolving Fund Program; and be it further

RESOLVED, that such loan shall not exceed \$425,000 with up to 75% of that amount to be forgiven by the State, for a term not to exceed 20 years.

  
Christine M. Bright, Town Clerk of the Town of Putnam

Date: 9-25-2023

Seal/Notarized Certification:



To Be Approved  
TOWN OF PUTNAM  
WATER POLLUTION CONTROL AUTHORITY MEETING  
September 14, 2023  
Also, via Zoom:  
Meeting ID# 843 3822 6775

TOPIC		DISCUSSION	
PRESENT:		Chairman Paquin, Vice Chairman Perron, Member Dionne, Member Greene, Member Spalding	
ABSENT:		Alternate Maynard	
1.	CALL TO ORDER	Chairman Paquin	
2.	Pledge of Allegiance	Led by Chairman Paquin	
3.	PUBLIC COMMENT	none	
4.	APPROVAL OF THE MINUTES	A.	WPCA Meeting Minutes - Minutes from July 13, 2023, Meeting  Vice Chairman Perron made a motion to accept the minutes from the July 13, 2023, WPCA meeting as presented. The motion was seconded by Member Greene and passed unanimously.
5.	PETITIONS & COMMUNICATIONS	Superintendent Lynch advised the Commission that he received a letter from the Town of Pomfret regarding the Airline Trail reconstruction and improvements project.	
6.	STAFF REPORTS	A.	Finance Director Superintendent Lynch reviewed the Finance report with the Commission.
		B.	WPCA Superintendent Superintendent Lynch reviewed the WPCA Superintendent report with the Commission.

7.	Unfinished Business	A.	<p>Discussion of Installation of meter at Fire Station</p> <p>Vice Chairman Perron made a motion to charge the Fire Station and Police Department a 5/8-inch line flat rate of \$746.32, adjusted annually with rate increases. The motion was seconded by Member Dionne and passed unanimously.</p>
			<p>Vice Chairman Perron made a motion to move item 8A to 8B, and Item 8B to 8A. The motion was seconded by Member Spalding and passed unanimously.</p>
8.	New Business	A.	<p>Discussion of parameters for Tax Sales on delinquent Water &amp; Sewer accounts</p> <p>Vice Chairman Perron made a motion to set the dollar amount of delinquent bills for Tax Sales as \$2000 for residential and \$6000 for multifamily/commercial properties. The motion was seconded by Member Spalding and passed unanimously.</p>
		B.	<p>Discussion concerning water service booster pumps.</p> <p>Superintendent Lynch informed the Commission that for Fox Grove Condo's on Heritage Road, the former Superintendent agreed to replace the water service booster pumps to 26 houses, even if the ownership changed. He would like to cover the original owner and not subsequent owners.</p> <p>Vice Chairman Perron made a motion to replace the water service booster pumps for the current owners of Fox Grove Condo's and not subsequent owners. The motion was seconded by Member Spalding and passed unanimously.</p> <p>Letters will be sent to the current owners of Fox Grove Condo's informing the owners of the decision.</p>
		C.	<p>Motion to adopt a resolution regarding Drinking Water State Revolving Fund Loan Application</p>

			Vice Chairman Perron made a motion to adopt the resolution regarding the Drinking Water State Revolving Fund Loan Application. The motion was seconded by Member Greene and passed unanimously.
	9.	Policy & Procedure Considerations	None
	10.	Public Comment	None
	11.	Adjournment	Member Dionne made a motion to adjourn at 6:54 PM. The motion was seconded by Member Spalding and passed. unanimously.
			Respectfully submitted: Denise A. Geeza, Executive Assistant

AGREEMENT

DWSRF NO. 2023-5000

PROJECT LOAN AND SUBSIDY AGREEMENT  
BETWEEN THE STATE OF CONNECTICUT AND

TOWN OF PUTNAM

UNDER THE

DRINKING WATER STATE REVOLVING FUND (DWSRF) PROGRAM

Exhibit VI Budget

**DWSRF LOAN # 2023-5000 PUTNAM – LEAD SERVICE LINE INVENTORING**

Category	Contractor	Contract #	Cost	Funds from Other Sources	Subsidy	Loan	Local Share	Notes
PROFESSIONAL SERVICE	CDM Smith		395,000.00	0.00	296,250.00	98,750.00	0.00	
LEGAL FEES/CLOSING COST	Halloran Sage		50,000.00	0.00	0.00	50,000.00	0.00	
<b>Totals:</b>			<b>425,000.00</b>	<b>0.00</b>	<b>296,250.00</b>	<b>128,750.00</b>	<b>0.00</b>	

## AGENDA ITEM COVERSHEET

**Item:** Waiver of Compensation & Appraisal and Temporary Access and Construction Easements to the Town of Pomfret

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

**Date for Consideration:** October 21, 2024

**Town Attorney Review Required:** Yes, Town Counsel review of prepared documents.

**Financial Summary:**

Not applicable.

**Staff Recommendation:**

Approve execution by Mayor Seney.

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

- Waiver of Compensation & Appraisal, with Exhibit A as Temporary Access and Construction Easements (8 pages)
- Map of Easement dated September 2024 (1 page)

**WAIVER OF COMPENSATION & APPRAISAL**

**Whereas, the Town of Putnam** will be granting to the **Town of Pomfret** certain temporary access and easement rights to facilitate the undertaking of construction activities and improvements to areas of the Airline Trail that are located in the Town of Putnam on lands owned by said Town, as more particularly set forth and described in a certain grant of Temporary Access and Construction Easements, a copy of which is hereafter attached as Exhibit A; and

**Now Therefore, the Town of Putnam** does hereby acknowledge and confirm that said Town is waiving the right to an appraisal and the right to any and all just compensation for said granting of the temporary access and construction easement rights to the Town of Pomfret as set forth in said Exhibit A, attached hereto.

**The Town of Putnam**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Hon. Barney Seney, Mayor

# EXHIBIT A

## TEMPORARY ACCESS AND CONSTRUCTION EASEMENTS

THE TOWN OF PUTNAM  
to  
THE TOWN OF POMFRET

TO ALL PEOPLE TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

WHEREAS, the TOWN OF POMFRET, has obtained certain grant funding from the State of Connecticut, to facilitate the construction and reconstruction of accessibility improvements within areas of the 'Airline Trail' that are located on lands owned by the Town of Putnam (the "Airline Trail Improvements") so-called, as set forth and depicted as the 'Temporary Construction Easement Area', on a certain plan to be filed in the Putnam Town Clerk's Office, entitled, "Compilation Plan, Town of Putnam, Map Showing Easement Acquired from the Town of Putnam by the Town of Pomfret, Airline Trail Reconstruction and Accessibility Improvements" Dated: February 2024, Scale: 1"=100', and Prepared by: Scott A. Hill, P.E." (the "Plan"), and as more particularly set forth and described in Schedule A, attached hereto ( the "Trail Easement Areas"; and

WHEREAS, to facilitate the performance of said Airline Trail Improvements work, by the Town of Pomfret, it will be also necessary to install a temporary construction accessway and temporary sedimentation and erosion control systems within additional areas of said land of the Town of Putnam, as shown on said Plan (the "Appurtenant Trail Easement Areas");

WHEREAS, to facilitate the performance of said Airline Trail Improvements by the Town of Pomfret, the Town of Putnam is willing to grant certain Temporary Access and Construction Easements to the Town of Pomfret as hereinafter set forth.

KNOW YE, that the TOWN OF PUTNAM, a Connecticut municipality located in the County of Windham and State of Connecticut (the "Grantor"), for the consideration of One Dollar (\$1.00) and/or other good and valuable consideration, received to its full satisfaction of the TOWN OF POMFRET, a municipality located in the County of Windham and State of Connecticut (the "Grantee"), does hereby give, grant, bargain, sell and confirm unto the said Town of Pomfret, and to its successors and/or assigns forever;



A Temporary Access and Construction Easement over the Trail Easement Areas, for purposes of construction and reconstruction of said Airline Trail Improvements, and for access over and across the Appurtenant Trail Easement Areas for purposes of access and the installation of sedimentation and erosion control systems as necessary and required for the performance of said improvements to said Arline Trail by the Grantee.

Upon completion of said work within the Trail Easement Areas, the Grantee shall cause all temporary construction equipment and unused materials to be removed and all areas disturbed during the performance of said work to be restored, regarded and reseeded ( the "Restoration Work" ).

Upon completion of said Airline Trail Improvements and Restoration Work, and written acknowledgement of the same, by the Grantor, the Temporary Easement Rights as herein set forth and granted will terminate.

The Grantee will indemnify and hold the Grantor free and harmless from any liability for injury or loss to persons or property of the Grantor, or others, that may occur during the performance the improvements to the said Airline Trail as provided herein. The Grantee shall also be responsible for obtaining any and all permits required, if any, for the undertaking of said work, and for compliance with any applicable state or local land use regulatory requirements.

The Grantee shall all be responsible for obtaining any required approvals for the contemplated work to be performed over and across areas located within either the Trail Easement Areas, or the Appurtenant Trail Easement Areas, which are subject to any existing easement rights or record for the benefit of The Connecticut Light and Power Company.

The Grantor herein reserves to itself, its successors and assigns, the right to continue to use the Easement Area for any uses and purposes which are not inconsistent with, and which shall not interfere with, the temporary use thereof by the Grantee, its successors and assigns, in fulfilling the purposes for which this right of way and easement are granted.

TO HAVE AND TO HOLD the above temporary easements, and other covenants and agreements, privileges, authority, and obligations unto the respective parties hereto, its successors and assigns forever, to its and their own proper use and behoof.

IN WITNESS WHEREOF, the undersigned has hereunto set his hand and seal this day of \_\_\_\_\_, 2024.

Signed, Sealed and delivered  
in the presence of:

**The Town of Putnam  
Grantor**

\_\_\_\_\_  
Witness:

BY: \_\_\_\_\_

\_\_\_\_\_  
Witness:

**The Town of Pomfret  
Grantee**

\_\_\_\_\_  
Witness:

BY: \_\_\_\_\_

\_\_\_\_\_  
Witness:

STATE OF CONNECTICUT

ss. Putnam

County of Windham

On this the            day of            , 2024, before me,            , the undersigned officer, personally appeared Barney Seney, who acknowledged himself to be the Mayor of the Town of Pomfret and that he as such officer being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Town by himself as such officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
/Notary Public  
My Commission Expires:

STATE OF CONNECTICUT

ss. Pomfret

County of Windham

On this the            day of            , 2024, before me, Edwin C. Higgins, III, the undersigned officer, personally appeared Maureen Nicholson, who acknowledged herself to be the First Selectwoman of the Town of Pomfret and that she as such officer being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Town by herself as such officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Edwin C. Higgins, III  
Commissioner of the Superior Court

## SCHEDULE A

A certain parcel of land situated in the Town of Putnam, County of Windham and State of Connecticut being more particularly bounded and described as follows:

Beginning at a point along the easterly property line of land of now or formerly Slyvia Hawkins Revocable Intervivos Trust, approximately 79 feet from and perpendicular to station 338+57 of the Construction Baseline for State Project No. 111-126;

thence running approximately 195 feet in a southeasterly direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 579 feet in a southeasterly direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 314 feet in a southeasterly direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 256 feet in a southeasterly direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 188 feet in a southeasterly direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 170 feet in a southeasterly direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 160 feet in a southeasterly direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 35 feet in a southeasterly direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 127 feet in a southerly direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 171 feet in a southwesterly direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 179 feet in a southerly direction along remaining land of the Town of Putnam to a point;

thence running approximately 92 feet in a southeasterly direction along a curve with a radius of 45 feet along remaining land of the Town of Putnam to a point;

thence running approximately 316 feet in a northeasterly direction along remaining land of the Town of Putnam to a point along the westerly street line of Kennedy Drive;

thence turning and running approximately 38 feet in a southerly direction along the westerly street line of Kennedy Drive to a point on the westerly street line of Kennedy Drive and remaining land of the Town of Putnam;

thence turning and running approximately 361 feet in a south westerly direction along remaining land of the Town of Putnam to a point at the northeast corner of remaining land of the town of Putnam and land now or formerly of YMCA;

thence running approximately 36 feet in a westerly direction along land now or formerly of YMCA to a point;

thence turning and running approximately 55 feet in a northwesterly direction along remaining land of the Town of Putnam to a point;

thence running approximately 68 feet in a northerly direction along a curve with a radius of 63.5 feet along remaining land of the Town of Putnam to a point;

thence turning running approximately 102 feet in a northeasterly direction along remaining land of the Town of Putnam to a point;

thence running approximately 102 feet in a northern direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 140 feet in a northeasterly direction along remaining land of the Town of Putnam to a point;

thence running approximately 110 feet in a northern direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 201 feet in a northwesterly direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 168 feet in a northwesterly direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 162 feet in a northwesterly direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 279 feet in a northwesterly direction along remaining land of the Town of Putnam to a point;

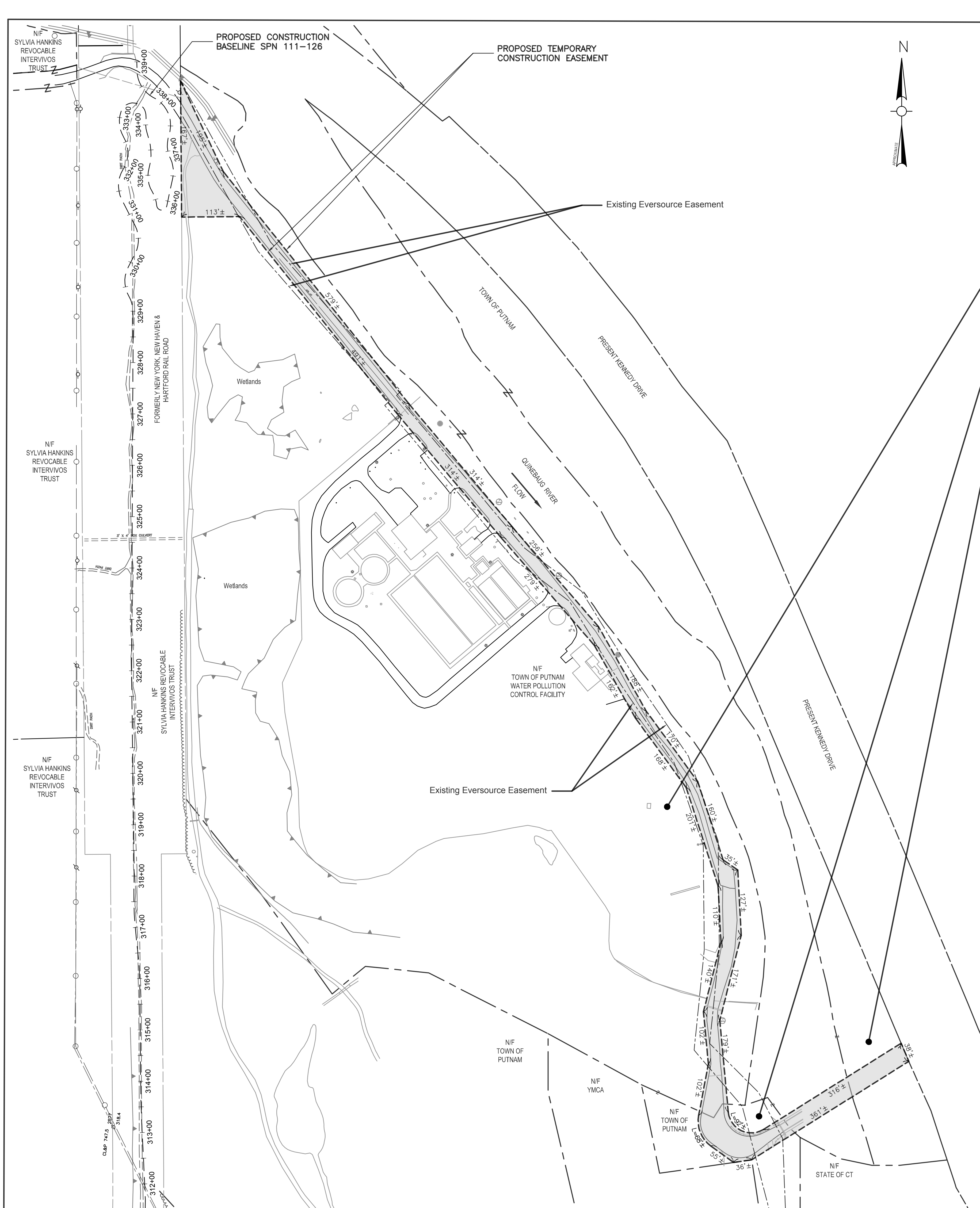
thence turning and running approximately 314 feet in a northwesterly direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 491 feet in a northwesterly direction along remaining land of the Town of Putnam to a point;

thence turning and running approximately 113 feet in a westerly direction along remaining land of the Town of Putnam to a point at the northeast corner of now or formerly Sylvia Hawkins Revocable Intervivos Trust.

thence turning and running approximately 167 feet in a northern direction along easterly land of now or formerly Sylvia Hawkins Revocable Intervivos Trust to the point of beginning.

Being more particularly bounded and described on a certain plan to be filed in the Putnam Town Clerk's Office entitled: "Compilation Plan, Town of Putnam, Map Showing Easement Acquired from the Town of Putnam by the Town of Pomfret, Airline Trail Reconstruction and Accessibility Improvements" Dated: February 2024, Scale: 1"=100', and Prepared by: Scott Hill, P.E.



**TOWN OF PUTNAM**

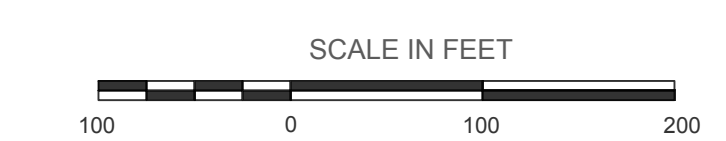
CONSTRUCTION EASEMENT FOR THE PURPOSE OF PROVIDING CONSTRUCTION ACCESS AND DELIVERY AND REMOVAL OF MATERIALS FOR THE CONSTRUCTION OF THE AIR LINE TRAIL RECONSTRUCTION AND ACCESSIBILITY IMPROVEMENTS ALONG THE TOWN OF PUTNAM WPCA ACCESS ROAD FROM KENNEDY DRIVE. TO INCLUDE INSTALLATION OF CONSTRUCTION ENTRANCE AND TEMPORARY SEDIMENTATION AND EROSION CONTROL SYSTEM. CONSTRUCTION EASEMENT TAKEN UNDER THIS PARAGRAPH WILL BE RESTORED BY REMOVING ALL TEMPORARY CONSTRUCTION EQUIPMENT AND BY GRADING, SEEDING AND RESTORING DISTURBED AREAS. SAID EASEMENT WILL BE EXTINGUISHED UPON COMPLETION OF THE PROJECT, UNLESS SOONER EXTINGUISHED BY BOTH TOWNS.

TOWN PARCEL - ASSESSOR MAP 37 LOT 81 AREA = 81,996 +/- SQ.FT.  
 TOWN PARCEL - ASSESSOR MAP 37 LOT 88 AREA = 10,160 +/- SQ.FT

[Town of Putnam grants to The Connecticut Light and Power Company an Electric Distribution Easement as described in Document 334 Volume 755 Pgs. 142-143 and more particularly described in the map referenced below]

**NOTES:**

- THIS SURVEY AND MAP HAS BEEN PREPARED IN ACCORDANCE WITH SECTIONS 20-300B-1 THRU 20-300B-20 OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES - "MINIMUM STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS ENDORSED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. IT IS A COMPILATION PLAN AND IS INTENDED TO BE USED TO DEPICT THE LIMITS OF ACQUISITION FOR THE PROJECT REFERENCED HEREON. THE FEATURES DEPICTED HEREON ARE THE RESULT OF FIELD LOCATION SURVEYS AND OTHER SOURCES. THE STREET LINES AND THE PROPERTY LINES DEPICTED CONFORM TO CLASS D ACCURACY. THEY HAVE BEEN COMPILED FROM VARIOUS SOURCES AND ARE NOT TO BE CONSTRUED AS BEING OBTAINED AS THE RESULT OF A FIELD SURVEY, NOR DO THEY REPRESENT A PROPERTY/BOUNDARY OPINION.
- NORTH IS BASED UPON THE CONNECTICUT COORDINATE SYSTEM (NAD 1983), ESTABLISHED WITH G.P.S.
- REFERENCE IS HEREBY MADE TO THE FOLLOWING MAPS:
  - A. CONSTRUCTION PLANS ENTITLED: "AIR LINE TRAIL RECONSTRUCTION AND ACCESSIBILITY IMPROVEMENTS - STATE PROJECT NO. 111-126"
  - B. CL&P EASEMENT MAP: "CL&P File No. E4152 Compilation Plan Map Showing Easement Area to be Granted to The Connecticut Light and Power Company Across the Property of the Town of Putnam and The YMCA of Metropolitan Hartford, Inc. Kennedy Drive Putnam, CT Dated January 30, 2015 Scale 1" = 50' Sheet: 1 through 3 of 3"



TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

DRAWN BY	MM
DATE	9/13/24
CHECKED BY	NSD
DATE	9/13/24

DATE	REVISION	REQ.BY

VOID WITHOUT LIVE SIGNATURE AND EMBOSSED SEAL	
PROJECT NO.	111-126
SERIAL NO.	1
TITLE	
SHEET	1 OF 1
DATE	

**COMPILATION PLAN**  
**TOWN OF PUTNAM**  
 MAP SHOWING EASEMENT ACQUIRED FROM  
**THE TOWN OF PUTNAM**  
 BY  
**THE TOWN OF POMFRET**  
**AIR LINE TRAIL RECONSTRUCTION AND ACCESSIBILITY IMPROVEMENTS**  
 SCALE 1" = 100'  
 SCOTT A. HILL, P.E.  
 SEPTEMBER 2024  
CHIEF ENGINEER - BUREAU OF ENGINEERING AND CONSTRUCTION