

MAYOR AND SELECTMEN'S MEETING AGENDA

November 18, 2024 @ 7:00 PM

Putnam Municipal Complex, Room 109

200 School Street, Putnam, CT

Also available via Zoom:

Join Zoom Meeting

<https://us06web.zoom.us/j/87572691177>

Meeting ID: 875 7269 1177

• +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 November 4, 2025, Mayor and Board of Selectmen Meeting
5. Petitions & Communications
6. Reports of Special Committee
7. Reports of Standing Committee
  - A. General Government Committee
8. Town Administrator Report
9. Unfinished Business
  - A. EMS Update
10. Grant Considerations and Updates
11. New Business
  - A. Set the date for Public hearing, Special Town Meeting, adjourn to Referendum for WPCA Service Line Inventory Project
  - B. Request for Building Permit fee waivers for (1) Elementary School HVAC Project, (2) Middle School HVAC Project, and (3) Elementary School Roof Replacement Project
12. Public comment – 3 minute maximum per person

13. Executive Session – Potential Claim

14. Adjournment

Mayor and Board of Selectmen's  
Meeting 11/4/2024 at 7:00 PM  
Also Available via Zoom:  
Meeting ID: 881 7789 8591

TOPIC		Discussion
PRESENT:		Mayor Seney, Deputy Mayor Simmons, Selectman Hayes, Selectman Paquin, Selectwoman Marion, Selectman Pempek, Selectwoman Marion
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 Mayor Seney
3.	Public Comment	3 Minute Maximum per person
4.	Approval of the Minutes	A. Minutes from October 21, 2024, Mayor and Board of Selectmen's Meeting.  Selectman Paquin made a motion to approve the minutes of the October 21, 2024, Mayor and Board of Selectmen's Meeting as presented. The motion was seconded by Selectman Pempek and passed unanimously.
5.	Petitions & Communications	None
6.	Reports of Special Committees	None
7.	Reports of Standing Committees	A. General Government Committee Nothing to report
8.	Unfinished Business	A. EMS Update The Ad Hoc Committee will meet on Wednesday at 3:00 to review the engineers survey and review options.
9.	Grant Considerations & Updates	None
10.	New Business	A. 2025 Meeting Schedule Selectman Pempek made a motion to approve the 2025 Mayor and Board of Selectmen's meeting schedule. The motion was seconded by Selectman Paquin and passed unanimously.  Deputy Mayor Simmons made a motion to add item 10.D, considering the appointment of Thomas Goyette to the Board of Education to the agenda. The motion was seconded by Selectman Paquin and passed unanimously.  B. Consider the reappointment of Dawn Dionne to the WPCA Commission, with a term to expire, 11/30/2029.

		<p>Selectman Hayes made a motion to approve the reappointment of Dawn Dionne to the WPCA commission, with a term to expire 11/30/2029. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>C. Accept the resignation of Peter Pezanko from the Recreation Commission. Selectman Pomes made a motion to accept the resignation of Peter Pezanko effective December 31, 2024, with regret. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>D. Consider the appointment of Thomas Goyette to the Board of Education. Selectman Paquin made a motion to appoint Thomas Goyette to the Board of Education with a term to expire 12/2/25. The motion was seconded by Selectman Pempek and passed unanimously.</p>
11.	Public Comment	<p>3 minute maximum per person. None</p>
12.	Executive Session	<p>Highway/Parks &amp; Grounds Union Negotiations, Real estate lease negotiations.</p> <p>Deputy Mayor Simmons made a motion to recess the Mayor and Board of Selectmen's meeting at 7:05 PM to go into Executive Session for the purpose of Highway/Parks &amp; Grounds Negotiations, inviting in Town Administrator Sistare, and to go into Executive Session for the purpose of Real estate lease negotiations, inviting in Town Administrator Elaine Sistare, Norm Perron, Doug Cutler, Abe Walker, Tom McGurl and Tammy Szyrka. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>The Board came out of executive session for the purpose of real estate lease negotiations at 7:58 PM. The Board started executive session for the purpose of Highway/Parks &amp; Grounds Negotiations at 7:59 PM. The Board reconvened the Mayor and Board of Selectmens meeting at 8:08 PM.</p> <p>Deputy Mayor Simmons made a motion to accept the Union Highway/Parks &amp; Recreation agreement as presented. The motion was seconded by Selectman Pempek and passed unanimously.</p>
13.	Adjournment	<p>Selectman Paquin made a motion to adjourn at 8:09 PM. The motion was seconded by Selectman Pempek and passed unanimously.</p>
		<p>Respectfully submitted: Denise A. Geeza, Executive Assistant</p>

**Town Administration**

**Contract Updates**

- Received DOT approval for School St Sidewalks to Mather Construction; and DOT approval for Danco Drive Bridge to NJR Construction LLC. Contracts being distributed for execution by Contractors and Mayor. Inspection during Construction by Turner Consulting and CDM Smith, respectively.
- Contract for Conceptual Track Improvements to CHA executed for \$28k.

**Recent**

- MSW and Recycling transition with Casella. Letters from Casella to some customers for cart size swap, and outstanding cart pickup.
- Attended onsite Redevelopment Meeting at expected Town purchase of portion of Sawdust property. ECD office has received ECD Commission approval to use ECD funds for design; and will also apply for a 50/50 grant for the design work.
- EMS Facilities: continued meetings of Ad-Hoc Committee, reviewed and commented on architect and engineer program layouts of Church Street build-out. Mobile home concept tabled as other locations and options are explored.
- Finalized Union Agreement for Highway and Parks & Grounds Unit. Scheduled WPCA initial meeting for December.
- Advertised for Recreation Director position, with several interviews. No successful position agreement, continue advertising with additional interviews tentatively planned.
- For WPCA lead service line inventory, received BOS and BOF approvals, planning for Referendum and Loan Closing.
- St Marie Greenhalgh Track Improvements Project: prepared and executed contract with CHA for survey, coring analysis, and conceptual design and cost estimate.
- Modified Registrar procedures and employment terms, based on Registrar request for calendar year 2024 modifications to election worker status.
- Danco Drive Bridge, requested and received approval to award from State DOT.
- School Street Sidewalks, received 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. Per BOE request, asking Selectmen to waive permit fees to Town.

**Upcoming**

- Ongoing: MSW Contract and coordination of program with Revenue Office and Casella, including quality assurance checks between databases.
- EMS Facilities: Continued coordination with engineer and architect on Church Street facility options, including cost of what would be a full new facility at that site. In addition, discussions regarding either interim or permanent alternative facilities.
- Interviews and possible candidate selection for Recreation Director position.
- Hold Meeting 1 of WPCA Unit negotiations.
- WPCA lead service line inventory: hold Special Town Meeting and Referendum.
- Tech Park Real Estate Transactions and Associated Agreements with the Four Party Land Exchange Agreement - upcoming execution after finalizing property descriptions. Property closings and excavation applications expected in months following Four Party Agreement execution.
- Transfer Station: Pomfret has held bulky waste days for their residents. Putnam intends Spring 2025 bulky waste days at Pomfret. Future MOU for cost sharing and operational components.
- Same as last month: 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**

- School Street Sidewalks projects: Received DOT approval to award and preparing Executed Contract with Mather Construction.

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Kennedy Drive Parking Improvements: Met with design engineer J&D and Contractor B&W Paving to discuss upcoming activities due to B&W schedule availability. Expect some work this Fall 2024. Finalized scope and agreement with Turner Consulting for construction inspection and materials testing.

- [Ongoing: Highway has various additional paving projects seasonally.]

**Upcoming**

- School Street: Contract Award, LOTCIP has released Project Authorization and Funds.
- Highway Department various throughout town.

**Bridges**

**Recent**

- Danco Drive Bridge: Contract award to NJR, with CDM Smith providing engineering services during construction and onsite inspection. Expect Spring 2025 construction start.

- Same as last month: 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.

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Same as last month/Ongoing: Received Commitment to Fund for State DOT for the state's new 100% funded program, including Bridges E Putnam over Cady Brook and Chase Road over Cady Brook, with possible Rhode Island Road over Mary Brown Brook also eligible. Working with NECCOG to consider modifying road classification to hopefully get East Putnam over Mary Brown Brook also eligible for 100%.

- [Note Highway Department continues to complete minor repairs that were identified on previous inspections (spalling repair, guiderail repair).

**Upcoming**

- Ongoing: Working with consultants, DOT, NECCOG for long-term planning of Town bridge improvements. Determine which remaining under 20-ft span bridges remain to be inspected; begin planning for schedule of improvements.

- Danco: Contract finalization, submittal review and spring 2025 construction start.

- 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**

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Same as last month: Tennis Courts on Church St: reviewing other municipal recent examples and considering options for contractors for paving, painting/striping. Fence replacement expected by Killingly Fence.

- Track Improvements: Finalized conceptual design Agreement with CHA. Expect first efforts to be survey and coring of existing track to determine extent of subbase materials and condition.

- 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.
- 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 deliverable of 60% received in October 2024.
- Air Line Connection between Putnam and Thompson: Land Use and ECD leading, held kickoff meeting with Barton & LoGiudice.

**Upcoming**

- Tennis courts: pricing and contract preparation for Spring 2025 construction.
- Track Improvements: engineer onsite survey and cores. Upcoming cost estimate and request for BOF approval(s).
- Possible response from DOT regarding our Spring 2024 application for the Transportation Alternatives Program to extend the trail system from the Air Line and River Trail south towards and into Killingly.
- Ongoing: Air Line Trail towards Thompson: Consultant 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**

- 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: Received approvals from the Board of Selectmen and Board of Finance necessary for closing with DPH for lead service line inventory. Expect December 2024 Special Town Meeting adjourned to Referendum. Loan Closing will follow.
- Same as last month: 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**

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

**Conferences and Training**

**Recent**

- CCMO certification requirements. Ongoing annual credits required.

**Upcoming**

- CCM webinars
- CCM Annual Meeting December 3rd (many Town employees will be recognized for their recent CCMO certifications.)
- CCM Legislative Meeting December 4th.

**AGENDA ITEM COVERSHEET**

**Item 9B Set the Date for Public Hearing, Special Town Meeting,  
Adjourned to Referendum**

**Item Submitted by: Elaine Sistare**

**Date: 11/18/2024**

**Legal advice required: documents prepared by USDA Attorney**

**Item Summary: As presented and approved at the Board of Selectmen's meeting on October 21, 2024, and at the Board of Finance meeting on October 29, 2024, a public hearing, special town meeting and adjournment to referendum is required for this project. The Town of Putnam will appropriate \$425,000 for costs related to the service line Inventory Project.**

**Financial Summary:**

**Staff Recommendation:**

**Set the date of public hearing, December 2, 2024 at 6:30 PM, Special Town Meeting, December 2, 2024 at 6:45 and adjourn to referendum on December 10, 2024 from 12:00 pm – 8:00 pm**

**Board Action Required:**

**Set the date of public hearing, December 2, 2024 at 6:30 PM, Special Town Meeting, December 2, 2024 at 6:45 and adjourn to referendum on December 10, 2024 from 12:00 pm – 8:00 pm**

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

**Minutes from Mayor and Board of Selectmen**

**Meeting**

**Minutes from Board of Finance Meeting**



Mayor and Board of Selectmen's Meeting  
 Minutes of October 21, 2024  
 Also Available via Zoom:  
 Meeting ID: 839 3883 9630

TOPIC		Discussion
PRESENT:		Mayor Seney, Deputy Mayor Simmons, Selectman Hayes, Selectman Pomes, Selectman Pempek, Selectwoman Marion, Selectman Paquin
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 Mayor Seney
3.	Public Comment	None
4.	Approval of the Minutes	A. Minutes from October 7, 2024, Mayor, and Board of Selectmen's Meeting  Selectman Pomes made a motion to approve the minutes from the October 7, 2024, Mayor and Board of Selectmen's Meeting as presented. The motion was seconded by Selectman Paquin and passed unanimously.
5.	Petitions & Communications	A. Board of Finance meeting of Monday, October 28, 2024, cancelled and reschedule to Tuesday, October 29, 2024.  B. Email regarding Fossil Fuel  Selectman Pomes made a motion to table this issue. The motion was seconded by Selectman Hayes and passed unanimously.
6.	Reports of Special Committees	None
7.	Reports of Standing Committees	A. General Government Committee.  Nothing to report at this time
8.	Town Administrator Report	Town Administrator Sistare reviewed her report with the Board.
9.	Staff Quarterly Reports	Staff Quarterly Reports were included in the agenda packet and reviewed.
10.	Unfinished Business	A. EMS Update  Members of the Ad Hoc Committee discussed information from a proposal on a mobile home trailer as an option for EMS. The discussion

		<p>ensued regarding waiting for the engineering study to come in prior to making a decision.</p> <p>Selectwoman Marion made a motion to table the issue until a future meeting, when additional information would be available. The motion was seconded by Selectman Pomes and passed unanimously.</p>
11.	Grant Considerations and Updates	None
12.	New Business	<p>A. Arts Council 2025 Arts Events</p> <p>Selectman Paquin made a motion to approve the Arts Council 2025 Arts Events as presented. The motion was seconded by Deputy Mayor Simmons and passed unanimously.</p> <p>B. Consider the appointment with Lisa Marie Girard (U) to the Ethics Commission.</p> <p>Deputy Mayor Simmons made a motion to appoint Lisa Marie Girard (U) to the Ethics Commission, with a term to expire 11/30/27. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>C. WPCA- Service Line Inventory resolution approval.</p> <p>Deputy Mayor Simmons made a motion to approve the resolution below, as presented. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>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 SERICE LINE INVENTORY PROJECT; AND AUTHORIZING THE ISSUE OF \$425,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION'.</p> <p>D. Waiver of Compensation &amp; Appraisal and Temporary Access and Construction Easements to the Town of Pomfret.</p> <p>Selectman Pempek made a motion to approve the Waiver of Compensation &amp; Appraisal and Temporary Access and Construction Easements to the Town of Pomfret. The motion was seconded by Deputy Mayor Simmons and passed unanimously.</p>

13.	Public Comment	3 minute maximum per person
14.	Executive Session	Highway/Parks & Grounds Union Negotiations Not needed at this meeting
15.	Adjournment	Selectman Pempek made a motion to adjourn at 7:46 PM. The motion was seconded by Deputy Mayor Simmons and passed unanimously.

Special Board of Finance Minutes

October 29, 2024

Also available via Zoom:

Meeting ID # 869 2843 7990

TOPIC		DISCUSSION
PRESENT:		Chairman Coderre, Vice Chairman Clifford, Member Higginson, Member Vitale, Member Quinn, Alternates Hanlon, and Irwin
ABSENT:		Alternate Bernier
1.	Call to Order	Chairman Coderre called the meeting to order at 7:00 PM
2.	Pledge of Allegiance	Led by Member Higginson
3.	Public Participation	3 minute maximum per person None
4.	Approval of the Minutes	A. Board of Finance Meeting Minutes, September 23, 2024  Member Quinn made a motion to approve the minutes of the September 23, 2024, Board of Finance Meeting as presented. The motion was seconded by Vice-Chairman Clifford and passed unanimously.
5.	Correspondence	A. Board of Education Quarterly Report  Superintendent Rioux reviewed the BOE quarterly report with the Board. Superintendent Rioux alerted the Board that at this moment in time, special education costs are \$300,000 over budget. Superintendent Rioux also updated the Board on the HVAC and roofing projects.
6.	Town Administrator Report	Town Administrator Sistare reviewed her report with the Board.
7.	Finance Director Report	Finance Director Benway reviewed her report with the Board.
8.	Unfinished Business	None
9.	New Business	A. Revaluation update:  Assessor Corriveau presented the Board with revaluation estimates for various property types, and potential impacts to mill rates and tax amounts. The information was brought to their attention now, to aid in future budget discussions.

		<p>B. WPCA Resolution</p> <p>Vice Chairman Clifford made a motion to approve the resolution, as presented, RESOLVED, that the Board of Finance 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." The motion was seconded by Member Quinn and passed unanimously.</p>
10.	Public Comment	<p>Mayor Seney informed the Board that he is working on obtaining quotes for the track, bleachers, and scoreboards. He would like to get all the quotes together and request the use of the remaining funds in the High School Capital Improvement project for these repairs.</p>
11,	Adjournment	<p>Member Vitale made a motion to adjourn at 7:51 PM. The motion was seconded by Member Quinn and passed unanimously,</p>
		<p>Respectfully submitted: Denise A. Geeza, Executive Assistant</p>

## AGENDA ITEM COVERSHEET

**Item:** BOE HVAC Projects and Roof Replacement Project

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

**Date for Consideration:** November 18, 2024

**Town Attorney Review Required:** Not applicable.

### **Financial Summary:**

BOE Project expense. Building Permit costs are \$11.16 per \$1,000 cost; so a \$500,000 project would have about a \$5,500 building permit fee.

### **Staff Recommendation:**

Based on BOE request, recommend that Board of Selectmen approve waiving the following building permit fees:

1. Elementary School HVAC Improvements Project. Note \$778,200 low bid construction price
2. Middle School HVAC Improvements Project. Note \$475,500 low bid construction price
3. Elementary School Roof Replacement Project. Note ~\$1.5M based on estimated construction cost

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

- Per Nancy Cole email 11-13-24, "We would like to request permission to waive the fees for the PES HVAC project, the PMS HVAC project and the PES roof replacement project."