

MAYOR AND SELECTMEN'S MEETING AGENDA

December 16, 2024 @ 7:00 PM

Putnam Municipal Complex, Room 109

200 School Street, Putnam, CT

Also available via Zoom:

Town of Putnam is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/82512561826>

Meeting ID: 825 1256 1826

• +1 646 558 8656 US (New York)

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 December 2, 2024, Mayor and Board of Selectmen Meeting
5. Petitions & Communications
6. Reports of Special Committee
7. Reports of Standing Committee
 - A. General Government Committee –
 1. Schedule a meeting – Ordinance review (Jan. 21st at 6:00 PM)
8. Unfinished Business
 - A. EMS Update
 - B. ARPA
9. Grant Considerations and Updates
10. New Business
 - A. TEEG – Introduction of Executive Director - Carl Asikainen
11. Public comment – 3 minute maximum per person
12. Adjournment

Mayor and Board of Selectmen's Meeting Minutes
December 2, 2024, at 7:00 PM
Also Available via Zoom:
Meeting ID:859 0807 1677

TOPIC		Discussion
PRESENT:		Mayor Seney, Selectman Hayes, Selectwoman Marion, Selectman Pempek, Selectman Pomes, Selectman Paquin
ABSENT:		Deputy Mayor Simmons
1.	Call to Order by the Presiding Officer	Mayor Seney called the meeting to order at 7:01 PM
2.	Pledge of Allegiance	Led by Mayor Seney
3.	Public Comment	3 minute maximum per person None
4.	Approval of the Minutes	A. Minutes from November 18, 2024, Mayor, and Board of Selectmen Meeting Selectman Pempek made a motion to approve the minutes from the November 18, 2024, Mayor and Board of Selectmen meeting as presented. The motion was seconded by Selectman Paquin and passed with Selectman Pomes abstaining.
5.	Petitions & Communications	None
6.	Reports of Special Committees	None
7.	Reports of Standing Committees	A. General Government Committee – Nothing to report currently
8.	Unfinished Business	A. EMS Update Town Administrator Sistare reported that the Ad-Hoc Committee will be meeting on December 5 th . The Engineer should have a cost estimate for the meeting and results will be shared with the Board.
9.	Grant Considerations & Updates	None
10.	New Business	A. None
11.	Public Comment	3 minute-maximum per person. None

12.	Executive Session	<p>EMS Contract negotiations, Pending litigation – Cargill.</p> <p>Selectwoman Marion made a motion to go into executive session at 7:06 PM for the purpose of EMS Contract Negotiations, inviting in the East Putnam Fire Department Board of Directors, Tammy Szpyrka – Putnam EMS, Town Administrator Sistare and Attorney Rich Roberts, and following this executive session to enter Executive Session for the purpose of pending litigation – Cargill Falls, inviting in Town Administrator Sistare and Town Attorney Rich Roberts. The motion was seconded by Selectman Pomes and passed unanimously.</p> <p>The Mayor and Selectmen came out of Executive Session for the purpose of EMS Contract Negotiations at 7:43 PM. The Mayor, Selectmen, Town Administrator Sistare, and Town Attorney Rich Roberts came out of Executive Session for the purpose of pending litigation- Cargill Falls at 8:02 PM.</p> <p>No action was taken during Executive Session</p>
13.	Adjournment	<p>Selectman Pempek made a motion to adjourn at 8:03 PM. The motion was seconded by Selectman Pomes and passed unanimously.</p>
		<p>Respectfully submitted: Denise A. Geeza, Executive Assistant</p>

AGENDA ITEM COVERSHEET

Item 8A. EMS Update

Item Submitted by: Town Administrator Elaine Sistare

Date: December 16, 2024

Legal advice required: N/A

Item Summary: See Attached

Financial Summary:

Staff Recommendation:

Board Action Required:

Supporting Materials (if yes, list attachments):



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

Date: December 11, 2024

Members: Ad-Hoc Committee Members: Gloria Marion, Barney Seney, Roy Simmons, Tammy Szpyrka
Ex-Officio Members: Scott Belleville, Mary Ann Chinatti, Elaine Sistare

Subject: Putnam EMS Ad-Hoc Committee – Summary of Work and Considerations for Action by the Board of Selectmen

Topic 1: 191 Church Street Facilities

- The Engineer and Architect contracted for conceptual design and cost estimating services has completed their efforts.
- Based on the existing facility's poor condition, and the programming needs of new facilities exceeding the available size of the existing footprint, the Engineer and Ad-Hoc agreed that a new facility in the same 191 Church Street location should be prepared.
- The Engineer's deliverables include a memorandum of programming needs, sketches of layout options, and a concept cost estimate. Based on a total new construction of about 6,000 square feet, the concept cost estimate is \$6.2M.
- For now, no further action regarding new construction, as funding is not secured for that type of project. As the Town's annual Capital Improvements Plan allows, the Town will allocate and pursue continued planning level efforts along with grant applications. The planning effort may include options for permanent Town-owned facilities that can house Putnam EMS, along with potential other Town needs (Emergency Management, equipment storage).

Topic 2: Temporary / Interim Facilities at 191 Church Street location

- Options for temporary facilities at 191 Church Street were considered. We gathered information from various vendors, including construction trailers and mobile home manufacturers. Generally, construction trailers do not include showers and full kitchen components, and adding these items to construction trailers becomes cost-prohibitive. Mobile homes, with their more standard living components including full and multiple bathrooms and kitchen areas, were the more suitable choice. Initial cost estimate for a 1,200 square foot mobile home is about \$175,000; including utilities and other onsite requirements.

- The schedule for a mobile home purchase and make-ready would likely be 6+ months to include bidding, lead time and onsite setup requirements.
- Based on the expectation that Putnam EMS will successfully negotiate a lease for facilities, and that the timeline for negotiation and move-in will likely be in upcoming months, there is no need to pursue purchase and build-out of temporary facilities for 191 Church Street.

Topic 3: Options for EMS Facilities at Alternate Locations

- There are ongoing contract negotiations between Putnam EMS and another entity for possible lease of their facilities for Putnam EMS use. Following review by the Town and Board of Selectmen, the recommendation was for Putnam EMS to directly negotiate with this entity for contract specifics including duration and cost (rather than the Town being a third-party to an agreement.)
- The cost of the lease would be built into Putnam EMS' annual cost to provide services to the Town of Putnam. And Putnam EMS would prepare a revised annual cost for consideration as part of the fiscal year 2026 budget (July 1, 2025 through June 30, 2026).
- As an initial funding towards Putnam EMS and the cost of their leasing of facilities, we recommend that the Board of Selectmen consider approving use of \$88,096.90 ARPA funding for Putnam EMS. This amount would likely cover leasing costs for any months of fiscal year 2025 (through June 30, 2025) along with some months into the 2026 fiscal year (July 1, 2025 through June 30, 2026). If this recommendation is approved, a Purchase Order would be prepared for payment to Putnam EMS pending executed lease between the two parties, prior to December 31, 2024 in accordance with ARPA requirements.

Topic 4: Further Work of this Ad-Hoc Committee

- With no further ongoing business, the Ad-Hoc Committee has no need to continue regularly scheduled meetings.

AGENDA ITEM COVERSHEET

Item 8 B. ARPA

Item Submitted by: Town Administrator Sistare

Date: December 16, 2024

Legal advice required: n/a

Item Summary:

Request to obligate the remaining ARPA funds in the amount of \$88,096.90, to Putnam EMS, payable once they have a negotiated lease agreement for facilities.

Financial Summary:

Obligating the remaining ARPA funds of \$88,096.90

Staff Recommendation:

Obligate the remaining ARPA funds in the amount of \$88,096.90

Board Action Required:

Motion to obligate the remaining ARPA funds in the amount of \$88,096.90, to Putnam EMS, payable once they have a negotiated lease agreement for facilities.

Supporting Materials (if yes, list attachments):

See attached Summary of ARPA obligations

Town of Putnam, CT

Summary of ARPA Fund Obligations

ARPA Original Allocation

\$ 2,778,680.02

Description	Total funds Approved	Status	Obligation by December 2024
WPCA Project	596,600.00	Completed.	\$ 596,600.00
BOE - paraprofessionals	60,000.00	Completed, partially spent	\$ 52,199.06
East Putnam Fire	80,288.85	BOS Approved, Purchase Order approved. Partial invoice received.	\$ 80,288.85
800 mghz	600,000.00	BOS approved. Purchase Order with Marcus Communications finalized November 2024.	\$ 599,822.71
Simonzi Park Concept	17,300.00	Completed.	\$ 17,300.00
Kennedy Drive Parking Lot *	1,234,157.50	Purchase Orders for B&W Contract and CO#2, J&D Engineer, Turner Inspection.	\$ 1,234,157.50
SSD Generator	95,515.00	Purchase Order	\$ 95,515.00
EMS Facility Conceptual Planning	14,700.00	Purchase Order	\$ 14,700.00
Remaining Funds to be Obligated:			\$ 88,096.90