

Town Administration

Contract Updates

- 49 Front Street portion of property closed, now area between rail and stone wall is owned by the Town. Recent Highway Dept cleanup of brush.

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Danco Drive Bridge: fully executed contract with NJR Construction LLC of Torrington; contract value \$1,690,177.00. CDM Smith to provide construction admin and inspection services, \$277,000.

- Received DOT approval and for WPCA contract with CDM Smith for engineering design of water and sewer utility replacement for the Route 44 Retaining Wall Replacement Project (2026 or later construction). DOT will reimburse the Town up to \$276k.

- Tech Park 4-Party Agreement and associated Agreements: Fully Executed by all parties - Town, YMCA, Wheelabrator, and Rawson

Recent

- Initial preparation of FY26 budget, including general government operating revenue and expenditures budgets from all department heads. Drafting CIP, including funding sources and coordinating with Bond Counsel regarding project closeout options.

- Discussion with BOE regarding health insurance, both Town and BOE use ECHIP, and due to recent 12-months claim history, both parties projected significant increase for FY26. Upcoming months will determine whether claim trend is steady, or perhaps reduces to more typical usage.

- Held annual reviews in December for all Department Heads. Final notice of FY26 salary modifications will be following BOS approval of budget.

- Kennedy Drive Parking Lot: B&W has started onsite activities, including storm drain and stormwater treatment. Expect to continue excavation and grading efforts, with paving in Spring when asphalt plants open.

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Coordinated between Recreation and Highway Departments - as of January 6th, the three P&G maintainers are supervised by the Highway Superintendent and they work from the Fox Road location.

- MSW and Recycling by Casella. January payments due; no invoices sent (like taxes, 2 invoices in July), but a reminder postcard mailed and newspaper notice published.

- EMS Facilities: final meeting of Ad-Hoc Committee, with report to BOS submitted in December.

- Held first and second Union negotiation meeting with WPCA unit.

- Hired new Recreation Director Jimmy Callaghan, with first day of work January 6th.

- For WPCA lead service line inventory, positive vote on Referendum in December, now coordinating with Bond Counsel and DPH for steps towards Loan Closing.

- St Marie Greenhalgh Track Improvements Project: received conceptual design and cost estimate from CHA; with borings scheduled in January to determine existing sublayer conditions.

- Continued coordination with Registrar regarding individual categorization and past income; along with upcoming steps to formalize all as W-2 employees for CY 2024 and future years.

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BOE projects: BOE coordinating with CHRO for their requirements. HVAC work ongoing.

Upcoming

- FY26 Budget preparation, including Mayor's Budget presentation to Board of Selectmen.

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Ongoing: Coordination of program with Revenue Office and Casella. Review of January 2025 payments.

- EMS Facilities: Expect Putnam EMS to update in upcoming months their progress towards leasing facilities from East Putnam Fire District.

- Hold Meeting 3 of WPCA Unit negotiations.
- WPCA lead service line inventory: coordinate with Bond Counsel and DPH for closing, possibly April 2025 closing date.
- Tech Park Land Exchange Agreement - Property closings and excavation applications expected in upcoming months.
- Same as previous month: 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. Expect Revenue Office to manage Town permits and fees.
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- 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 2025 efforts.

Road and Sidewalk Improvements

Recent / Ongoing

- School Street Sidewalks projects: Executed Contract with Mather Construction; Turner Consulting will provide inspection services.
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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: Preparation for spring 2025 construction start.
- 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: Submittal review and spring 2025 construction start.
- Wicker St over Wheatons Brook: this is a corrugated metal culvert which recent inspection shows poor condition. Expect to reline the pipe in place.

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- Ongoing/same as last month: In-house minor repairs to bridges to comply with DOT inspection comments. Highway Department leading.
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- Ongoing: Expect to prioritize replacement (or repair, if eligible) of the East Putnam Road Bridge over Mary Brown Brook. (2025 or beyond construction).
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Athletic and Recreation

Recent / Ongoing

- Same as last month: 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: Considering options based on CHA's recommendations and cost estimates. Expect some reductions of scope, and/or separation into multiple projects.
 - 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.
 - 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. ACOE permitting may add significant time to the final design schedule.
 - Air Line Connection between Putnam and Thompson: Land Use and ECD leading. Barton & LoGiudice ongoing efforts including survey and pedestrian bridge concepts.
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Upcoming

- Meet with new Rec Director and Summer Program Supervisor to review schedule, special events, pricing and hiring plan.
 - Tennis courts: pricing and contract preparation for Spring 2025 construction.
 - Track Improvements: engineer onsite survey and cores. Review options based on cost and existing subsurface conditions.
 - 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 progressing, Land Use and ECD office coordinating.
 - Ongoing: Air Line Trail from Pomfret: consultant working with DOT and various permitting agencies to determine necessary permitting. May extend design significantly.
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Other Town Responsibilities

Recent

- Planning for various Ordinance review including Fire Lane, Fire Alarm Nuisance, Vendor Permitting and Building Permit fees. Expect to coordinate with Department Heads, Town Counsel, and General Government Committee to review and then consolidate for Town approvals.
 - For Route 44 Retaining Wall DOT project: upcoming design efforts related to water and sewer utilities.
 - WPCA: Bond Counsel and DPH for loan closing on lead service line inventory.
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- Belding Grant with State DECD: Based on Town request, deadline extended to March 31, 2024 for Financial Assistance Agreement from DECD. January 2025 discussions with DECD include expectation that Town will lead the remediation work, including working with consultants to prepare a formal RFP or bid, and prevailing wages will be applicable to that portion. (Future Developer work would not require PW.)

Upcoming / Ongoing

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

Conferences and Training

Recent

- CCM Legislative Committee Meeting regarding start of session and municipal priorities

Upcoming

- CCM webinars
- NEWEA annual conference January 27
- COST Annual Town Meeting January 29
