

MAYOR AND SELECTMEN'S MEETING AGENDA

Monday, February 3, 2025 @ 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/83815958841>

Meeting ID: 838 1595 8841

• +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 January 21, 2025, Mayor and Board of Selectmen Meeting
5. Petitions & Communications
 - A. Cable TV Advisory Council of Eastern Connecticut
 - B. Henry Breault Day – March 8, 2025
6. Reports of Special Committee
7. Reports of Standing Committee
 - A. General Government Committee
8. Unfinished Business
9. Grant Considerations and Updates
 - A. Resolution – Emergency Management Performance Grant
10. New Business
 - A. Boxcar Museum – request to waive building permit fee
 - B. Application for use of road – Natchaug Epic Bicycle Tour
11. Public comment – 3 minute maximum per person
12. Executive Session - Contract Negotiations - WPCA
13. Adjournment

Mayor and Board of Selectmen's Meeting Minutes

January 21, 2025

Also Available via Zoom:

Meeting ID:871 5399 6998

TOPIC		Discussion
PRESENT:		Mayor Seney, Deputy Mayor Simmons, Selectman Hayes, Selectwoman Marion, Selectman Pempek, Selectman Pomes, and 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 December 16, 2024, Mayor, and Board of Selectmen meeting. Selectman Pomes made a motion to approve the minutes from the December 16, 2024, Mayor and Board of Selectmen Meeting as presented. The motion was seconded by Selectman Paquin and passed unanimously.
5.	Petitions & Communications	A. Email from Dick Loomis – (included in packet) B. Letter from Board of Education Chair, James Purdon III –(included in packet.)
6.	Reports of Special Committees	None
7.	Reports of Standing Committees	A. General Government Committee – The next meeting of the General Government Committee will be held February 18, 2025, at 6:00 PM
8.	Unfinished Business	A. Putnam EMS Ed Higgins from Putnam EMS informed the Board that they are moving ahead with discussions with East Putnam regarding leasing options. Mayor Seney discussed the Redevelopment Agency voting favorably to pay for a phase 1 environmental survey on the May Street property, which recently became available again. Mayor Seney asked for consideration of the Board to allow him to negotiate and sign a purchase and sales agreement contingent upon the environmental survey, cost estimates for work needing to be done to the building, as well as approval from planning and zoning, Board of Selectmen, Board of Finance, Town Meeting and referendum.

		<p>Selectman Pempek made a motion to allow Mayor Seney to enter into a purchase and sales agreement for the May Street property with the mentioned contingencies. The motion was seconded by Selectwoman Marion and passed with 4/3 vote.</p>
9.	Grant Considerations & Updates	None
10.	New Business	<p>A. Consider the appointment of Rev. Ross Johnson to the Putnam Housing Authority with a term to expire 11/30/27.</p> <p>Selectman Paquin made a motion to appoint Rev. Ross Johnson to the Putnam Housing Authority with a term to expire 11/30/27. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>B. Consider the appointment of James Sargent to the Veterans Advisory Committee with a term to expire 11/30/27.</p> <p>Selectman Pempek made a motion to appoint James Sargent to the Veteran’s Advisory Committee with a term to expire 11/30/27. The motion was seconded by Selectwoman Marion and passed unanimously.</p> <p>C. Consider the appointment of Paula J. Hanlon to the WPCA Commission with a term to expire 11/30/29.</p> <p>Selectman Pempek made a motion to appoint Paula J. Hanlon to the WPCA Commission with a term to expire 11/30/29. The motion was seconded by Selectwoman Marion and passed unanimously.</p> <p>D. Consider the appointment of Michael Bogdanski to the Redevelopment Agency with a term to expire 11/30/27.</p> <p>Selectman Pempek made a motion to appoint Michael Bogdanski to the Redevelopment Agency with a term to expire 11/30/27. The motion was seconded by Selectwoman Marion and passed unanimously.</p> <p>E. Grand List presentation</p> <p>Assessor Tina Corriveau presented the Grant List to the Mayor and Board of Selectmen.</p> <p>F. Set the date for FY 26 budget workshop.</p> <p>Selectwoman Marion made a motion to hold the Budget workshop on Saturday, February 22, 2025, at 10:00 AM, amended to 9:00 AM. The motion was seconded by Selectman Pempek and passed unanimously.</p> <p>G. FY 2025, Recreation Schedule of Events</p>

		Deputy Mayor Simmons made a motion to approve the FY 2025 Recreation Schedule of Events. The motion was seconded by Selectman Pempek and passed unanimously.
11.	Public Comment	None
12	Executive Session -	<p>Contract negotiations – WPCA.</p> <p>Deputy Mayor Simmons made a motion to go into Executive Session for the purpose of contract negotiations – WPCA at 7:50 PM, inviting in, Town Administrator Sistare, HR Director Clifford, WPCA Finance Director Benway, Town Atty Forsyth, WPCA Chair Perron, Vice Chair Dionne, and new member Hanlon. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>The Board came out of executive session at 9:28 PM. No action was taken in executive session</p>
13.	Adjournment	Deputy Mayor Simmons made a motion to adjourn at 9:29 PM. The motion was seconded by Selectman Pempek and passed unanimously.
		Respectfully submitted: Denise A. Geeza, Executive Assistant

Cable TV Advisory Council of Eastern Connecticut
PO Box 50
Waterford, CT 06385

January 23, 2025

Mr. Barney Seney
Town of Putnam
200 School Street
Putnam, CT 06260

Dear Mayor Seney,

As one of nine municipalities within the Breezeline cable TV franchise, I want to remind you about the Cable TV Advisory Council. Connecticut State Statute 16-331 establishes cable television advisory councils. PURA Regulation Section 16-333-25 specifies that each municipality within the franchise region shall appoint members to the advisory council. Appointed members may be residents, employees or elected officials. Some municipalities have appointed their I.T. Manager. The advisory council members are active partners supporting the designated Community Access Provider programming and operations and an advisory agent for community interests in communications with the Cable Television company about policies, products, and services.

The senior elected official may appoint two members for two-year terms to represent Putnam. Your municipality's Board of Education may appoint one member to represent the Board of Education. If the Board of Education does not appoint a member, the senior elected official may appoint a member to represent the Board of Education. Open advisory council positions are shown at the bottom of this page. Additional information can be found at eltownhall.com/cac. Applicable PURA Regulations are reproduced on the back of this letter.

Sincerely,

Michael J. Mainz

Michael Mainz, Chair
Cable TV Advisory Council of Eastern Connecticut (formerly Atlantic Broadband Advisory Council)
MikeMeinz@yahoo.com

Members from Putnam:

OPEN	Municipality
OPEN	Municipality
OPEN	Board of Education

Cable TV Advisory Council of Eastern Connecticut
PO Box 50
Waterford, CT 06385

PURA Regulation Section 16-333-25. Appointment of advisory council members

The members of each advisory council shall be appointed as follows:

(a) The chief elected official of each town in the franchise area shall appoint one or more members who are residents of said town in accordance with the population of said town as determined by the most recent United States census in the following manner:

- (1) In towns having a population of less than 5,000 – one member.
- (2) In towns having a population of at least 5,000 but less than 20,000 – two members.
- (3) In towns having a population of at least 20,000 but less than 50,000 – three members.
- (4) In towns having a population of 50,000 or more – four members.

Insofar as is possible said appointments should reflect and be representative of the cultural, educational, ethnic and economic makeup of the population inhabiting said towns.

(b) The board of education in each town in the franchise area shall appoint one member of the advisory council. Such member shall reside in said town or be a member of said board of education, or be employed by said board of education.

(c) One member shall be appointed to the advisory council in each franchise area to represent all of the libraries of general public use located in the towns within that franchise. In the town in the franchise area having the largest population therein, as determined by the most recent United States census, the public library board charged with oversight and management of the town's public library as defined by Section 11-24a(b) of the General Statutes shall appoint the advisory council member. In the event there is no public library board in charge of the public library in that town, or if the library of general public use in that town, is a private eleemosynary library, or if no library in either category is located in that town, then said advisory council member shall be appointed by the chief elected official of said town. The advisory council member appointed hereunder shall be either a library board member or a professional library staff employee of a public library or a private eleemosynary library of general public use in a town within the franchise area.

(d) The franchisee shall appoint one member, who shall possess some expertise in the field of cable television and who shall serve without vote on the advisory council.

(e) Appointment of advisory council members pursuant to subsections (a) through (d), of this section, shall be subject to the following limitations:

- (1) No paid employee of a nonprofit organization providing community access operations may serve on an advisory council.
- (2) No employee of a CATV company, its subsidiaries or affiliates may serve on an advisory council except in the position of franchise representative serving without vote.
- (3) At least one seat, but no more than 25 percent of the total seats to which appointments may be made to an advisory council may be filled by persons who also are members of a board of directors of a nonprofit organization providing community access operations.
- (4) Advisory council members who also serve as a member of a board of directors of a nonprofit organization providing community access operations shall recuse themselves from voting on any financial matters related to their access organization.

PURA Regulation Section 16-333-26. Term of advisory council members

Each member of the advisory council shall serve for a term of two (2) years from the first day of July in the year in which such member is appointed. If an advisory council member has three consecutive unexcused absences or does not attend 50 percent of meetings duly noticed and held within a 12-month period, then the member will be deemed to have resigned from the council.

HENRY BREAVLT DAY

on
March 8, 2025

Join the Movement!
Celebrate Putnam's own
Henry Breault,
a Connecticut Native

and the
Navy's FIRST enlisted submariner
to receive the
Congressional Medal of Honor,
by naming a Virginia-class submarine after him!



SECTION C. AUTHORIZING RESOLUTION

All Forms Must Be Original - Copies Will Not Be Accepted

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program

AUTHORIZING RESOLUTION OF THE

Town of Putnam Board of Selectman

(Insert name of governing body—for example, town council)

CERTIFICATION:

I, Christine Bright, the Town Clerk of Putnam, CT,

(keeper of the records—for ex. town clerk or secretary of council)

do hereby certify that the following is a true and correct copy of a resolution adopted by Board of Selectman at its duly called and held meeting on February, 3, 20 ,
(name of governing body) (Month, Day)

at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Board of Selectman may enter into with and deliver
(name of governing body)

to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Norman B. Seney, as Mayor of
(name and title of officer)

Town of Putnam Board of Selectman,
(Name of governing body)

is authorized and directed to execute and deliver any and all documents on behalf of the

Town of Putnam Board of Selectman
(name of governing body)

and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that Norman B. Seney
(name of officer)

now holds the office of Mayor and that he/she has held that office since
December 5, 2017

IN WITNESS WHEREOF: The undersigned has executed this certificate this 4th day of

February 2025

Christine Bright, Town Clerk
(Name and title of record keeper)

The Chief Executive Officer has not changed since the previous resolution was authorized on 11/20/2023
(Date)



AGENDA ITEM COVERSHEET

Item 10 A – Waive Building Permit Fee

Item Submitted by: Town Administrator Sistare

Date: February 3, 2025

Legal advice required: n/a

Item Summary:

Request from Pat Hedenberg, Director of GCW Boxcar Children Museum to waive the building permit fee for a pavilion that is going to be built.

Financial Summary:

Building Permit fee of \$266.00

Staff Recommendation:

Waive the building permit fee of \$266.00

Board Action Required:

Motion to approve the waiving of the building permit fee of \$266.00

Supporting Materials (if yes, list attachments):

Email from Pat Hedenberg
Building Permit application

Denise Geeza

From: Patricia Hedenberg <phedenberg2@gmail.com>
Sent: Tuesday, January 21, 2025 9:20 AM
To: Denise Geeza
Subject: Boxcar Pavilion Permit

Hi Denise -

I am working on a grant from the Spirol Foundation to have a Pavilion built at the Boxcar Museum. Doug Porter, from Woodstock Building Associates has applied for the building permit. My understanding is that the Mayor and the Selectmen are the only ones who can waive the building permit fee.

On my behalf would you please ask the Mayor if he, and the Selectmen, would be willing to waive the fee.

If you have any questions I may be reached by email or phone 860-207-6044.

Thank you.

Pat Hedenberg, Director
GCW Boxcar Children Museum



TOWN OF PUTNAM

Building Department
200 School St, Putnam, CT 06260
860-963-6800 x110
www.putnamct.us

Building Permit

01/20/2025

Draft

PROJECT LOCATION INFORMATION			
Street No. & Street Name: 15 SO MAIN ST		Parcel ID: 015 208 000~185903	
Detailed Description of Project: Installation of 1 14' x 20' Pavilion. Kloter Farms will build on-site. WBA to prepare site and pour concrete patio.			
Work Includes:	Electrical	CRS#	HVAC
			Plumbing
			Fuel Gas/LP
Residential Projects - 2 complete sets of detailed construction plans, plot plans, and supporting documentation.		Miscellaneous	
Commercial Projects - 3 complete sets of detailed construction plans, plot plans, and supporting documentation.			
PROPERTY OWNER'S INFORMATION AS IT APPEARS ON THE LAND RECORDS			
Name: PUTNAM TOWN OF			
Business Name (if applicable):			
Mailing Address: 200 SCHOOL ST PUTNAM, CT 06260			
Phone: (860) 207-6044		Cell:	Email: phedenburg2@gmail.com
APPLICANT/CONTRACTOR INFORMATION			
Name: H. Douglas Porter			
Business Name (if applicable): Woodstock Building Associates		Ins. Co.: Continental Western Insurance Exp. Date: 07/27/2025	
License/Registration (Type & No.): General Contractor NHC.0000160		Expiration Date: 03/31/2025	
Mailing Address: 3 RT. 171 ~ Suite #1 Woodstock, CT 06281			
Phone: 8609280897		Cell:	Email: permits@wbahomes.com
SUB-CONTRACTOR INFORMATION (OPTIONAL)			
Name:	Phone:	Lic. No.:	Exp. Date:
Name:	Phone:	Lic. No.:	Exp. Date:
Name:	Phone:	Lic. No.:	Exp. Date:
AFFIDAVIT			
I am aware that this is only an Application for the work described, and that I am not authorized to proceed with the project until such time as a Permit has been issued by the Building Official.			
I hereby certify that the proposed work shall conform to the Connecticut State Building Code and all other codes as adopted by the State of Connecticut, the municipal ordinances, and the municipal zoning regulations. I further attest that I am authorized to make application for a Permit for such work as described above.			
Signature: H. Douglas Porter		Print Name: H. Douglas Porter	Date: 01/20/2025
VALUE OF PROJECT: Value shall include all labor and material costs.		PERMIT FEES (Office Use Only)	
TOTAL VALUE OF PROJECT: \$ 23,777.00		Building Fee:	\$ 276.00
<p><i>\$ 266.00 WAIVE</i></p> <p>An Application for a Permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such Application has been pursued in good faith or a Permit has been issued. Application and Permit fees for abandoned projects are nonrefundable per the municipal ordinances.</p> <p><i>less \$10.00</i></p> <p>Demolition and Fire Protection work shall require a separate Application and Permit.</p>		Working without a Permit Fee:	0.00
		State Ed. Fee:	6.24
		Zoning Compliance Fee:	0.00
		Certificate Fee:	0.00
		TOTAL FEES:	\$ 282.24
Fees Paid: 0.00		Date Paid:	Cash No
		Receipt No.:	Check #



CONNECTICUT DEPARTMENT OF TRANSPORTATION

**APPLICATION FOR THE USE OF STATE HIGHWAYS
FOR SPECIAL EVENTS**

NAME OF APPLICANT(S): RICHARD FRIES/DOMESTIQUE EVENTS LLC
ADDRESS: 83 BEACON STREET, ARLINGTON, MA 02474
PHONE NUMBER: 781.888.7272 **EMAIL:** RICHARD@DOMESTIQUEEVENTS.COM

DESCRIPTION OF EVENT – Include the name of event, the type of event, date, time, and route(s) to be used (attach additional sheet if needed):

Sixth annual Natchaug Epic bicycle tour of the unpaved roads of Windham County. Event will be held Sunday, March 23 between 9 a.m. and 4 p.m. Riders will start and finish from the Thompson Speedway and choose from five different distances ranging from 10 to 84 miles. Riders are expected and instructed to follow all state laws. The event neither seeks nor requires any closures or intersection controls. The event will provide advance and follow vehicles to support riders. There will also be volunteer flaggers to complement signage as a cautionary service for riders and motorists.

The digital route link is here: <https://ridewithgps.com/routes/49410909>

As with past events, the event route uses mostly lightly traveled roads and/or trails but will use portions of these state routes; 438, 44, 122, 193, 198, 171, and 169.

In the event a police escort is required, a traffic plan (map) must be submitted to the Connecticut Department of Emergency Services and Public Protection, Division of State Police, Traffic Services Unit, 294 Colony Street, Meriden, Connecticut and the Local Traffic Authority for each town involved in the event detailing the route along with all intersections where traffic control will be utilized. The State Police must be notified and concur with the traffic plan for the event. Verification must be forwarded to the Department of Transportation District Office. Visit www.ct.gov/dot for additional information.

APPROVAL SIGNATURE OF THE CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION (only if a police escort is required), Division of State Police, Traffic Services Unit, 294 Colony Street, Meriden, Connecticut:

Signature

Date

APPROVAL SIGNATURE OF CORRESPONDING LOCAL TRAFFIC AUTHORITIES (LTA'S) of town(s) which proposed event will travel:

TOWN

SIGNATURE (LTA)

TOWN

SIGNATURE (LTA)

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Fairly Consulting Group LLC, 1800 S Washington St, Ste 400, Amarillo, TX 79102. CONTACT NAME: Fairly Group Certificates. PHONE (A/C, No, Ext):, FAX (A/C, No):, E-MAIL ADDRESS: certs@fairlygroup.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Clear Blue Insurance Company, NAIC #: 28860. INSURED: USA Cycling, Inc., 210 USA Cycling Pt, Suite 100, Colorado Springs, CO 80919-2214.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes Commercial General Liability (CZ26COGL0002-01), Automobile Liability, Umbrella Liab, Excess Liab, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Named Insured Extension:
Event Organizers and/or Promoters are Named Insureds. It shall be a condition of coverage that all organizers/promoters for whom coverage is afforded under this policy execute a USAC Event Permit Application and coverage will be afforded only for the specific event and date(s) on the permit.
The General Liability policy includes a blanket automatic additional insured endorsement that provides (See Attached Descriptions)

CERTIFICATE HOLDER: City of Putnam, 126 Church Street, Putnam, CT 06260. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]

DESCRIPTIONS (Continued from Page 1)

additional insured status to any person or organization if required by a written contract or agreement provided such contract or agreement was executed prior to the occurrence or offense. Please see attached endorsement CG 20 26 (12/2019).

Event Number: 2025-10152

Event Name: Natchaug Epic Presented by Specialized

Event Location: Thompson, CT

Event Date(s): 03/23/2025

Includes Kids Fun Ride

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Blanket as required by Written Contract issued prior to loss.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A.** In the performance of your ongoing operations; or
- B.** In connection with your premises owned by or rented to you.