

Town Administration

Contract Updates

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For 70 May Street property, the Purchase and Sales Agreement (including all contingency for Town Board and Meeting approvals) is being drafted, will be reviewed by Town Counsel in upcoming weeks.

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Town Services Agreements to East Putnam, West Putnam and SSD have been prepared and shared with each Board, to continue to provide revenue collection and financial management efforts for FY26-FY28.

Recent

◦ Continued work for FY26 budget, including Mayor's budget. Drafting CIP, including funding sources. Potential significant budget driver includes health insurance (most recent 12 months significantly over past trends, for both Town and School).

◦

Requested from Putnam EMS information on response times from the East Putnam Fire location.

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Drafting ordinances for Fire Lane and Open Burning (Fire Marshal leading) for General Government input and review.

◦

Held third Union negotiation meeting with WPCA unit, and scheduled 4th meeting for mid-February.

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DOT Route 44 Retaining wall project. Coordinated with DOT engineering for upcoming planned retaining wall replacement, and with DOT maintenance and operations regarding their February 2025 notice of emergency designation for temporary wall support.

◦

St Marie Greenhalgh Track Improvements Project: received conceptual design and cost estimate from CHA. Preparing STEAP grant application (ECD Director Chinatti leading) for maximum \$1M grant funding towards track.

◦

For WPCA lead service line inventory, finalizing project, gathering final invoices and continued coordination with Bond Counsel and DPH for steps towards Loan Closing.

◦

Continued coordination between Recreation and Highway Departments - regarding work activities and shared needs for the three P&G maintainers.

◦

MSW and Recycling by Casella. January payments are still trickling in, with expected stop-service week of February 17th. Budget projection for revenue has been met.

◦

BOE projects: BOE coordinating with CHRO for their requirements. HVAC work ongoing. Roof project out for bid in February (summer 2025 construction).

Upcoming

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

◦

Ongoing: Coordination of program with Revenue Office and Casella.

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EMS Facilities: Same as last month, expect Putnam EMS to update in upcoming months their progress towards leasing facilities from East Putnam Fire District.

◦

Hold Meeting 4 of WPCA Unit negotiations.

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Attend kickoff meeting for WPCA water and sewer design related to DOT Route 44 retaining wall replacement project.

◦

Same as last month: 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.

- Transfer Station: Pomfret drafting agreement for Putnam's review. Putnam (Highway leading) bulky waste date at Pomfret planned for March 1st. Coordinating with Revenue Office to manage Town permits and fees.

- 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: Held pre-construction meeting with contractor Mather, inspection firm Turner Consulting and engineer J&D. Upcoming efforts include submittal and requests-for-information, with Spring construction start expected.
- Kennedy Drive Parking Improvements: B&W Paving to continue as weather allows, with final paving and project completion in the early Spring months.
- [Ongoing: Highway has various additional paving projects seasonally.]

Upcoming

- School Street: Preparation for spring 2025 construction start.
- Planning for future improvements projects, and expect to complete survey efforts of some areas, including side streets off Grove Street, and north end area. This will allow the Town to be ready for grant applications including LOTCIP.
- Highway Department various throughout town.

Bridges

Recent

- Same as last month: 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.

- 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%.

- East Putnam over Mary Brown Brook: this bridge has been in poor condition for some years. The attempt for reclassification allowing for additional DOT funding so far has not succeeded. Met with consulting engineers (WMC who designed a replacement options ~10 years ago) onsite to plan for potential 50/50 DOT project or direct Town funded project. Highway Superintendent Sirrine leading.

- [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.
- Same as last month: Danco: Submittal review and spring 2025 construction start.

- Same as last month: Wicker St over Wheatons Brook: this is a corrugated metal culvert which recent inspection shows poor condition. Expect to reline the pipe in place.
- Ongoing/same as last month: In-house minor repairs to bridges to comply with DOT inspection comments. Highway Department leading.
- Ongoing: Expect to prioritize replacement (or repair, if eligible) of the East Putnam Road Bridge over Mary Brown Brook. (2025 or beyond construction).

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: Drafted grant application for STEAP. 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 Director 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. 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. Met with adjacent property owners and unfortunately, expect only viable solution is road-adjacent trail.

Upcoming

- Ongoing: coordinate with Rec Director to review summer camp details, special events, pricing and hiring plan. Evaluating operating budget and donations for various components of events.
- 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.
- On hold 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. DEEP has state property slated for hunting, and their input is needed about possible reclassification.
- 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.

Other Town Responsibilities

Recent

- Drafted Ordinance review including Fire Lane and Open Burning. Coordinated with Department Head, 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.

◦ Belding Grant with State DECD: Several discussions with Town Counsel, DECD, developer and remediation consultants to plan for project approach including funding expectations. Likely Town-direct to hire consultants to prepare a formal RFP or bid, and prevailing wages will be applicable to the remediation portion. (Future Developer work would not require PW.)

◦ WPCA: attend kickoff and coordinate for design of water and sewer replacement along the length of the Route 44 retaining wall.

Upcoming / Ongoing

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

Conferences and Training

Recent

◦ NEWEA Annual Conference

◦ COST Annual Town Meeting

◦ CCM Legislative Committee Meetings

◦ CIRMA Annual Meeting

Upcoming

◦ CCM webinars

◦ CTCMA Meetings, including Legislative updates

◦ GFOA Annual Conference in June
