

MAYOR AND SELECTMEN'S MEETING AGENDA

Monday, March 17, 2025 @ 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/84568495003>

Meeting ID: 845 6849 5003

• +1 646 931 3860

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 March 3, 2025, Mayor and Board of Selectmen Meeting
5. Petitions & Communications
6. Reports of Special Committee
 - A) EMS Ad Hoc Committee
7. Reports of Standing Committee
 - A) General Government Committee
8. Town Administrator Report
9. Unfinished Business
10. Grant Considerations and Updates
11. New Business
 - A) Accept the resignation of Susan Grant-Nash from the Library Board.
 - B) Consider the Fair Housing Resolution of 2025
 - C) Proposed Open Burn Ordinance and Proposed Fire Lane Ordinance
 - D) Set the date for Public Hearing and Special Town Meeting (if ordinances are approved)
 - E) HB-7067 – The Assessment of Motor Vehicles for Property Taxation
12. Public comment – 3 minute maximum per person
13. Executive Session – Salary Negotiation
14. Adjournment

Mayor and Board of Selectmen Meeting
 Minutes of March 3, 2025
 Also Available via Zoom:
 Meeting ID
 821 6324 0984

TOPIC	Discussion
PRESENT: ABSENT:	Mayor Seney, Deputy Mayor Simmons, Selectman Hayes, Selectwoman Marion, Selectman Pempek, Selectman Pomes, and Selectman Paquin
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 Mike Morrill of 86 Prospect Street asked that the Selectmen during the budget process take care of what we have, including the needs of the school.
4. Approval of the Minutes	A. Minutes from February 18, 2025, Mayor, and Board of Selectmen Meeting Selectman Pomes made a motion to approve the minutes of the February 18, 2025, Mayor and Board of Selectmen Meeting as presented. The motion was seconded by Selectman Paquin and passed unanimously. B. Minutes from February 22, 2025, Special Mayor, and Board of Selectmen Meeting. Selectwoman Marion made a motion to approve the minutes from the February 22, 2025, Special Mayor and Board of Selectmen Meeting as presented. The motion was seconded by Selectman Pempek and passed unanimously.
5. Petitions & Communications	Town Administrator Sistare advised that the town has received a request to abandon John Bennett Rd. The Town is hiring an outside firm to review.
6. Reports of Special Committees	None
7. Reports of Standing Committee	General Government Committee Nothing to report at this time.

8.	Unfinished Business	<p>A. Putnam EMS</p> <p>Ed Higgins and Tammy Szyrka shared with the Board the upcoming FY 25/26 budget for EMS. Currently they are predicting a deficit due to lack of reimbursement from insurance and uninsured. Putnam EMS made a request to add \$45,000 to next years budget from the Town.</p> <p>Discussion ensued about the various locations previously discussed for EMS.</p> <p>Selectman Hayes made a motion to reinstate the AD Hoc Committee and to purchase and deliver a mobile home/trailer to house EMS at the Church Street location. The motion was seconded by Deputy Mayor Simmons and passed unanimously.</p> <p>Selectman Hayes made a motion at 7:50 PM to recess the Mayor and Selectmens meeting so that the republican members could caucus. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>Deputy Mayor Simmons made a motion to reconvene the Mayor and Board of Selectmen’s meeting at 7:57 PM. The motion was seconded by Selectman Paquin and passed unanimously.</p>
		<p>B. Mayor’s Budget to Board of Selectmen</p> <ol style="list-style-type: none"> 1) General Government Committee 2) General Government Revenue 3) Capital Improvement plan <p>Deputy Mayor Simmons made a motion to have Mayor Seney cut \$100,000 from the General Government Budget. Member Paquin seconded the motion.</p> <p>Discussion ensued. Mayor Seney stated that he had already cut \$200,000 from the Department Head Requests and he would not cut additional funds. The Selectmen could cut their budget as a recommendation to the Board of Finance.</p> <p>Deputy Mayor Simmons rescinded his motion.</p> <p>Deputy Mayor Simmons made a motion to send the mayor’s proposed budget to the Board of Finance with the inclusion of the extra \$50,000 for EMS, a zero use of fund balance, for a total mill rate of 18.92. The motion was seconded Selectman Pempek and passed unanimously.</p>
9.	Grant Considerations and Updates	None
10.	New Business	<p>A. Consider the appointment of Shawn Bates (D) to the WPCA Board, with a term to expire 11/30/27.</p> <p>Selectman Paquin made a motion to appoint Shawn Bates to the WPCA Board, 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 Shawn Bates (D) to the Recreation Commission, with a term to expire 11/30/27.</p> <p>Selectwoman Marion made a motion to appoint Shawn Bates to the Recreation Commission, with a term to expire 11/30/27. The motion was seconded by Selectman Paquin and passed unanimously.</p> <p>C. Consider the appointment of Andrea Devlin (D) to the Commission on Aging, with a term to expire 11/30/27.</p> <p>Selectman Paquin made a motion to appoint Andrea Devlin to the Commission on Aging, with a term to expire 11/30/27. The motion was seconded by Selectman Pempek and passed unanimously.</p>
11.	Public Comment	<p>3 minute maximum per person</p> <p>None</p>
12.	Executive Session	<p>WPCA Union Contract</p> <p>Deputy Mayor Simmons made a motion to recess the Mayor and Selectmen's meeting at 8:34 PM to enter executive session for the purpose of WPCA Union Contract, inviting in Town Administrator Sistare and WPCA Chairman Perron. Selectman Pomes seconded the motion.</p> <p>Deputy Mayor Simmons made a motion to reconvene the Mayor and Board of Selectmen's meeting at 8:50 PM. The motion was seconded by Selectman Pomes and passed unanimously.</p> <p>Selectman Pempek made a motion to approve the WPCA union contract as presented. The motion was seconded by Selectwoman Marion and passed unanimously.</p> <p>Selectman Hayes stated that he voted yes for the contract because the contract was ratified by its members. As a member of the WPCA Board he feels disappointed that some employee hours have been cut. He felt it would create a hardship for the WPCA. He would like to request that for the next negotiations a WPCA Board Member and the WPCA Superintendent be part of the negotiations.</p>
13.	Adjournment	<p>Selectman Pempek made a motion to adjourn at 8:52 PM. The motion was seconded by Deputy Mayor Simmons and passed unanimously.</p>
		<p>Respectfully submitted: Denise A. Geeza, Executive Assistant</p>



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

Date: March 13, 2025
Invited: Members: Gloria Marion, Barney Seney, Roy Simmons, Tammy Szpyrka
Ex-Officio: Elaine Sistare

Absent: NA

[Mary Ann Chinatti and Scott Belleville, who previously were ex-officio, will now be used as-needed resources. Also Bruce Fitzback for Zoning comments, and Chad Sessums for Building to review planned improvements and site layout.]

Subject: Putnam EMS Ad-Hoc Committee – Meeting Notes and Discussions
Meeting Held Wednesday March 5, 2025

Background

- Board of Selectmen at their March 3rd 2025 meeting voted to re-establish the Ad-Hoc Committee with the members noted above, to focus on acquisition of a mobile home type of trailer to be delivered to the Church Street site for Putnam EMS personnel use.
- Putnam EMS stated that they would no longer pursue a lease agreement with East Putnam Fire Department for their facilities in East Putnam.
- Mayor Seney stated that he would not sign the drafted Purchase and Sales Agreement for 70 May Street.

Mobile Home Trailer

- As previously drafted from October 2024 Ad-Hoc work, “Mid-grade solution is a mobile home, available for purchase. Typical includes full kitchen, small laundry, resting areas/bedrooms, living room, bathroom with shower as standard residential components. Upgrades may include 2nd bathroom.” And “Temporary construction for garage needs, including need to store ambulances indoors, is not a typical option. Temporary vehicular storage would more likely include other municipal or public/non-profit locations for options.”

- Per ECD Director Input, expect this to be considered a manufactured home (MH) rather than a modular home (MOD). Manufactured homes are built to HUD federal standards, can be on piers, delivered fully built, and typically depreciate.

Discussion Topics

- Scope of Work
 - Purchase and install, with connections to applicable utilities including water, sewer, and electric; a mobile home at the 191 Church Street property. Will include ramp for appropriate ADA access.
 - Expect to site mobile home for installation in the area between the EMS facility and the adjacent Putnam Fire Station. This will require some modification of existing vehicle access, accessing either from other side of property or around the rear of the Police Station/Fire Station.
 - Items that may be included by Add Alternate, and awarded depending on funding include: (1) furniture and appliances for the mobile home, (2) relative minor improvements to the existing 191 Church Street structure, like converting the existing interior space into a decontamination area, lockers for decontamination, garage door improvements, and other minor improvements in the garage and interior areas.
- Funding and approval steps
 - Preparing an update on cost. As of December 2024, the initial cost estimate for a 1,200 square foot mobile home is about \$175,000; including utilities and other onsite requirements.
 - Depending on funding, modification of the December 2024 ARPA allocation to Putnam EMS of \$88,096.90 may be applicable. Consider to have Putnam EMS use those funds for direct purchase of the Add Alternate components above.
 - Board of Finance to determine funding sources, following Board approval(s).
 - Will continue to monitor the Senator Blumenthal funding award related to Putnam EMS, and modify towards the mobile home or other onsite improvements, if allowed. (Federal Budget pending.)
- Schedule
 - The schedule for a mobile home purchase and make-ready would likely be 6-9 months to include bidding, lead time and onsite setup requirements, tentative dates as follows:

April 25th – Advertise to Bid, invite to vendors, documents including bid form, Town/contractor agreement, technical specifications and conceptual layout plan to be available on Town website (prepared by Town Administrator / internal resources)

May 22nd – Open Bids, review manufacturer and installer qualifications for recommendation to BOS

June 5th – Contract Agreement Execution

June 5 – July 1: Contractor provides submittals for Town review and approval

July 15 – Mobile Home Submittal Approved for Manufacture Order

November 15th – Delivery at site (4 month lead time), hookup to utilities

December 15th – functional for EMS use, install furniture

- Next steps: Gather information to prepare draft bid package, and sending invitation to the known qualified manufacturer
- Ad-Hoc scheduled to meet every 2 weeks for the next several months, at least until bid receipt/opening.

Town Administration

Contract Updates

- For 70 May Street property, the Purchase and Sales Agreement will not be moved forward / not signed by the Mayor.
- 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. East Putnam and West Putnam returned executed, SSD requesting alternative payment schedule, expect execution soon.
- Reviewing proposal from WMC Engineers for design and permitting of bridge relining of East Putnam Road Bridge over Mary Brown Brook.

Recent

- FY26 Budget: prepared Mayor's budget and CIP, held budget workshop to BOS; and following BOS action, presented to Board of Finance for their consideration.
- Putnam EMS: considered response times from the East Putnam Fire location, there will be no upcoming action from Putnam EMS regarding moving or leasing at the East Putnam location.
- Putnam EMS: rebanded the Ad-Hoc Committee, focusing on mobile home to be installed at 191 Church St for Putnam EMS personnel use.
- General Government approval of ordinances for Fire Lane and Open Burning (Fire Marshal leading) for BOS consideration. SSD reviewed at their March 2025 meeting, and have no comments, okay to move as drafted.
- Following 4th WPCA Unit negotiation meeting, agreed on terms, and as of early March 2025, have fully executed Contract Agreements for July 1, 2024 through June 30, 2027.
- St Marie Greenhalgh Track Improvements Project: received conceptual design and cost estimate from CHA. Submitted STEAP grant application (ECD Director Chinatti leading) for maximum \$1M grant funding towards track.
- For WPCA lead service line inventory, completed project work, working with Bond Counsel and DPH for steps towards mid-April 2025 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 have continued to be processed following last several weeks of service disruptions for non-payment.
- 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, including Board of Finance consideration and preparation for printing, Public Hearing through May 2025 Town Meeting.
- EMS Facilities: Continue meeting bi-weekly with Ad-Hoc Committee to prepare mobile home bid documents.
- Ongoing: coordination with WPCA, water and sewer design engineer, and DOT 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.
- Same as last month: Tech Park Land Exchange Agreement - Property closings and excavation applications expected in upcoming months.

- Same as last month: 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: Coordination with contractor Mather, inspection firm Turner Consulting and engineer J&D. Onsite construction planned in late March, including use of Bolles St parking lot for contractor laydown area.
- Kennedy Drive Parking Improvements: B&W Paving to restart 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.
- Same as last month: 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

- Danco Drive Bridge: Contractor NJR, with CDM Smith providing engineering services during construction and onsite inspection. Held utility coordination meeting with Eversource electric and gas; and planning for pre-construction meeting with contractor and engineer.
- 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. Design contract proposal from consulting engineers (WMC who designed a replacement options ~10 years ago) to plan for potential 50/50 DOT project or direct Town funded project. Highway Superintendent Serrine leading.

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

Upcoming

- East Putnam Road Bridge over Mary Brown Brook: expect to execute Contract with WMC for preliminary design and updated wetlands flagging in preparation of permit applications.
- 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.

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.
- Track Improvements: Submitted grant application for STEAP, expect to hear results in April 2025. 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). ACOE permitting may add significant time to the final design schedule. Field walk with state and federal agencies planned for early April 2025.
- Same as last month: 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. New as of March 2025, the Recreation Department has a new online signup program - RecDesk, so far department staff is very pleased with experience.
- Tennis courts: pricing and contract preparation for Spring 2025 construction.
- Track Improvements: Review options based on cost and existing subsurface conditions. Plan for design and construction depending on STEAP results and/or other funding.
- Transportation Alternatives Program to extend the trail system from the Air Line and River Trail south towards and into Killingly. Town to request DEEP input on their effected state property for forestry/hunting.
- 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

- For Route 44 Retaining Wall DOT project: 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: coordination with Town Counsel, DECD, developer and remediation consultants to plan for project approach including funding expectations. Planning for 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.)
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- WPCA: continued coordinatino for design of water and sewer replacement along the length of the Route 44 retaining wall.
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Upcoming / Ongoing

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

Recent

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- CCM Legislative Committee Meetings
 - COST Quarterly Board Meetings
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Upcoming

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- CCM webinars
 - CTCMA Meetings, including Legislative updates
 - GFOA Annual Conference in June
-

WINDHAM TOWN CLERK



2025 MAR 11 A 10: 52

To The Library Board and Town Clerk,

It has been an honor to serve on the library board for the past many years, however it is now time for me to step back and allow for new people to take up the mantle. I thank you for the wonderful opportunity this has been and I wish the board the very best in all of their future endeavors.

Sincerely,



Susan Grant-Nash

AGENDA ITEM COVERSHEET

Date for Consideration: April 7, 2025

Submitted by: EDC Director Mary Ann Chinatti

Topic: Fair Housing Resolution 2025

Town Attorney Review Required: N/A

Financial Summary: N/A

Staff Recommendation: EDC staff recommends adoption of Fair Housing Resolution 2025.

Compliance documents: Affirmative Action Policy Statement
Americans with Disabilities Act
Equal Employment Opportunity Poster
Fair Housing Policy Statement
Fair Housing Poster
Municipal Grievance Procedure
Title VI Compliance

Board Action Required:

The Board is requested to:

Consider and vote to approve the Fair Housing Resolution 2025

Additional compliance documents attached as courtesy review

Supporting Materials (if yes, list attachments):

Fair Housing Resolution 2025 (vote required)
Compliance documents review (see list above)



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

**FAIR HOUSING RESOLUTION
TOWN OF PUTNAM, CT**

- WHEREAS, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and
- WHEREAS, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and
- WHEREAS, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and
- WHEREAS, The Town of Putnam, CT is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOLVED, that the Town of Putnam, CT hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IF FURTHER RESOLVED, that the chief executive officer of the Town of Putnam, CT has designated ECD Administrative Assistant, Jackie Lefevre, as the Putnam representative responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Putnam, CT and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Adopted by the Town of Putnam, CT on April 7, 2025.

Norman B. Seney, Mayor

Date





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

Affirmative Action Policy Statement

As Mayor of the Town of Putnam I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participating of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the town of Putnam's workforce or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further state that the Town of Putnam will comply with the anti-discrimination provisions of the state and federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the workforce. I further pledge that the Town of Putnam will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of Putnam will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of Putnam to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including, but not limited to, blindness, sexual orientation, political belief or criminal record, unless under the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a Bonafide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.



TOWN OF PUTNAM
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Americans with Disabilities Act

The Town of Putnam does not discriminate on the basis of disability in its services, programs, or activities.

Employment: The Town of Putnam does not discriminate on the basis of disability in its hiring or employment practices and complies with the ADA title I employment regulations.

Effective Communication: The Town of Putnam will, upon request, provide auxiliary aids and services leading to effective communication for people with disabilities, including qualified sign language interpreters, assistive listening devices, documents in Braille, and other ways of making communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The Town of Putnam will make reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy programs, services, and activities. For example, people with service animals are welcomed in the Town of Putnam offices, even where pets and other animals are prohibited.

Requests: To request an auxiliary aid or service for effective communication, or a modification of policies or procedures contact Jackie Lefevre, 860-963-6800, ext. 201, jackie.lefevre@putnamct.us as soon as possible, preferably 30 days before the activity or event.

Complaints: Send complaints to Jackie Lefevre, 860-963-6800, ext. 201, jackie.lefevre@putnamct.us.

Date

Norman B. Seney, Mayor

Equal Employment Opportunity is THE LAW

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS

38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210 or call (202) 693-0101, or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Private Employment, State and Local Governments, Educational Institutions

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you should contact immediately:

The U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 669-6820.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

INDIVIDUALS WITH DISABILITIES

Sections 501, 504 and 505 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.



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

Fair Housing Policy Statement

It is the policy of the Town of Putnam to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town of Putnam must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Putnam or any of subrecipient of the Town/City will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of age, ancestry, color, learning disability, marital status, intellectual disability, national origin, physical disability, mental disability, race, religious creed, sex, gender identity or expression, sexual orientation, familial status, status as a veteran, lawful source of income, use of a guide dog, and status as a victim of domestic violence in all programs and housing development activities funded or administered by the Town of Putnam.

The municipality's Economic & Community Development Department is responsible for the enforcement and implementation of this policy. Jackie Lefevre, the Fair Housing Officer, may be reached at 860-963-6800, ext. 201.

Complaints pertaining to discrimination in any program funded or administered by the Town of Putnam may be filed with the Economic & Community Development Dept., Jackie Lefevre, Housing Officer. The municipality's Grievance Procedure will be utilized in these cases.

Complaints may also be filed with the Commission on Human Rights and Opportunity, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street,.,

A copy of this policy statement will be given annually to all Town of Putnam employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town of Putnam Municipal Complex.

Date

Norman B. Seney, Mayor

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting Jackie Lefevre, 860-963-6800, jackie.lefevre@putnamct.us.





**EQUAL HOUSING
OPPORTUNITY**

**We Do Business in Accordance With the Federal Fair
Housing Law**

(The Fair Housing Amendments Act of 1988)

**It is illegal to Discriminate Against Any Person
Because of Race, Color, Religion, Sex,
Handicap, Familial Status, or National Origin**

- In the sale or rental of housing or residential lots
- In the provision of real estate brokerage services
- In advertising the sale or rental of housing
- In the appraisal of housing
- In the financing of housing
- Blockbusting is also illegal

Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination:

1-800-669-9777 (Toll Free)

1-800-927-9275 (TTY)

**U.S. Department of Housing and
Urban Development
Assistant Secretary for Fair Housing and
Equal Opportunity
Washington, D.C. 20410**



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

Municipal Grievance Procedure

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs or benefits by the Town of Putnam.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number, email address of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible, but no later than 60 calendar days of the alleged violation to: Jackie Lefevre, ADA Coordinator, 860-963-6800, ext. 201, jackie.lefevre@putnamct.us.

Within 15 calendar days after receipt of the complaint, Jackie Lefevre, ADA Coordinator, will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Jackie Lefevre, ADA Coordinator, will respond in writing, and where appropriate, in format that is accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of Putnam and offer options for substantive resolution of the complaint.

If the response by Jackie Lefevre, ADA Coordinator, does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordinator within 15 calendar days after receipt of the response to the Mayor or his/her designee.

Within 15 calendar days after receipt of the appeal, the Mayor or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Mayor or his/her designee will respond in writing, and, where appropriate, in a format that is accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Jackie Lefevre, ADA Coordinator, appeals to the Mayor or his/her designee, and responses from the ADA coordinator and Mayor or his/her designee will be kept by the Town of Putnam for at least three (3) years.

Date

Norman B. Seney, Mayor



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

Compliance with Title VI of the Civil Rights Act of 1964

The Town of Putnam does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The Town of Putnam seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color or national origin in programs and activities receiving Federal financial assistance. Title VI provides that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town of Putnam's Fair Housing Plan and is fully implemented to ensure compliance by the Town of Putnam as the recipient, and by sub-recipients. The cooperation of all personnel is required.

Norman B. Seney, Mayor

Date

AGENDA ITEM COVERSHEET
11 C. Open Burn Ordinance and Fire Lane Ordinance

Item Submitted by: Elaine Sistare, Town Administrator

Date: March 11, 2025

Legal advice required: Reviewed by Council

Item Summary:

Consider the approval for the proposed Open Burn Ordinance and Proposed Fire Lane Ordinance and send to Public Hearing and Special Town Meeting.

Proposed Public Hearing: April 7, 2025, at 6:00 PM

Special Town Meeting: April 7, 2025, at 6:30 PM

Financial Summary:

None

Staff Recommendation:

Send the ordinances to Public Hearing and Special Town Meeting.

Board Action Required:

Send to Public Hearing and Special Town Meeting

Supporting Materials (if yes, list attachments):

Title

Town of Putnam Open Burning Ordinance

Purpose

It is the purpose of this article is to protect and preserve the health, safety, welfare, property, and living conditions of the citizens of the Town of Putnam from the fire hazards and air pollution associated with open burning and outdoor burning.

Application

This chapter shall not supersede Connecticut regulations that apply to open burning, outside wood-burning furnaces or emissions via chimneys from buildings and/or structures.

Non-Applicability

This chapter does not apply to grilling or cooking using charcoal, wood pellets, propane or natural gas in cooking, grilling appliances, smokers, or barbecues being used for food preparation. Further, this chapter shall not apply to the use of propane, acetylene or natural gas in a device intended for temporary heating during construction or maintenance activities. This chapter shall not apply to recreational fire appliances that are designed, manufactured, installed and approved for such use.

Definitions:**AUTHORITY HAVING JURISDICTION (AHJ)**

For the purposes of this ordinance the AHJ shall be the Fire Marshal, Deputy Fire Marshal, or Open Burning Official certified by the State of Connecticut under CGS 22a-174(f).

BONFIRE

An outside fire larger than a campfire for the sole purpose of celebrating an event or occurrence either on private or public property.

BRUSH

Shrubs, vegetation, and prunings, the diameter of which is not greater than three (3) inches at its widest point.

BURNING INDEX

A weather forecast based on a scale calibrated to reflect the risk of forest fire and broadcast by the Connecticut Department of Energy and Environmental Protection (DEEP).

BURN PERMIT

Any paper or electronic form to document the approval of open burning that has been designated by the State of Connecticut or Town of Putnam to serve as the record of approval.

CAMP FIRE

Fires for recreational use which are no larger than three (3) feet in diameter with flames under three (3) feet in height.

CEREMONIAL BURNING

The open burning of materials, such as flags, for the purpose of disposing of said material that is fit and proper, fires for religious, civic, charity, or spiritual ceremony.

CLEAN WOOD

Natural wood which has not been painted, varnished, stained or coated with a similar material, has not been pressure treated with preservatives, and does not contain resins or glues as in plywood or other composite wood products.

COMBUSTIBLE MATERIAL

Any substance which is inflammable, readily ignitable or free burning, such as but not limited to paper, rubbish, wood, grass and leaves.

CONSTRUCTION AND DEMOLITION WASTE

Building materials, including but not limited to waste shingles, insulation, lumber, treated wood, painted wood, wiring, plastics, packaging, and rubble that results from construction, remodeling, repair, and demolition on a house, commercial or industrial building, or other structure.

DEEP

The Connecticut Department of Energy and Environmental Protection.

ENFORCEMENT OFFICIAL

The Putnam Fire Marshal, Deputy Fire Marshal, or Town employee certified by the State of Connecticut DEEP as an Open Burning Official (AHJ).

FIRE MARSHAL

The Town of Putnam Fire Marshal, or authorized agency designee(s).

FIRE PIT

An outside area of earth ground or a hole in earth ground that may or may not be surrounded by noncombustible materials with the intent of controlling the potential spread of a fire.

FIRE TRAINING FIRE

Methods of fire inside a structure or in the open environment for the purpose of training firefighters to enhance their proficiency of fire control, extinguishment, and skill performance.

GRILL, OUTDOOR FIREPLACE, OR APPROVED APPLIANCE

Any metal or masonry structure, or premanufactured appliance used for outdoor cooking or recreational fire.

HAZARDOUS MATERIAL

Any substance or compound that has the capability of producing adverse effects on the health and safety of humans or environment.

NUISANCE

A situation in which a recreation, bonfire, fire training, cooking or brush burning type fire creates an environment on or in property, other than the property where the fire is occurring, which is considered to be unhealthy, hazardous, reasonably annoying, uncomfortable, unsafe, creating a traffic hazard,

creating a persistent odor or would cost resources to eliminate the odor from the property. This shall apply to but not be limited to smoke, soot, fumes, odors, vapors, noxious gases, products of combustion, heat, and incomplete products of combustion.

PROHIBITED MATERIALS

The types of materials that cannot be burned include but are not limited to the following: branches greater than three (3) inches in diameter, organic matter other than brush and leaves; brush that has been brought onto the site from other properties; tree trunks, root balls/stumps; construction and demolition waste; hazardous waste, tires, oil waste, fuel waste; household waste, animal, or vegetable waste; furniture, painted materials, treated wood; and pallets.

OPEN BURNING

The burning of any matter in such a manner that the products of combustion resulting from the burning are emitted directly into the ambient air without passing through an adequate stack or flue, as defined in Connecticut Regulations of State Agencies Section 22a-174-1(85).

OPEN BURNING OFFICIAL

Any person designated and certified by the Commissioner of the Connecticut Department of Energy and Environmental Protection (DEEP), section 22a-174(f) of the Connecticut General Statutes (CGS), and appointed by the Chief Executive Officer of the Town of Putnam to such office.

OPEN OUTDOOR FIRE

Any fire in the open air, or outside the confines of a building for the purpose of burning a combustible material.

PERMITTEE

Any person to whom an open burning permit has been issued, any person authorized by the Fire Marshal, Deputy Fire Marshal or Local Open Burning Official to kindle a fire, and any agent thereof.

RECREATIONAL FIRE

An outside fire created for the purpose of experiencing the outside natural environment, for the human consumption of beverages or food and the cooking or smoking of food for human consumption and ceremonial purposes. The fire shall be fueled by combustible materials, excluding flammable or combustible gas or liquid. Some typical words describing a recreation fire include campfire and fire pit.

RECREATIONAL FIRE APPLIANCE

A commercially or privately manufactured device in which the intent of its manufacturing was to contain or control a recreation-type fire.

RESIDENT

An individual seeking to burn on the property where he or she resides.

SPECIAL SERVICES DISTRICT

The section of the Town of Putnam, which is formerly known as the City of Putnam, governed by the Special Services District Authority. The Special Services District has specific related Ordinance for Open Burning, see Chapter 350-17. In the case of conflict between sections, the more stringent and restrictive terms will govern.

WINDY CONDITIONS

A consistent or gusting wind velocity of 15 miles per hour or more.

Authority

The Fire Marshal and at least one (1) Deputy Fire Marshal shall act as the Open Burning Officials for the Town of Putnam as nominated by the Chief Elected Official and certified by the commissioner of the State of Connecticut's Department of Energy and Environmental Protection per CGS 22a-174(f).

Permit Required

A. No person shall set, cause, or permit an open fire without obtaining an open burning permit from the Fire Marshal, Deputy Fire Marshal, or Open Burning Official.

Open burning permits shall be required, and a permit shall be issued for the following fires:

(1)

Fires by any resident to dispose of brush on the property where they reside.

(2)

Fires for the purpose of eradication or control of insect infestation or disease.

(3)

Fires for agricultural purposes to optimize a potential harvest by burning invasive plant species or removal of undesirable growing stock; clearing of brush, hedge grows, and unwanted plant material; reclaiming previously active farmland to enhance existing or establish new farming operations; controlling invasive plants and plant seed; and controlling insects and diseases.

(4)

Fires for the purpose of clearing vegetative debris following a natural disaster.

(5)

Fires considered to be ceremonial for the purposes of flag burning; fires used for religious, civic, charity, or spiritual purpose; recreational fires which are larger than the defined campfire.

(6)

Fires for the purposes of firefighter training. Live fire training may include the intentional burning of structures, vehicles, dumpsters, and suppression of combustible/flammable liquids. All fires intentionally set for the purpose of fire training shall be conducted pursuant to the most current edition of the National Fire Protection 1403 Standard on Live Fire Training Exercises.

(7)

Fires for the purposes of flammable/combustible gas or liquid removal, otherwise known as tank flaring. All tank flaring operations shall be witnessed by the Fire Marshal or Deputy Fire Marshal, and shall be conducted with a certified firefighting crew to include one fire department pumper, minimum 2 certified firefighters, and adequate water supply as determined by the Fire Marshal or Deputy Fire Marshal. All flaring operations shall be conducted by a licensed and insured contractor and shall be conducted pursuant to the most current applicable NFPA Standards.

(8)

Any other fire not otherwise specified as determined by the Fire Marshal, Deputy Fire Marshal, or Burning Official.

Permit Conditions

Permits shall be subject to reasonable conditions necessary to protect the health, welfare, and safety of the residents of the Town of Putnam. The following conditions may lead to terminating open burning activities, permit revocation, permit suspension of up to six (6) months, or fines and penalties under CGS Section 23-48.

(1)

Permits shall not be issued for the intended burning of prohibited materials. Only those materials specified on the permit shall be burned.

(2)

The quantity of materials to be burned shall be approved by the Fire Marshal, Deputy Fire Marshal, or Open Burning Official prior to permit approval.

(3)

Residents must obtain approval from the Fire Marshal, Deputy Fire Marshal, or Open Burning Official to open burn on the day of and prior to the commencement of open burn activities.

- a) The AHJ shall confirm conditions are favorable for open burning by confirming the Daily Fire Danger as posted by DEEP and the daily Air Quality Index as posted by the CT Department of Energy and Environmental Protection.
- b) Notifications shall be made by the AHJ to the local Fire Chief and the appropriate dispatch center of the Tax District where the open burning is to occur to prevent unnecessary fire department response.

(4)

Open Burning shall be conducted between the hours of 10:00 a.m. and 5:00 p.m. and the burn pile must be completely extinguished by 5:00 p.m.

(5)

Burning shall only be permitted on sunny or partly sunny days when the wind speed is less than 15 miles per hour, except for Fire Department training exercises. Open burning shall not occur when there is active precipitation or precipitation forecasted to occur during eligible burning times.

(6)

Only the property owner can apply for an open burning permit. A copy of the permit shall be always kept in the possession of the applicant at the burning site during the burning. The property owner may use an agent to conduct the burning.

(7)

Burning shall cease if directed to by the Fire Marshal, Fire Chief, or Open Burning Official, or their designated agents, or any state or local police officer if is reasonably considered to be a nuisance, safety hazard, burning involves prohibited materials, or any burning which does not comply with this ordinance.

(8)

Burn permits may be issued for a maximum of thirty (30) days to give property owners ample opportunity to burn on a compatible day.

Not Permitted

(1)

Due to the congested nature of the Special Services District, residential open burning is prohibited, and permits shall not be issued except under the following conditions:

- a) A minimum property size of one (1) acre, and
- b) Fires to be kindled shall have a minimum distance of one hundred (100) feet from any wood line, structure, or neighboring property line.

(2)

No permits for open burning shall be issued for commercial properties.

(3)

No permits shall be issued for the purpose of lot clearing for building sites.

Permittee Responsibilities

(1)

Any Town-issued burning permit(s) in no way relieves any individual from their responsibility for any damage or injury caused by their permitted actions to another person's property or person.

(2)

The permittee is responsible for sufficient equipment, tools, and water required to extinguish any fire kindled by the permittee; and a responsible person, physically capable of using said equipment, tool, and water shall be present and able to control such kindled fire.

Enforcement

(1)

The Fire Marshal is charged with the enforcement of this chapter and may request assistance from the local or state police, Connecticut DEEP, or the local fire department.

(2)

The Fire Marshal shall provide the property owner responsible for the open burning with a written warning notice for violation when the open burning is in violation of this chapter.

(3)

A maximum of one (1) written warning shall be allowed to the property owner for the violation of this chapter. The Fire Marshal may revoke issued permits for violations and suspend open burning for the violating property owner for up to six (6) months as stated in the written warning.

(4)

After the first written warning, in a calendar year, the property owner shall be fined one hundred dollars (\$100) and each offense after, in the same calendar year, two hundred dollars (\$200).

(5)

When the Fire Marshal determines the fire to be a risk to public safety, causes damage to property, or injures one or more persons, the charge of reckless burning (CGS 53a-114) may be applied to the person(s) responsible by the local or state police for kindling such fire.

(6)

Open brush burning is not allowed without a permit. Brush burning without a permit is illegal and the individual(s) responsible for the burning may be subject to the fines set forth in this chapter arrest by the local or state police or any other applicable law enforcement agency.

Exceptions

(1)

Campfires as defined in this ordinance shall be exempt from the issuance of permits.

- a) A recreational-type fire or use of a recreational fire appliance shall be supervised and monitored by a person of at least 16 years of age and who is able to make responsible decisions to adequately control it.

Declaration of Burning Ban

(1)

No person shall kindle or use fire in the open air when it has been determined by the Fire Marshal that any fire is deemed hazardous due to drought conditions, or when the fire danger (as determined by the State Fire Warden) is declared as high or extreme. When weather conditions and forecasts indicate that such fire danger conditions exist the Fire Marshal shall make public announcement, using news media

available, that the provisions of this section shall be in effect until cancelled by the Fire Marshal when he/she determines the fire danger to be within the safe and acceptable limits.

(2)

Any person who violates any of the provisions of this section shall be fined two hundred dollars (\$200) for each violation. Failure to pay the imposed fine(s) within thirty (30) days of receipt shall result in a lien on the property where the violation occurred. The owner of the property where the violation occurred shall be responsible for the payment of all fines.

(3)

Nothing contained in this section shall limit any duly authorized public authority from carrying out their assigned duties where the use of fire is necessary to the reduction of a health or fire hazard.

DRAFT

TITLE

Fire Lane Ordinance

LEGISLATIVE AUTHORITY

This chapter is enacted pursuant to the provisions of Sections 7-148(c)(4)(B), 7-148(c)(7)(H)(xiii) and 29-293 of the Connecticut General Statutes and Section 1-8 of the Connecticut Fire Safety Code.

DEFINITIONS

AHJ (Authority Having Jurisdiction) – For the purposes of this ordinance, the AHJ shall be the Fire Marshal or his designee.

Fire Lane – A designated road, path or other passageway developed and maintained to allow the unobstructed passage of fire apparatus and other emergency vehicles.

Private Dwelling – one- and two-family dwellings.

ESTABLISHMENT

Apart from private dwellings, all premises that the Fire Department may be called upon to protect in case of fire or other emergency and that are not readily accessible from public roads shall be provided with suitable unobstructed fire lanes so that buildings on the premises are accessible to fire apparatus and other emergency vehicles, as deemed necessary by the AHJ.

MINIMUM REQUIREMENTS

- A. Fire lanes shall be a minimum of sixteen (16) feet in width, located at least twenty (20) feet but not more than sixty (60) feet from the building.
- B. Fire lanes shall be constructed of asphalt or other suitable hard surface capable of supporting the weight of fire apparatus. A minimum subgrade compaction of 90% and minimum bituminous concrete compaction of 92% shall be required, with written documentation from a licensed engineer.
- C. Fire lanes shall not have a vertical grade of more than 8%.
- D. Dead end fire lanes more than three hundred (300) feet in length shall be provided with a turn around at the closed end of at least sixty (60) feet in diameter.
- E. Fire lanes shall have a minimum of fourteen (14) feet vertical clearance from the surface to overhead obstructions.
- F. Plantings, shrubs, and trees located between the fire lane and building shall not restrict, reduce, or impede fire department access or operations.

REQUIRED ACCESS FOR FIRE APPARATUS AND OTHER EMERGENCY EQUIPMENT

- A. Apart from existing buildings, fire lanes shall provide access to:
 1. The main entrance to the building (and, in the case of multiple-occupancy buildings, the main entrance to each occupancy)
 2. Building fire protection system(s)
 3. Entrances to equipment areas; and
 4. Shipping/loading docks.
- B. With the exceptions of existing buildings where compliance is impractical and/or those protected with an approved automatic sprinkler system, buildings of a high hazard (as defined by CT Fire Safety Code), or having more than two (2) stories above the lowest level of Fire Department access

(as defined by CT Fire Safety Code), or containing more than ten thousand (10,000) square feet on any one (1) floor, the fire lane shall be provided for the entire perimeter of the building.

- C. Signs and markings required on privately owned premises shall be erected or installed by the owner of such premises. Failure by such owner to erect or install the required signs and markings within 60 days from the date of such order by the Fire Marshal shall cause the Fire Marshal to impose a fine of twenty dollars per day until the signs and markings are installed to satisfy this ordinance.

MARKING

Vertical curbs four (4) inches in height or more shall be painted yellow on the top and side, extending the length of the designated fire lane. Rolled curbs or surface without curbs shall have a yellow six-inch-wide stripe painted extending the length of the designated fire lane.

The prohibited fire lane area will be marked out from the curb with a four inch stripe into the travel portion of the restricted area, a uniform distance between three and four feet and parallel to the curb line. The pavement adjacent to the curb or strip shall be marked with block lettering a minimum of twenty-four (24) inches in height and with a four (4) inch brush stroke reading: "No Parking – Fire Lane". Lettering shall be yellow and spaced at no more than fifty (50) foot intervals. In areas without lettering, a four (4) inch stroke diagonal yellow line shall be placed every three (3) feet.

Fire lane signs shall be as follows:

- A. Reflective in nature.
- B. Use red letters on a white background.
- C. Use three-inch lettering to read "No Parking – Fire Lane".
- D. A minimum of twelve (12) inches wide by eighteen (18) inches tall
- E. Spaced no more than fifty (50) feet apart and posted on or immediately next to the curb or side of the road.
- F. Top of the sign to be not less than four (4) feet and no more than seven (7) feet from the ground.
- G. Signs may be placed on a building when approved by the AHJ.
- H. When posts are required for signs, they shall be a minimum of two (2) inch galvanized steel or four (4) by four (4) inch pressure treated wood or as approved by the AHJ.
- I. Signs may be mounted to portable signposts provided the above requirements are met and when approved by the AHJ.

MODIFICATION OF REQUIREMENTS

It is recognized that there may exist unusual circumstances necessitating alternative arrangements in attempting to meet the requirements of this chapter. In these situations where compliance is deemed impractical, the requirements may be modified by the Fire Marshal to accommodate the situation as well as to ensure the greatest level of safety as practical.

MAINTENANCE

Whenever the Fire Marshal establishes a fire lane on premises open to the public, but not owned by the municipality, it shall thereafter be the responsibility of the owner to properly maintain the area so designated, and to keep and maintain it free of ice and snow and of any other material which would obstruct the use of said fire lane.

PARKING AND OBSTRUCTIONS IN FIRE LANES

No person shall park a motor vehicle, regardless of if the vehicle is running with the operator present, in a fire lane which has been established under this ordinance. The registered owner of a motor vehicle shall be presumed the operator if no operator is present. In addition, the obstruction of a fire lane with tents, dumpsters, carnival rides, piles of cleared snow, or any other condition deemed as an obstruction by the AHJ shall fall under the penalties outlined in this ordinance given to the responsible party or associated property owner.

PENALTIES FOR PARKING IN FIRE LANES AND OBSTRUCTIONS

- A. Parking – Whenever a vehicle is parked in a fire lane, a police officer, Fire Marshal, or Deputy Fire Marshal shall serve the owner or operator of such vehicle, or place upon such vehicle, a twenty (20) dollars per axle parking ticket.
- B. Obstructions – Whenever obstructions occur in a fire lane, a police officer, Fire Marshal, or Deputy Fire Marshal shall serve the responsible party or property owner with a fifty (50) dollar ticket. Failure to remove the fire lane obstruction within forty-eight (48) hours from service of the ticket shall result in an additional fine of twenty (20) dollars per day until the obstruction is removed.

TOWING OF VEHICLES

Any motor vehicle found parked or standing in a fire lane which has been established in accordance with this ordinance, may be towed upon the direction of a police officer to any public or private parking facility, and all expenses of such towing, and any subsequent storage, shall be borne by the registered owner of such vehicle.

Presentation for Board of Selectmen, 03-17-25

HB-7067: ...The Assessment of Motor Vehicles for Property Taxation...

- On the 2023 Grand List and prior, motor vehicles were assessed based on their fair market value.
- Unprecedented legislation was passed effective for the 2024 Grand List to change motor vehicle valuation to MSRP minus depreciation.
 - Depreciation starts at 85% of MSRP, then decreases 5% each year until year 15. Years 15-20, depreciation is 15%.
- Town budgets suffered because the new valuation method resulted in a decrease to the motor vehicle list for every town (reduced assessments = higher mill rate).
- Unprecedented emergency legislation was passed and signed by the governor in March 2025 (bipartisan and almost unanimous) to allow towns the option of increasing the starting depreciation from 85% to 90%, allowing towns to claw back some of the Grand List decrease they lost.
- The BOS is the authority that determines if Putnam enacts this local option.
- The BOS could choose to make this effective for the most recent Grand List that has already been finished and signed, which is the budget the Town is currently working on.
- Because Putnam has just completed a revaluation and has seen a sharp increase in residential values with only a slight increase in commercial values, the 2024 Grand List shifts the tax burden from commercial properties to residential properties.
 - With the most current Grand List and expenditure numbers, the average single-family home with two cars will see an increase to their taxes of \$874. If the BOS adopts this motor vehicle valuation change, that will increase to \$888, meaning the average single-family home with two cars will pay even more.
 - If the motor vehicle valuation increases, the mill rate will decrease from an estimated 18.89 to 18.76. A mill rate reduction is typically seen as a positive. But, because of the shift in tax burden from commercial to residential, a reduction in the mill rate due to increased motor vehicle valuation actually makes the tax burden shift more pronounced.

Examples on assessing a 2019 GMC Canyon:

- 1) 2023 motor vehicle assessment method = clean retail value multiplied by 70%

$$36,500 \times .7 = 25,550$$

- 2) 2024 motor vehicle assessment method = MSRP multiplied by 60% depreciation multiplied by 70%

$$43,800 \times .6 \times .7 = 18,400$$

- 3) New local option motor vehicle assessment method = MSRP multiplied by 65% multiplied by 70%

$$43,800 \times .65 \times .7 = 19,930$$