

**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.

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Same as last month: Plan for Church St Tennis Courts improvements, including coordinating with Highway for resurfacing (some in-house, some contracted), fencing and final painting. Expect 2025 efforts.

**Road and Sidewalk Improvements**

**Recent / Ongoing**

- School Street Sidewalks projects: 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.

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Same as last month/Ongoing: Received Commitment to Fund for State DOT for the state's new 100% funded program, including Bridges E Putnam over Cady Brook and Chase Road over Cady Brook, with possible Rhode Island Road over Mary Brown Brook also eligible. Working with NECCOG to consider modifying road classification to hopefully get East Putnam over Mary Brown Brook also eligible for 100%.

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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
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