Town Administrator Monthly Report April May June 2025

Town Administration

Contract Updates

- Finalized Town Services Agreements to East Putnam, West Putnam and SSD , to continue to provide revenue collection and financial management efforts for FY26-FY28.
- Executed Agreement with WMC Engineers for design, load calculation and cost estimates of bridge relining of East Putnam Road Bridge over Mary Brown Brook.
- Executed Agreement with CHA Engineers for design of 55 Front Street area, including grading and landscaping (area donated to Town from Sawdust). Town Economic and Community Development funding.

Recent

- FY26 Budget: BOF Finance coordination, Public Hearing and Annual Town Meeting held. All proposed budgets passed for FY26.
- FY25 Year End efforts including coordinating with Department Heads and Board of Finance for pending transfers between departments. FY25 Revenue budget has been met/ revenue received above budget. FY25 Expenditure budget is on target, with small amount under-budget.
- Putnam EMS: prepared Bid Package for Manufactured Facility at 191 Church Street location, adjacent to existing facility. Pending state approval for entitlement LOCIP funding. Bid opening postponed until June 19th.
- ARPA: submitted annual report for ARPA funding, including showing project obligations amount equal to the ARPA funding.
- Advertised for Highway Maintainer position, following resignation of Parks & Grounds Maintainer.
- Ordinance Approvals: Following General Government and Board of Selectmen approval of ordinances for Fire Lane and Open Burning, approved at April Town Meeting.
- St Marie Greenhalgh Track Improvements Project: as of May 28th, received Governor's announcement of selection for our $1M request of STEAP funding. Great news!
- For WPCA lead service line inventory, successful closing of DPH loan as of mid-April.
- Continued coordination between Recreation and Highway Departments - regarding work activities and shared needs for the three P&G maintainers positions.
- MSW and Recycling by Casella. Ongoing management of incoming payments, some modifications to Casella's pickup schedule for some roads. Pending invoices for July 2025, no change in cost for residents in program.
- BOE projects: BOE coordinating with CHRO for their requirements. HVAC work ongoing. Roof contractor selected. Pending BOE selection of clerk-of-the-works for Roof. Expect work to be completed this Summer 2025.

Upcoming

- FY26 operations budget for new fiscal year beginning July 1. Salary notifications for non-union personnel.
- EMS Facilities: review bids upon receipt, with recommendation for award following.
- Ongoing: coordination with WPCA, water and sewer design engineer, and DOT related to DOT Route 44 retaining wall replacement project. Coordinating with Fire Marshal and Fire Chief related to temporary water main pressures.
- Interviews and selection of new Highway Maintainer.
- Tech Park Land Exchange Agreement - Property closings and excavation applications expected in upcoming months. Coordinating with parties based on recent quantity estimates.

- Same as last month: Transfer Station: Pomfret drafting agreement for Putnam's review. Putnam (Highway leading) bulky waste date at Pomfret continued. Coordinating with Revenue Office to manage Town permits and fees.
- Church St Tennis Courts improvements: data gathering for preparation of bid documents, with advertisement planned late June / early July. Possible Fall 2025 construction or Spring 2026.
- Air Line Trail: coordinating with DEEP regarding their forest property along the conceptual path between the Putnam River Trail and Town of Killingly connection.

Road and Sidewalk Improvements

Recent / Ongoing

- School Street Sidewalks projects: Ongoing construction with contractor Mather, inspection firm Turner Consulting and engineer J&D. Project on schedule and budget, expected July substantial completion.
- Kennedy Drive Parking Improvements: Construction near substantial completion by B&W, with Turner Consulting inspection and J&D engineer. Landscaping, final grading, and light poles in upcoming weeks, with planned open to public early June.
- [Ongoing: Highway has various additional paving projects seasonally.] Recent significant pavement improvements along Industrial Park Drive and Ridge Road.

Upcoming

- School Street: Project closeout activities, including LOTCIP financials.
- Kennedy Drive Parking: project closeout activities.
- 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 towards Walmart. 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. Waiting for Eversource to move utility in June, prior to majority of bridge construction work.
- Same as last month: Wicker Street culvert: researching options for in-situ pipe repair via lining options.
- Ongoing: Consultant work on inspecting under-20-ft span bridges.
- 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. Possible that Rhode Island Road over Mary Brown Brook also eligible. Unfortunately, it seems that East Putnam over Mary Brown Brook is not eligible for the program.
- East Putnam over Mary Brown Brook: this bridge has been in poor condition for some years. Design contract executed with consulting engineers (WMC who designed a replacement options ~10 years ago) to consider either a local funded sliplining repair, or a 50/50 State DOT funded project for full replacement.
- [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: Load rating and survey by 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.
- Danco: Bridge construction start including lane closures and utility coordination.
- 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/striping.
- Track Improvements: Received state award of $1M STEAP funding. Requesting scope from CHA based on the available funding.
- 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 expect construction to start 2026 or later.
- 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. Consultant progressing with the expected layout of road-adjacent trail.

Upcoming

- Rec Director coordination regarding new RecDesk online program, working well and allows for program tracking.
- Tennis courts: preparation of bid documents for late June / early July advertisement.
- Track Improvements: Scope and budget of design engineer for improvements.
- Transportation Alternatives Program to extend the trail system from the Air Line and River Trail south towards and into Killingly. Upcoming trail walk with state DEEP representatives.
- 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. Expect to extend design schedule 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. Closed in April.
- WPCA: planning for additional state funding for water treatment filter rehabilitation and lead and copper service connection construction.

- WPCA: coordinating with Finance Office and WPCA Superintendent for advertisement of WPCA Clerk position, following Clerk resignation.
- Belding Grant with State DECD: coordination with Town Counsel, DECD, developer and remediation consultants to plan for project approach including funding expectations. Waiting for close of Legislative Session on whether wage rates would apply to developer-led brownfield remediation. Will determine whether grant funds will be pass-through or Town-directed.

Upcoming / Ongoing

- Ongoing: Belding Grant including Financial Assistance Proposal with State DECD, coordinating project information between parties. Agreement modification possible depending on prevailing wage rates applicability.

Conferences and Training

Recent

- CCM Legislative Committee Meetings
- COST Quarterly Board Meetings
- CTCMA Meetings, including Legislative updates

Upcoming

- CCM webinars
- CTCMA Meetings, including end of session Legislative updates
- GFOA Annual Conference June 28-July 2.