

**Town Administration**

**Contract Updates**

- Preparing EMS Facilities Contract for Town and Contractor Nutts Construction for execution. Expect to execute week of July 21st.
- Review of Proposed Town of Pomfret / Town of Putnam Transfer Station, with request for BOS approval in upcoming meeting(s).
- Upcoming execution of Energy Supplier for 4-year term, related to all Town electricity needs. Term to begin January 2025.

**Recent**

- FY26 Budget: Year opening efforts, including coordination with departments for blanket purchase order / encumbrances. All non-union employees have received documentation of their FY26 salary modifications.
- FY25 Year End efforts including final invoice processing, and planning for request to 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 percentage under-budget.
- Coverage for Human Resources and Payroll due to medical/maternity leave. Finance Office and Mayor's office assisting.
- Putnam EMS: upcoming Contract execution with Nutts Construction of Ashford, CT. Received state approval for entitlement LOCIP funding and received CHRO approval to award.
- Belding: coordinating with ECD office, state, Town attorney and developer. Received extension for completion of Financial Assistance Agreement with State DECD; expect to finalize in upcoming months. Developer to prepare finance summary. Draft Tax Abatement Agreement under review, including years of reduced assessment of improvements.
- Assessor office coordination for new legislative directions, including local options for veterans and local options for elderly property tax programs.
- Prepared offer and onboarding for Highway Maintainer position, Andrew Senegal started early July 2025.
- Tech Park Four-Party Agreement: coordinating between all parties, with new information on gravel quantity, financial components and timeline.
- St Marie Greenhalgh Track Improvements Project: pending State contract. Since Town match is to be used for engineering, we are finalizing scope in preparation of award to CHA Engineers to design and prepare bid documents.
- Pomfret Transfer Station: received draft Agreement from Pomfret, under Town and attorney review. Putnam has our next Bulky Waste Day scheduled at the Pomfret Facility for August 30th (hopeful that Agreement and expectations for typical Putnam use will follow that date).
- BOE projects: HVAC work nearing completion. Roof contract recently executed, BOE coordinating components of fully complete contract. BOE also selected clerk-of-the-works for Roof. Late start but hopeful for work to be completed this Summer 2025.
- Advertised for request for qualifications for Air Line Trail between Putnam and Killingly. Mid-August qualifications packages due. DOT Transportation Alternatives Program funding, requires 2-step qualifications-based selection followed by scope/price proposal.

**Upcoming**

- EMS Facilities: execute Contract award, review major submittals including manufactured home, and start construction and sitework.
- Tech Park Land Exchange Agreement - Due to change in onsite conditions, expect to need Special Town Meeting for modified/restated Four Party Agreement. If finalized, Property closings and excavation applications expected in upcoming months.
- Transfer Station: reviewing Agreement terms. Longer term, plan to coordinate with Revenue Office to manage Town permits and fees.
- Church St Tennis Courts improvements: same as last month. data gathering for preparation of bid documents, with advertisement planned in upcoming month+. Possible Fall 2025 construction or Spring 2026.
- Air Line Trail: coordinate with DOT for review of qualifications packages received for 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: Near substantial completion by B&W, with Turner Consulting inspection and J&D engineer. Punch list items and final change order for additional paving on Kennedy Drive expected.
- [Ongoing: Highway has various additional paving projects seasonally.] Recent include work along Canal Street, Five Mile River Road and others.

**Upcoming**

- School Street: Project closeout activities, including LOTCIP financials.
- Kennedy Drive Parking: some paving on Kennedy Drive and project closeout activities.
- Survey for upcoming years' sidewalks improvements. ECD office leading with obtaining survey between Grove St and South Main St (including Chapman, Fremont, King, Center etc). Then NECCOG engineering will design improvements. These design plans will be used for grant applications, including Community Connectivity and/or possibly LOTCIP. Sidewalk extension towards Walmart is also being surveyed for future design consideration.
- Highway Department various throughout town.

**Bridges**

**Recent**

- Danco Drive Bridge: Contractor NJR, with CDM Smith providing engineering services during construction and onsite inspection. Onsite construction work since June 2025, including excavation and removal of 1-lane width of bridge. Ongoing for several months, with weather-dependent expectation for paving prior to winter months.
- 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. Highway coordinating several minor bridge repair recommendations at the under-20 bridges, including guide rail installation and vegetation clearing. Larger maintenance recommendations will be contracted.
- Ongoing: 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.

- 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: WMC preparing preliminary design and options for repair or replacement.
- 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 continuation 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/stripping.
- Track Improvements: Received state award of \$1M STEAP funding. CHA design agreement being executed.
- 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.
- Air Line Connection between Putnam and Thompson: Land Use and ECD leading. Barton & LoGiudice ongoing efforts including layout of road-adjacent trail (wide-width sidewalk).
- CT Greenway Connection between Putnam and Killingly: DOT TAP funds have been designated, early steps include Town advertisement for engineering consultant qualifications packages. Held site walk with DEEP and several state agencies. Received initial determination for ability to locate the trail on state property, with several reviews and input as project continues.

**Upcoming**

- Tennis courts: preparation of bid documents. [Postponed, expect in upcoming month+.]
- Track Improvements: Executed contract for design by CHA Engineers. Due to existing subsurface conditions, expect full depth reclamation.
- 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.

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- Ongoing: Air Line Trail from Pomfret: consultant working on permitting including ACOE. Final design milestones. Construction 2026 and beyond.
  - Ongoing: CT Greenway Connection towards Killingly: request for qualifications advertised, with mid-August due date. Followed by DOT and Town review, interviews, selection and scope development. Design start 2026 and beyond.
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**Other Town Responsibilities**

**Recent**

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- For Route 44 Retaining Wall DOT project: Ongoing coordination with WPCA, water and sewer design engineer, and DOT.
  - WPCA: WPCA superintendent, finance and admin planning interviews for open Clerk position, expect to hire in upcoming weeks.
  - WPCA: planning for additional state funding for water treatment filter rehabilitation and lead and copper service connection construction.
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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. Based on 2025 Legislative Session, and clarification of prevailing wage, can now revert back to a pass-through from DECD to Town to Developer.
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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. Agreement modification expected in upcoming months.
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**Conferences and Training**

**Recent**

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- CCM Legislative Committee Meetings
  - COST Quarterly Board Meetings
  - CTCMA Meetings, including Legislative updates
  - GFOA Annual Conference
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**Upcoming**

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- CCM webinars
  - CTCMA Meetings, including end of session Legislative updates
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