Town Administrator Monthly Report October 2025

Town Administration

Contract Updates

- Following October 20, 2025 Special Town Meeting, sign Town of Pomfret / Town of Putnam Transfer Station.

Status and Upcoming

- Plan of Conservation and Development: Land Use leading and P&Z Commission. Review of draft sections, with expected timeline to include Board of Selectmen view in December 2025.
- Human Resources and Payroll Director has returned from FMLA. Transitioning efforts back from Finance and Mayor's office.
- Putnam EMS: modifications to existing facilities, planning for sitework and concrete. Expect unit onsite in 6-8 weeks.
- Belding: similar to last month coordinating with ECD office, state, Town attorney and developer. Expect to bring Tax Abatement Agreement to Board of Selectmen in upcoming month+/-.
- General Government and Assessor office coordination for new legislative local options. Expect to draft ordinance detailing veteran's 100% disabled exemption limit to Town's median dwelling value. No steps at this time to move forward with expansion of veteran's surviving spouses program or expansion of elderly abatements; meaning both existing programs will stay at state statute requirements.
- Tech Park Four-Party Agreement: coordinating between all parties, with new information on gravel quantity, financial components and timeline. Board of Selectmen reviewing options. Possible Special Town Meeting for modified/restated Four Party Agreement.
- St Marie Greenhalgh Track Improvements Project: STEAP state contract has been received. Town funds for engineering design, which is underway.
- Pomfret Transfer Station: following finalization of Agreement and Selectmen approval, upcoming Special Town Meeting vote.
- BOE projects: HVAC substantially complete. Roof near substantial completion.
- Air Line Trail between Putnam and Killingly. Held interviews for consultant selection, awaiting state approval to notify consultants of selection. Expect several months prior to design start.

Road and Sidewalk Improvements

Status and Upcoming

- School Street Sidewalks projects: All construction work complete. Project closeout activities, including LOTCIP financials.
- Kennedy Drive Parking Improvements: Expect final change order for additional paving on Kennedy Drive expected in upcoming month +/-.
- NECCOG design for upcoming years' sidewalks improvements. ECD office leading: Grove St and South Main St (including Chapman, Fremont, King, Center etc); and towards Walmart.
- [Ongoing: Highway has various additional paving projects seasonally.]

Bridges

Status and Upcoming

- Danco Drive Bridge: Onsite construction work since June 2025. Expect bridge work complete prior to winter, and then final paving in Spring 2026.
- Same as last month: Wicker Street culvert: expect in-situ pipe repair via lining options, possible site work in Spring 2026.

- Ongoing: Consultant work on inspecting under-20-ft span bridges. Highway completed 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: WMC design engineers recommend lining rather than full replacement, and expect to apply for DOT State Local 50/50 funding. Upcoming ACOE and DEEP permitting expected.
- [Note Highway Department continues to complete minor repairs that were identified on previous inspections (spalling repair, guiderail repair).

Athletic and Recreation

Status and Upcoming

- Same as last month: Tennis Courts on Church St: reviewing other municipal recent examples and considering options for contractors for paving, painting/striping. Possible construction Spring 2026.
- Track Improvements: CHA completing design deliverables in upcoming months.
- 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 year 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 including connection to Putnam River Trail at Quinebaug River (Town of Pomfret leading). ACOE permitting expect construction to start 2026 or later.
- Ongoing: 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. Engineering consultant qualifications received, followed by interviews and selection, with DOT participation.

Other Town Responsibilities

Status and Upcoming

- For Route 44 Retaining Wall DOT project: Ongoing coordination with WPCA, engineer, and DOT. 6-month Detour expected, possibly beginning Spring 2026.
- WPCA: planning for additional state funding for water treatment filter rehabilitation and lead and copper service connection construction.
- Belding Grant with DECD: Belding Grant including Financial Assistance Proposal with State DECD, Agreement modification expected in upcoming months. Also Tax Abatement Program expected.
- Senior transportation program identifying personnel and coordinating necessary training. ECD and Veteran's offices leading.

Conferences and Training

- COST Quarterly Board Meetings
- CTCMA Meetings
- CCM ongoing training credits for CCMO
- CCM Annual Conference Dec 1-2
- COST Fall Conference October 22nd