

TOWN OF PUTNAM

MAYOR & SELECTMEN'S MEETING MINUTES

SEPTEMBER 06, 2016

TOPIC	DISCUSSION	Action/ Resolution	
PRESENT: ABSENT:	Mayor Falzarano, Selectmen Cutler, Jr., Lasko, Pempek, Simmons, Tarr & Town Administrator Cutler Deputy Mayor Morey, excused		
1.	CALL TO ORDER	Meeting called to order at 7:00 P.M. by Mayor Falzarano	
2.	PLEDGE OF ALLEGIANCE	Led by Mayor Falzarano	
3.	PUBLIC COMMENT – 3 Minute Limit/PP	Dave Lussier – 145 Woodstock Ave. Inquired as to the status of his complaint regarding an illegal fence at 137-139 Woodstock Ave. <i>Mayor Falzarano advised that he met with the ZEO and told him to write up the homeowner</i>	
4.	APPROVAL OF MINUTES	A. <u>August 15, 2016 Board of Selectman Meeting Minutes:</u> <i>Selectman Pempek made a motion to accept the minutes as presented. Selectman Tarr seconded the motion, which passed unanimously.</i>	
5.	PETITIONS & COMMUNICATIONS	A. <u>Presentation of Robert “Bob” Miller Proclamation:</u> Mayor Falzarano read into the record and presented the Miller family with a proclamation (see attachment “A”)	
		B. <u>Letter dated August 22, 2016 from the Sexual Assault Crisis Center Thanking the Town for the Donation:</u> No action required	
		C. <u>Letter dated August 22, 2016 from DEEP – Notice of Grant Award for the Putnam Fire Department:</u> No action required	

6.	REPORTS OF STANDING COMMITTEES	A.	<u>General Government Committee:</u> A General Government Committee Meeting will be scheduled	
7.	REPORTS OF SPECIAL COMMITTEES	A.	<u>Charter Revision Commission:</u> Town Administrator Cutler has some work to do to on the Staff and Boards and Commissions chapters and to bring back a draft to the Commission for their consideration	
		B.	<u>Special Services District Report:</u> Not a reporting Meeting	
		C.	<u>Putnam Facilities Study Group:</u> Town Administrator Cutler reported that the quantity of the gravel on the Sabin Street site is known, however, the quality of the material needs to be determined. Test holes will be done by the end of September. We will put the process out to bid which will also include the tech park sites. Hired Platt & Associates to do appraisals on the land conversion sites	
8.	STAFF REPORTS	A.	<u>Economic and Community Development:</u> Not a reporting meeting	
		B.	<u>Building Official/ZEO Report:</u> Not a reporting meeting	
9.	TOWN ADMINISTRATOR REPORT	A.	<u>Town Administrator Report:</u> See attachment "B" Selectman Simmons requested a copy of the Sidewalk Plan and what has been done to date	DPW Director Beausoleil to provide Selectman Simmons with the Sidewalk Plan and status report
10.	UNFINISHED BUSINESS	A.	<u>Quinebaug Regional Technology Park:</u>	

		B.	<p><u>Armory Development and Use:</u></p> <p>No update</p>	
		C.	<p><u>Cargill Falls Dam – Executive Session – Strategies and Negotiations regarding Pending Claims and Litigation (real estate):</u></p> <p>Bill St. Onge – received a draft MOU from CT Green Bank, met with Mayor, Doug, Greg Sharp and forwarded our concerns to them, they asked that formal discussions be delayed until Leeann Parker could be present</p> <p><i>Selectman Lasko made a motion to move the Executive Session to agenda item 12J. Selectman Tarr seconded the motion, which passed unanimously.</i></p>	
11.	GRANT CONSIDERATIONS AND UPDATES		None	
12.	NEW BUSINESS	A.	<p><u>Conservation Commission – Possible Creation:</u></p> <p><i>Selectman Lasko made a motion to refer this to the General Government Committee. Selectman Pempek seconded the motion, which passed unanimously.</i></p>	
		B.	<p><u>Consider the Approval of a Proclamation Recognizing Red Ribbon Week:</u></p> <p><i>Selectman Pempek made a motion to approve the Red Ribbon Proclamation (see attachment “C”) as presented. Selectman Lasko seconded the motion, which passed unanimously.</i></p>	

		<p>C. <u>Consider the Approval of a Resolution Authorizing the Mayor to Sign the Master Municipal Agreement for Preliminary Engineering Projects:</u></p> <p><i>Selectman Pempek made a motion authorizing the Mayor to sign the Master Municipal Agreement (see attachment “D”) for Preliminary Engineering Projects. Selectman Simmons seconded the motion, which passed unanimously.</i></p>	
		<p>D. <u>Appointment of Fiber Ad-Hoc Committee:</u></p> <ul style="list-style-type: none"> • Douglas Cutler, Town Administrator • Denise Roireau, Executive Assistant/IT • Eric Gould, Owner Savage Systems • Jennifer Becket, Chase Graphics • Sam Crawford, Putnam resident • Jack McCoy, Town of Manchester, IT Director <p><i>Selectman Simmons made a motion to appoint the above slate. Selectman Pempek seconded the motion, which passed unanimously.</i></p>	<p>EA Roireau to send notification letters</p>
		<p>E. <u>Set Date for Town Meeting to Accept Chase Road Easements:</u></p> <p><i>Selectman Simmons made a motion to set the date for the Town Meeting as Monday, September 19, 2016 at 7:30pm in the Daniel S. Rovero Selectmen Chambers. Selectman Pempek seconded the motion, which passed unanimously.</i></p>	
		<p>F. <u>Consideration of Fire Marshal Fees and an Increase to the Building Permit Fees:</u></p> <p><i>Selectman Pempek made a motion to refer this to</i></p>	

			<i>the General Government Committee. Selectman Simmons seconded the motion, which passed unanimously</i>	
		G.	<u>Accept the Resignation of William Child from the Library Board:</u> <i>Selectman Lasko made a motion to accept the resignation with regret. Selectman Pempek seconded the motion, which passed unanimously.</i>	
		H.	<u>Position of Putnam's Building Official Full Time vs Part Time:</u> Discussion ensued with regard to how the hiring process would take place as well as the timing of making the position full-time. The Board deferred to Town Attorney St. Onge for an opinion. <i>Selectman Lasko made a motion to have the Town of Putnam Building Official be a full-time position. Selectman Simmons seconded the motion, which passed unanimously.</i>	Town Attorney St. Onge to provide the Town with an opinion on the proper way to move forward
		I.	<u>Approval of Bills:</u> <i>Selectman Tarr made a motion to pay all approved bills. Selectman Pempek seconded the motion, which passed unanimously.</i>	All approved bills to be paid
			<i>Selectman Lasko made a motion to recess the Board of Selectmen Meeting at 7:28pm. Selectman Pempek seconded the motion, which passed unanimously.</i> <i>Selectman Simmons made a motion to reconvene the Board of Selectmen Meeting at 7:43pm. Selectman Pempek seconded the motion, which passed unanimously.</i>	

		<p>J. <u>Cargill Falls Dam – Executive Session – Strategies and Negotiations regarding Pending Claims and Litigation (real estate):</u></p> <p><i>Selectman Simmons made a motion to go into Executive Session at 8:00pm to discuss Strategies and Negations regarding Pending Claims and Litigation (Real Estate) and to include Town Administrator Cutler and Town Attorney St. Onge. Selectman Cutler, Jr. seconded the motion, which passed unanimously.</i></p> <p><i>Selectman Cutler, Jr. made a motion to come out of Executive Session at 8:24pm. Selectman Pempek seconded the motion, which passed unanimously.</i></p> <p><i>Selectman Simmons made a motion to reconvene the regular Board of Selectmen Meeting at 8:25pm. Selectman Pempek seconded the motion, which passed unanimously.</i></p>	
		<p>K. <u>All Other Business to Lawfully Come Before Such Meeting:</u></p> <ol style="list-style-type: none"> 1. Announcements – the Mayor offered the following: <ul style="list-style-type: none"> • August 14th Car Cruise went well • August NECCOG Meeting asked Executive Director Filchak to write a letter in support of restoring Tourism funding • August 29th Spoke to the teachers at opening day • August 28th great article about Putnam in the Providence Journal • September 2nd – First Friday was very well attended • September 10th is Willie’s Chili Cook-off and River Fire • September 11th 15-Year Anniversary Remembrance Program, encourage all to attend • September 14th CCM Education Committee Meeting 	

			<ul style="list-style-type: none"> September 17th is the 17th Annual Clipper Invitational Band Competition, St. Marie Greenhalgh at 5:00pm 	
			<p>Selectman Lasko made a motion to add the consideration of recommending a \$4,000 appropriation to the Board of Finance to the agenda as agenda item 12L. Selectman Pempek seconded the motion, which passed unanimously.</p>	
		L.	<p><u>Cady Copp Cottage Appropriation:</u></p> <p>Aspinock has taken on the restoration of Cady Copp Cottage. If the Town could provide \$4,000, there is a matching grant that Aspinock could apply for, giving them \$8,000 for necessary repairs to the building.</p> <p>Selectman Pempek made a motion to recommend to the Board of Finance the appropriation of \$4,000 of Town funds for Aspinock Historical Society to apply for the matching grant for Cady Copp Cottage. Selectman Tarr seconded the motion, which passed unanimously.</p>	EA Roireau to add to the Board of Finance agenda for the September 26, 2016 Board of Finance Meeting
13.	PUBLIC COMMENT – 3 MINUTES PER PERSON		<p>Tom Masso – Chase Road</p> <p>Inquired as to what the Chase Road easements entailed. <i>Town Administrator Cutler advised that the easements are easements that the State obtained years ago to rebuild Chase Road Bridge, and now they are turning those easements over to the Town.</i></p>	
15.	ADJOURNMENT		<p>Selectman made a motion to adjourn the Board of Selectmen meeting at 8:30 p.m. Selectman seconded the motion, which passed unanimously.</p>	

Respectfully submitted,

 Denise S. Roireau
 Secretary to the Board

 Anthony P. Falzarano, Mayor

A RESOLUTION IN MEMORY OF ROBERT J. MILLER

WHEREAS, Robert "Bob" Miller served this community with distinction as First Selectman of Putnam from 1973 to 1975 and during those years, Bob proved to be a capable, honest, energetic, courteous, and trustworthy official; and

WHEREAS, in addition to his distinguished service as First Selectman, Bob served the community in exemplary fashion on the Water Pollution and Control Authority (1973-1975), Board of Selectmen (1963-1969) and Economic & Community Development Commission (1976-1985); and

WHEREAS, Bob was appointed the first Municipal Historian for the Town of Putnam in 1989 and served until his retirement in 2006 and on August 8, 1998 the Town dedicated the Robert J. Miller Park in honor of his hard work and dedication and the Annual Robert J. Miller Award is still presented to a deserving elementary school student; and

WHEREAS, Bob was a member of the Aspinock Historical Society for 36 years, giving lectures, slide shows and tours relating to the rich history of Putnam serving as the Town's "*Institutional Memory*"; and

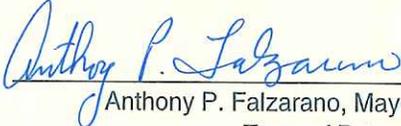
WHEREAS, throughout his long career of public service, Bob justly earned the respect, admiration, and high regard of all with whom he came in contact, and this community has sustained a great loss in his death; and

WHEREAS, Bob's sense of service extended beyond his beloved Putnam as he enlisted in the United States Army during WWII earning the Asiatic Pacific Theater Campaign Ribbon, American Theater Campaign Ribbon, Philippine Liberation Ribbon, Good Conduct Medal and the WWII Victory Medal and honorably discharged as a Staff Sargent in 1946 ; and

NOW THEREFORE, BE IT RESOLVED, that this Mayor, speaking on behalf of the Board of Selectmen and all our citizens, hereby extends to his wife, Winifred and other members of Bob's family this expression of sincere regret for his loss, and the hope that they will be consoled by the memories of his fine life and the huge mark he left on Putnam and everyone who had the honor of knowing him.

AND BE IT FURTHER RESOLVED, that as a further mark of respect, the flags at Town Hall and other public buildings shall be displayed at half staff for a period from Friday, August 26, 2016, through Monday, August 29, 2016, and that this Resolution be spread upon the records of this town government, and that a copy signed personally by the Mayor be presented to his wife.

IN TESTIMONY WHEREOF, I have
hereunto set my hand and caused the
seal of the Town of Putnam to be affixed
on this, the 26th day of August, two
thousand sixteen.


Anthony P. Falzarano, Mayor
Town of Putnam

Town Administrator Report
September 6, 2016

1. Projects Update:

Quinebaug Regional Technology Park Bridge, Road and Utilities Construction

- Project complete.
- Broadband Connection – Various contractors have approached Town to extend broadband connection off the state network to the Tech Park. Will go out to bid/RFP on this service. Meeting with CEN, the state internet organization, to tie into the state's fiber trunkline. Town committee will convene on this issue by end of August. Bringing broadband just to the Tech Park will cost a little over \$90,000.
- Appraisals completed and a forester has been contracted to determine how to make lots shovel ready. J&D Engineers are working on a gravel removal plan. Will soon conduct sampling to determine quality and quantity of gravel on proposed sites.

Water Line Replacement/Relining Project

- Contract 1 work is complete.
- Contract 2: B&W Paving and Work is finishing up in Grove and Mechanics Street areas. Work will soon be finishing up on Milton and Vandale Streets area. Work will be starting up next in Walnut Street area. Work is about a month behind schedule. B&W is bringing in more crews to get the schedule up to date. The remainder of proposed Contract 2 project areas:
 - Arthur Street, Brown Street, Canal Street, Centennial Street, Church Street (Pomfret to Woodstock), Eden Street, Edmond Street, Fenner Street, Florence Street, Frank Street, Furnace Street, George Street, Interval Street, Letters Street, May Street, Memorial Terrace, Olney Street, Pomfret Street, Sewer Plant Road, Tatem Street, Vine Street, Walnut Street, Wood Avenue (Church to Marshall)

Sewer Lift Stations

- Project complete and paid for.

Manganese/Iron Treatment Building

- WPCA has approved a new approach to restart the consideration of the Manganese/Iron Treatment building project at the Park Street wellfields. WPCA has selected the project team of Tighe&Bond/R.H. White Construction to proceed with project. Due to their bid price being \$2.4 million over the original appropriation, an additional \$2.95 million appropriation will be sought through town meeting/referendum process. This additional appropriation will not warrant an increase in the water rates.

Putnam High School Project

- Work is progressing in accordance with construction schedule. No change.

2. Conversion of Owen Tarr Park and Sabin Street/Woodstock Avenue properties. The town's original appraisal firm, Fishman Associates, is no longer doing appraisals and this information has put us behind in conducting the necessary appraisals for the land substitution for the Tarr Park and Sabin Street projects. A new appraisal firm, Platt Associates, has been selected and they have begun work on the property appraisals of the town's existing parcels and potential parcels needed to substitute for Sabin Street/Woodstock Avenue/Tarr Park. Messier Associates has completed work to determine the field needs on Sabin Street and construction of a bridge to site. Plans are available for review. Working with Committee to evaluate potential sites to provide the substitute land for passive and active recreation. Site evaluation is ongoing.
3. Armory. Mayor Falzarano, Town Attorney St. Onge, and I will meet again with NOW representatives, to see if negotiations could be reopened to devise a solution allowing NOW having a service agreement with the Town to include armory renovations at their cost and use of the property by NOW and other recreation groups in town. NOW has provided a draft Operating and Maintenance Agreement for the Town's review.
4. Sidewalk Reconstruction. To date, we have spent all of the \$750,000 previously appropriated from the Ash Landfill account. There may have to be further discussion about increasing these appropriation.
5. High Speed Broadband Fiber Installation. *No change.* Firms' under state contract are investigating cost of bringing fiber to Tech Park from the backbone line. Began discussion with Town's IT consultant on bringing high speed fiber installation to certain locations in town for economic development reasons, particularly to our Tech Park. Discussion will be framed as a town policy decision and not just for the sake of installing technology. Possible ways to manage installation could be as a public utility much like our water and sewer utilities. Some key questions to move this question forward are:
 - a. What's Putnam's policy?
 - b. Who are the champions to move this forward?
 - c. Who are community partners?
 - d. Who are the telecommunication carriers serving Putnam?
 - e. Identify key players and their roles?

Working with CEN, the state's internet organization, to devise a plan to bring fiber connection to the Tech Park by tying into the state's fiber trunkline. CEN has provided a proposal. Committee will meet now that it has been appointed by Board of Selectmen to provide recommendations to the Board of Selectmen on the broadband installation approach. Tech Park appropriation contemplated bringing fiber connection to the park.

6. Pomfret Sewer Line Connection. Putnam is reviewing a draft agreement with Pomfret allowing them to tie in to our system. Pomfret is looking to a possible spring 2016 construction start. *No change.*
7. Solar Project on Municipal Solid Waste Landfill. A review is continuing of Town's possible options since SolarCity has significantly reduced the scope and savings of their original proposal. Town is discussing possibilities with other solar firms.

8. Innovation Places. A new program has been initiated by the state called Innovation Places. Its intent is to support entrepreneurs and leaders developing places that will attract the talent high-growth enterprises need. The vision behind the program is: “Think of an area you walk to, bike to or take a train to where your mind comes alive with possibilities; where you can run into brilliant people solving big problems and inventing new technology; where the sidewalks and cafes are full of conversation; where are events and music venues brim with people making new friends – a place full of ideas.” To a large extent, that is what we have accomplished in downtown Putnam. Innovation Places grant would allow us to build on our success to attract new companies, new ideas and entrepreneurs. Delpha and I recently convened a meeting with Senator Mae Flexer and Killingly’s town manager and economic development director to discuss a joint effort to apply for a planning grant to conduct a strategic planning process to take advantage of the Innovation Places grant funding. Planning grants of \$50,000 are available. If our effort is successful, an amount of \$4.9 million is available for successful teams to augment private and public investments in programs and infrastructure likely to attract talented people and increase knowledge sharing that leads to innovation. Possible uses of funds are: attracting startup businesses and attracting anchor institutions; developing a business incubator or co-working place; events, community building, marketing and outreach; open space improvement, bicycle paths and improved technology infrastructure (broadband expansion). The planning grant application deadline is September 12, 2016. The Innovation Places proposal has been expanded to include Windham, UCONN and Mansfield.

PROCLAMATION RECOGNIZING
RED RIBBON WEEK

WHEREAS, Red Ribbon Week is a campaign to show support for ridding communities of illicit drug use and those that traffic and profit from illicit drugs; and

WHEREAS, Red Ribbon Week will take place October 23rd through October 31st, 2016 and

WHEREAS, the Natchaug River Young Marines located in Dayville, CT along with the Young Marines from many surrounding towns, will actively participate in this nationally recognized illicit drug awareness event; and

WHEREAS, the Natchaug River Young Marines proudly stand in support of an are committed to the fight against illegal drugs and those that promote their use; and

WHEREAS, the Young Marine Program promotes good citizenship and a healthy lifestyle is through education and awareness and the best way to educate is to lead by example; and

THEREFORE, BE IT PROCLAIMED BY BOARD OF SELECTMEN OF THE TOWN OF PUTNAM that the Natchaug River Young Marines should be recognized as an outstanding opportunity for our local youth and for their continuing efforts to educate and promote a healthy drug-free lifestyle; and

BE IT FURTHER PROCLAIMED that the Young Marine program should receive the support of the Board of Selectmen and the residents of our Town for their positive impact on our youth and our community by wearing a red ribbon during Red Ribbon Week.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Putnam to be affixed on this, the 6th day of September, two thousand sixteen.



Anthony P. Falzarano

Anthony P. Falzarano, Mayor
Town of Putnam

RESOLUTION

RESOLVED, that The Honorable Tony Falzarano, Mayor, is hereby authorized to sign the Agreement entitled "Master Municipal Agreement for Preliminary Engineering Projects."

ADOPTED BY THE Board of Selectmen OF THE TOWN OF Putnam,

CONNECTICUT, THIS 6th DAY OF September, 2016.

Clerk

(seal)

September 9, 2016
Date