

TOWN OF PUTNAM

MAYOR & SELECTMEN'S MEETING MINUTES

OCTOBER 03, 2016

TOPIC		DISCUSSION	Action/ Resolution
PRESENT:		Mayor Falzarano, Deputy Mayor Morey, Selectmen Cutler, Jr., Lasko, Pempek, & Tarr	
ABSENT:		Selectman Simmons - 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	
		Mayor Falzarano called for a moment of silence to acknowledge Town Administrator Doug Cutler's passing	
3.	PUBLIC COMMENT	None	
4.	APPROVAL OF MINUTES	A. <u>September 19, 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 with Deputy Mayor Morey abstaining.</i>	
5.	PETITIONS & COMMUNICATIONS	None	
6.	REPORTS OF STANDING COMMITTEES	A. <u>General Government Committee:</u> The next meeting is scheduled for Monday, October 17, 2016 at 6:00pm	
7.	REPORTS OF SPECIAL COMMITTEES	A. <u>Charter Revision Commission:</u> Selectman Tarr (Chairman of the Charter Revision Commission) advised that the Commission has scheduled a special meeting on October 12 th to discuss Chapters 7, 8, & 10. The Special Service District will be invited to join the Commission during their regular meeting on October 26 th to discuss Chapter 9	

		B.	<u>Special Services District Report:</u> Not a reporting meeting	
		C.	<u>Putnam Facilities Study Group:</u> <i>Deputy Mayor Morey made a motion to move this item to agenda item 13A. Selectman Pempek seconded the motion, which passed unanimously.</i>	
8.	STAFF REPORTS	A.	<u>Economic and Community Development:</u> See attachment "A"	
		B.	<u>Building Official/ZEO Report:</u> See attachment "B"	
9.	TOWN ADMINISTRATOR REPORT	A.	<u>Town Administrator Report:</u> See attachment "C"	
10.	UNFINISHED BUSINESS	A.	<u>Armory Development and Use:</u> The Putnam Facilities Study Group has been tasked with going out for RFQ for architectural firms on the Armory Renovation and make a recommendation to the Board of Selectmen on the bid award	
		B.	<u>Cargill Falls Dam – Executive Session – Strategies and Negotiations regarding Pending Claims and Litigation (real estate):</u> No action	
11.	GRANT CONSIDERATIONS AND UPDATES			
12.	NEW BUSINESS	A.	<u>Consider for Approval a Loan Resolution for the Manganese Treatment Project:</u>	EA Roireau to have Mayor sign loan resolution

			<i>Selectman Lasko made a motion to approve the Loan Resolution. Selectman Pempek seconded the motion, which passed unanimously.</i>	
		B.	<u>Board & Commission Vacancies:</u> Discussion ensued on how to engage more citizens	
		C.	<u>Consider the Reappointment of Unaffiliated David Brotzman of 48 Sabin Street to the Redevelopment Agency for a Term to Expire October 31, 2021:</u> <i>Selectman Pempek made a motion to approve the reappointment of David Brotzman to the Redevelopment Agency for a term to expire October 31, 2021. Deputy Mayor Morey seconded the motion, which passed unanimously.</i>	EA Roireau to send notification letter
		D.	<u>Consider the Reappointment of Republican Paul Grenier of 7 Freemont Street to the Redevelopment Agency for a Term to Expire October 31, 2021:</u> <i>Selectman Cutler, Jr. made a motion to approve the reappointment of Paul Grenier to the Redevelopment Agency for a term to expire October 31, 2021. Deputy Mayor Morey seconded the motion, which passed unanimously.</i>	EA Roireau to send notification letter
		E.	<u>Accept the Resignation of Unaffiliated George Dimopoulos from the Economic Development Commission and the Redevelopment Agency:</u> <i>Selectman Pempek made a motion to accept the resignation of George Dimopoulos with regret. Deputy Mayor Morey seconded the motion, which passed unanimously.</i>	EA Roireau to send notification letters
		F.	<u>Consider the Appointment of Democrat George Tsanjoures of 30 East Putnam Road as a full member to the Economic Development Commission for a Term to Expire December 4,</u>	EA Roireau to send notification letter

			<p><u>2018 and to the Redevelopment Agency for a Term to Expire October 31, 2018:</u></p> <p><i>Selectman Pempek made a motion to approve the appointment of George Tsanjoures to the Economic Development Commission for a term to expire December 4, 2018 and to the Redevelopment Agency for a term to expire October 31, 2018. Deputy Mayor Morey seconded the motion, which passed unanimously.</i></p>	
		G.	<p><u>Approval of Bills:</u></p> <p><i>Selectman Tarr made a motion to pay all approved bills with the exception of Murtha Cullina Invoice # 528799. Selectman Pempek seconded the motion, which passed unanimously.</i></p>	<p>All approved bills to be paid</p> <p>Two bills were held back for further research</p> <p>Mayor Falzarano to find out if the PO went out for the Fire Marshal vehicle</p>
		D.	<p><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"> • Any information regarding the arrangements for Town Administrator Cutler will be forwarded 	
13.	PUBLIC COMMENT			TA Cutler to provide the RFP for publication
14.	ADJOURNMENT		<p><i>Deputy Mayor Morey made a motion to adjourn the Board of Selectmen meeting at 7:15 p.m. Selectman Cutler, Jr. seconded the motion, which passed unanimously.</i></p>	

Respectfully submitted,

 Denise S. Roireau
 Secretary to the Board

 Anthony P. Falzarano, Mayor

BOARD OF SELECTMAN UPDATE

September 19, 2016

PUTNAM REDEVELOPMENT AGENCY (PRA)

Municipal Brownfield Pilot Program- Cargill Falls Mill

Awaiting structural engineers to assess building stability to build skywalk bridge support as well as ground load testing. Correspondence between Leanne Parker (wife of Greg Renshaw) and the Director is taking place to assure that Leanne has or will have appropriate authorization to act in the administrative role for Cargill Falls Mill.

Historic Brownfield Revitalization Program-Belding Mill

The RFP/Q was issued on 8/29 with due date of 9/26 for Brownfield Consulting Services for Belding-Corticelli Mill. Qualified firms will conduct environmental investigations, hazardous building material inspections, structural evaluations, elements of re-use planning and to conduct public information/outreach in accordance to specifications. A mandatory site walk will be conducted on Wednesday, 9/14 at 11:00 a.m. The Putnam Redevelopment Agency will review bid proposals and award at the October meeting.

Former Putnam Foundry (Palo Property)

All Scope of Work items have been completed at this time. Funds remain and we are making recommendations to the CT DEEP to continue work near the property to better focus on re-use development. More information on this proposal at a later time.

ECONOMIC AND COMMUNITY DEVELOPMENT

Quinebaug Regional Technology Park.

The Economic Development Commission has approved the expenditure of \$5,000 from the Economic Development Trust Fund for the purpose of Branding/Creative Marketing. The purpose is to develop a brand image and tagline for the Quinebaug Regional Technology Park for the Town's marketing strategies. This tool will help to market Putnam as a whole to make Putnam a business home destination for new and 'new to' our community.

Industrial Park Updates

75 Highland Drive – Kocheck - Working with J&D Civil Engineering to design expansion to comply with Zoning Regulations.

Signage has been completed by Graphics Unlimited reflecting new tenants and recently sold lots.

PBA Beautification Committee

Michael Drummer, Architect has designed a landscaping concept for South Main Street where the vegetation has been removed by the Putnam Public Works Dept. The Beautification Cmte of the Putnam Business Assoc is planning to assist with an Eagle Scout Project to bring back Miller Park on Providence Street. Significant rehab needs to be addressed on the historic bill board wall as well as landscaping ideas.

Innovation Places Planning Grant

The grant has been submitted representing the Northeast Ct Innovation Hub. The Planning grant will assist in planning and developing hubs of innovation – concentrated neighborhoods of entrepreneurs, innovators, tech talent, support organizations and research institutions in dense, walkable, transit-connected, mixed use areas. We will be partnering with UCONN, Killingly, Mansfield, Willimantic and Tolland. News of the grant award for \$50,000 will be announced in October.

76-80 Main St Property Blight and Building Conditions Report

The report was given to the Building Official for his review asking for his input on moving forward. We are consulting with Town Counsel on the matter in moving forward.

Eversource Energy

The Town of Putnam as a Clean Energy Community is partnering with Eversource and Energize Connecticut to provide cost saving measures for residential households and the business community. An energy assessment by insured partner-contractors can be done in homes and businesses with a resulting report to guide home improvement decisions based on findings. Participation in the Energize Connecticut program makes Putnam eligible for grants for energy saving projects. The office is drafting a letter to be sent to all Putnam residents.

Updates:

- Community Garden. Basketball Hoop installation
- Movie Night in the Park – August 29th . More to be planned
- King's Inn Motel Tour
- Riverview Marketplace rented on 3 occasions this month.

September 12, 2016

Mayor Falzarano
Board of Selectmen
126 Church Street
Putnam, CT 06260

Re: Building Official/Z.E.O. Report – August 2016

Hours: Monday-Thursday 7:00 - 11:00
Friday 11:00 - 3:00

Attached please find the permit log for the issuance of 64 Building Permits for the month of August 2016. 45 inspections were completed.

Total Building Permit fees collected: \$8,622.97

Zoning:

Attendance at Zoning Board of Appeals Meeting – Variance denied for the construction of a deck at 43-45 Laurel Street.

Attendance at Zoning Commission Meeting – Proposed Putnam High School Sign Tabled – The Commission instructed the sign company to put up some type of frame to display just how much of an area and height the sign would entail.

Addendum to the Agenda – Owner of Athens Pizza was asked to be placed on the agenda to discuss locating a tattoo parlor in her building next to Putnam Farmers Co-Op on Front Street – Tabled for further discussion.

Construction of miniature golf course on Kennedy Drive – Owner was advised of the application process which would have to take place for a text amendment to the Town of Putnam Zoning Regulations as well as the Special Permit process.

Site line obstruction complaint was received for 305 Woodstock Avenue which was created by the owner's placement of a fence – Owner has been notified by both Certified and Regular Mail.

137-139 Woodstock Avenue – Illegal use of the third floor as an apartment has ceased. Other violations have now occurred regarding work being done without permits. Letter has been sent via Certified and Regular Mail. Homeowner has received letter and has not complied within the specified time frame. Information has been forwarded to the Town Administrator for referral to Attorney St. Onge.

Blight Updates:

Garbage at 52 Wilkinson Street - Garbage Removed

3 Woodstock Ave West – Owner cleaning area and improvements being made with appropriate permits in place.

415 School Street – Various violations cited and other agencies involved.

Permit	Location	Owner/Contractor	Type of Permit	Value	Date
10500	32 Breault St.	Miller	solar	19150	8-3
10501	84 Hurry Hill Rd.	Goodno	solar	40424	8-3
10502	10 Centennial St.	Gardner	re-roof	15000	8-3
10503	297 Sabin St.	Sabin Landing	electrical	3400	8-3
10504	394 Chase Rd.	Malloy	electrical	1800	8-3
10505	423 Liberty Hwy.	Oles	electrical	MIN	8-3
10506	10 Brookside St.	Algonquin Gas	electrical	8000	8-5
10507	25-28 Center St.	Maryonov	replacement windows	MIN	8-5
10508	263 Kennedy Dr.	Putnam Downtown LLC	security	MIN	8-5
10509	125 Heritage Rd.	Rondeau	interior renovations	MIN	8-5
10510	65 Maynard St.	Bernier	water heater	MIN	8-8
10511	27 Senexet Rd.	Auger	275 gallon tank	2556	8-8
10512	604 Five Mile River	Sessums	solar	21046	8-8
10513	59 Munyan Rd.	Godley	bathroom renovations	MIN	8-8
10514	7 Vandale St.	Goyette	electrical	11400	8-8
10515	22 Bibeaaault St.	Salce	solar	47541	8-9
10516	510 Liberty Hwy.	Campbell	electrical	MIN	8-9
10517	28 Paula Rd.	Mahlert	propane tank	MIN	8-9
10518	7 Vandale St.	Goyette	electrical	2500	8-9
10519	324 S. Main St.	Phongsa	interior repairs	MIN	8-9
10520	601 School St.	Phongsa	interior repairs	MIN	8-9
10521	241 E. Putnam Rd.	Blackmar	solar	17000	8-10
10522	98 Viens St.	Wetherbee	solar	30000	8-10
10523	108 Viens St.	Carreaux	ext./int. renovations	10000	8-11
10524	15 Davis St.	Johnson	re-roof	7000	8-11
10525	162 Mechanic St.	Devlin	solar	16615	8-11
10526	5 Highland Dr.	Cornerstone Mech.	plumbing and heating	120000	8-11
10527	5 Heritage Rd	Ruhi Hospitality	interior renovations	3000	8-15
10528	34 Walnut St	Giles	solar	36000	8-15
10529	252 Providence Pke.	Gatineau	re-roof	6000	8-16
10530	22 Underwood Rd.	Martineau	int./ext. renovations	20000	8-16
10531	51 Roosevelt St.	Plante	reline chimney	MIN	8-16
10532	52 Church St.	Isabel International	re-roof	17000	8-16
10533	20-22 Marshall St.	CNG Holdings	renovations	30000	8-16
10534	VOID		VOID		VOID
10535	104 Underwood Rd.	Daddario Builders	temporary service	MIN	8-16
10536	498 Liberty Hwy.	Corey	solar	26334	8-16
10537	43-45 Laurel St.	Boj	remove/replace deck	5000	8-17
10538	106 S. Main St	Li Lin Xin	electrical	MIN	8-17
10539	3 Woodstock Ave.	Leroy	int./ext. renovation s	30000	8-17
10540	162 Mechanic St	Devlin	electrical	MIN	8-17
10541	99 Canal Street	Rawson industries	signage-service window	MIN	8-18
10542	35 Florence Street	HCD	pressure test	MIN	8-18
10543	135 Park St.	Johnson	renovations	9500	8-18
10544	263 Kennedy Dr.	Putnam Downtown	security	MIN	8-19
10545	87 Munyan Rd	Casio	gas piping	MIN	8-19

Permit	Location	Owner/Contractor	Type of Permit	Value	Date
10546	19 Battey St.	Vandal	solar	19000	8-22
10547	11 Battey St.	Vandal	solar	13000	8-22
10548	9 Battey St.	Vandal	solar	5000	8-22
10549	97 Park St.	Pollack	electrical	MIN	8-23
10550	5 Heritage Rd.	Ruhi Hospitality	interior renovations	10000	8-23
10551	426 Woodstock Ave	Reynolds	re-roof-portion	MIN	8-23
10552	70 Sabin St.	Martel	solar	9363	8-23
10553	165 Elmwood Rd.	Pray	new modules	15000	8-24
10554	10 Heritage Rd.	Bell	solar	28000	8-24
10555	154 South Main St.	Lucier	solar	5000	8-24
10556	195 Park St.	Kustov	interior renovations	10000	8-24
10557	75 Main St.	Union & Main LLC	interior renovations	MIN	8-25
10558	5 Heritage Rd.	Ruhi Hospitality	interior renovations	MIN	8-25
10559	VOID		VOID		VOID
10560	835 Five Mile River	Sadlier	re-roof	4600	8-30
10561	75 Main St	Union & Main LLC	interior renovations	2500	8-31
10562	65 Aspinock Rd.	Doherty	garage	15700	8-31
10563	4 Auburn St.	Zadziejko	solar	22000	8-31
10564	30 Grove St.	Johnson	garage dismantle	MIN	8-31
10565	144 Mechanic St.	Pascale	solar	13456	8-31

Town Administrator Report
October 3, 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. Connection will be made through the state's fiber trunkline. Town committee, appointed by Selectmen at last meeting, will convene in two weeks. 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. Test pits have been dug and there is definitely marketable sand and gravel on the land (about 5 acres). J&D Engineers are working on a gravel removal plan and putting out a bid for gravel removal. In advance of sand and gravel removal, forester will work out a plan to clearcut and stump the land.
- Pomfret has finally signed Interlocal Agreement establishing Technology Park and will be invoiced for their share.

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 has brought 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, Wood Avenue (Church to Marshall)
- No change.

Sewer Lift Stations

- Project complete and paid for.

Manganese/Iron Treatment Building

- At September 13th referendum, the question of adding an additional appropriation of almost \$3 million to the original \$2 million appropriation was approved. WPCA has selected the project team of Tighe&Bond/R.H. White Construction to proceed with project and are working on an agreement with team to proceed with project. Suez, the water and sewer operations management firm is working on a supplemental funding application to the USDA for a loan and grant to cover the additional appropriation. USDA

recently approved an additional \$1,101,000 loan for the project at a 2.25% interest rate. Usually USDA provides a 75% loan to 25% grant ratio. This additional appropriation will not warrant an increase in the water rates.

Water Meter Replacement Program

- Our contracted water and sewer operations company, Suez, on behalf of the Putnam WPCA, will be initiating water replacement program throughout their service area. Meters will be replaced over a phased period beginning in October and to be completed by June 2017. These are state-of-the-art meters will remotely transmit meter readings into a customer service database. The new meters will provide accurate and timely bills, along with the technology to detect leaks, reverse flows and measure how much water is being consumed at each meter.

Putnam High School Project

- Work is progressing in accordance with construction schedule. You recently were provided with the most current monthly project update.

2. Conversion of Owen Tarr Park and Sabin Street/Woodstock Avenue properties. 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. A proposal is being circulated to consider using the Armory for the following purposes: site of the Senior Center, offices for Recreation staff, offices for registrars of voters/polling station, and multi-use recreation facility. This proposal is being circulated because taking care of the senior center at the armory may be a more cost effective way of having the center developed as opposed to adding it to the proposed Town Hall/Library/Aspinock Offices complex. At the last meeting of the Facilities Study Committee, they approved seeking RFQs for architects to provide plans for renovating the Armory as a senior and recreation center and for certain municipal offices. RFQs are due on October 5th and Committee will review and make a recommendation to the Board of Selectmen.
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 this appropriation. In addition, the Town is working with NECCOG to discuss using various regional transportation funds for our sidewalks. Priorities to consider are using the funds for new projects --- extension of the sidewalks to Day Kimball and Walmart --- and/or repairing/replacing existing sidewalks.
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 2017 construction start. Pomfret is looking to go out to bid possibly as early as next month. Agreement between WPCA and Pomfret is in hands of Town Attorney for review.
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. Upon further investigation and consulting with Paul Michaud, it was recommended that we stay with SolarCity because any further delay would possibly make Putnam lose our place in line for receipt of the virtual net metering credits.
8. Innovation Places. Our region has submitted an application for the planning grant under this program. 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." The submitted application's title is: Northeast Connecticut Innovation Hub.
9. Mobilitie Siting of Micro-Cell Utility Pole Placement. Recently towns, including Putnam, received notice from a company, Mobilitie, to construct new 120 foot high pole-towers in the public rights of way. Mobilitie's Putnam proposal is to install a 120 foot tower on Mill Street, one block off Providence Street. They have reached out to the town to discuss their proposed siting application. Fred Wojick is the town contact. Working through CCM, a number of towns have expressed concern about these applications, including:
 - a. Do these applications need approval of the Siting Council?
 - b. Impact on local zoning ordinances?
 - c. Development of clear process that guarantees adequate municipal and public input before new towers are constructed.CCM is working with towns that are impacted and will develop a coordinated statewide municipal response. There is a PURA (Public Utilities Regulatory Agency) Technical

Meeting on 9/28/16 to discuss the Mobilitie issue. Will follow up with CCM to learn results from the PURA Technical Meeting.