

**Putnam Special Services District**  
**District Authority Meeting**  
**Monday, December 9 2025, 6:00PM**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
5. Public Participation
6. Petitions & Communications
  - a. Revenue Collector's Request for tax refunds
7. Reports of Departments
8. Unfinished Business
9. New Business
10. Executive Session- Personnel
11. Adjournment

Meeting will be held:

Town of Putnam Municipal Complex

Room 201

200 School Street

Putnam, CT 06260

**Putnam Special Services District**

**District Authority Special Meeting**

**December 8, 2025**

Meeting Called to Order at 6:27 P.M. by A/C Normand Perron

Chairman Normand Perron requested that District Clerk, Stefanie Bellavance, read the purpose of special meeting:

The citizens and eligible voters of the Putnam Special Services District are hereby notified and warned that a Special District Meeting of said District will be held at the Putnam Municipal Complex, Conference Room #201, 200 School Street, Putnam, CT on the 8<sup>th</sup> day of December 2025 immediately following the Putnam Special Services District Authority Meeting.

1. Moderator: Motion was made by A/VC Brian Maynard and second by Rick DiVincenzo to nominate A/C Normand Perron as meeting moderator. UV
2. To determine the wishes of those present and eligible to vote at the district meeting of the Putnam Special Services District seeking the following resolution:

RESOLVED, Special Meeting of the Putnam Special Services District that the sum of no more than \$20,000 is hereby appropriated for the purchase of Police Department issued pistols, optics, holsters and extra magazines. The foregoing appropriation shall be funded with up to \$20,000 from the Police Department Equipment Reserve Fund.

A public hand-count vote was conducted. Of the 16 attendees, 13 were eligible district members. The motion passed with 13 yea votes and 0 nay votes.

3. A motion was made by A/C Normand Perron to enter executive session to discuss policy and job descriptions at 6:36 PM. The motion was seconded by A/VC Brian Maynard. Executive session invitations were extended to Town Administrator Elaine Sistare; Joe Carvalho; Ross Johnson; Ann St. Onge; and District Clerk Stefanie Bellavance.

Executive session was adjourned at 7:09 PM following a motion to end the session made by A/M Mike Vassar and seconded by A/VC Brian Maynard. UV

No action taken.

4. A motion was made by A/M Michael Vassar, seconded by A/VC Brian Maynard, to enter executive session at 7:10 PM to discuss a personnel matter regarding salary. Invited participants were Joe Carvalho, Ross Johnson, Ann St. Onge, and District Clerk.

Executive session was adjourned at 7:41 PM following a motion to end the session made by A/M Mike Vassar and seconded by A/C Norm Perron. UV

A/M Steve Gagnon made a motion to increase the District Clerk's salary by \$5,500 per year, effective January 1, 2026. The motion was seconded by A/M Mike Vassar and passed unanimously.

Motion to Adjourn by A/M Mike Vassar, Second A/VC Brian Maynard. UV at 7:54 PM.

Respectfully Submitted,



Stefanie Bellavance

District Clerk

**Putnam Special Services District**

**District Authority Meeting**

**December 8, 2025**

Meeting Called to Order at 6:00 P.M. by A/C Normand Perron

Meeting opened with Pledge of Allegiance

**Members Present:** A/C Normand Perron, A/VC Brian Maynard, A/M Michael Vassar, A/M Steven Gagnon (via Teams)

**Members Absent:** A/M Kathy Hayes

**Approval of Minutes:** Motion – A/VC Brian Maynard, Second A/M Steve Gagnon to approve minutes of the District Authority Meeting held on November 10, 2025. UV

**Public Participation:** Michael Paquin extended a thank you to board members for their efforts during their term. Michael also extended thanks to the Police and Fire Chiefs for their outstanding work within the Special Services District.

**Petitions & Communications:** Revenue Collector's Request for Tax Refunds totaling \$342.89.

Toyota Lease Trust – Lockbox 830238, 525 Fellowship Road, Suite 330, Mt. Laurel, NJ 08054-3415- GL/10-24MV – Sold Lease – \$128.57

GM Financial/ ACAR Leasing, PO Box 1990, Ft. Worth, TX 76101 - GL/10-23MV- Sold- \$40.61, GL/10- 23MV- Sold- \$21.46, GL/10-23MV- Sold- \$62.10- Total \$124.17

Nissan Motor Acceptance Corp., PO Box 22059, Nashville, TN 37202- GL/10-23 MV- Sold- \$90.15

Motion to approve refunds by A/VC Brian Maynard, Second A/M Mike Vassar. UV

**Reports of Departments:** Police Chief Chris Ferace gave report from Police Department.

Dispatch Center handled 1235 calls for service in November 2025, which includes Police & Fire.

Officers initiated investigations with 86 investigations with 47 criminal offenses reported. There was a result of 24 arrests: including 7 by warrant & 16 on site and 1 juvenile arrest. Officers responded to 15 incidents of domestic violence, 17 motor vehicle accidents, which included private lots & 12 alarm activations and 9 incidents involving mental health issues/crisis.

The department received a total income of \$7,748.75, which included \$5,950.75 for outside work. The remaining balance of \$1,798 was generated from fingerprints (\$625), records (\$38), parking tickets (\$365), and pistol permits (\$770)

November 19, 2025, Levi Caudell age 49, of no certain address Merced, CA was taken into custody by Putnam Police Detectives at the Merced County CA Sheriff's Department and extradited back to Connecticut for prosecution. Caudell was the subject of an arrest warrant issued by Danielson Superior Court related to an investigation initiated back in 2015, conducted by Putnam Police Department with assistance of the CT State Police Major Crimes Unit. The male victim, who was 29 years old at the time, reported that he was violently assaulted by several people, kidnapped, and forcibly transported from Putnam to RI where he was dumped.

The victim suffered life-threatening injuries and was hospitalized. This is the sixth and final arrest related to that incident. Four of the other five defendants have been convicted and one other still has his case pending.

The annual "Handcuff Hunger" food drive was held on the weekend of, out front of Price Chopper. Over the two days Putnam Officers and Auxiliaries assisted by the Judicial Marshals collected 222 Turkeys, over 1000 pounds of consumables, and \$2512.00 in Cash and Gift cards which were split evenly and distributed to IHSP Daily Bread and TEEG.

Chief Ferace announced Officer Roy Hicks and his K-9 partner Spike graduated from the Connecticut Capital Region Training Group K-9 Class VI and are now certified for deployment in the Patrol Division. Spike received training in tracking, apprehension, evidence recovery, and drug detection. He also

Chief Ferace also extended his thanks to the Special Services District Board for their hard work and cooperation during their term.

Fire Chief Bob Campbell gave the fire department report.

The department responded to 22 calls in November 2025 with a total of 151-man hours.

Engine 378 has been fully repaired. The fire department saved delivery fee by sending Assistant Chief Rick DiVincenzo to Waterford to pick up.

On November 12<sup>th</sup>, Eversource Gas delivered a safety class to 15 members from our department and 10 members from East Putnam and Woodstock departments at our station. It is planned for Eversource Electric to deliver a class sometime in January 2026.

On November 8<sup>th</sup>, the department responded to 30 Grove Street for a possible chimney fire that after investigation ended up being a structure fire. The extinguishment was well coordinated with mutual aid companies and Bob wished to acknowledge Alden Adams and Jahsun Oates for the quick and effective knockdown. The Putnam Fire Marshal was called and started his investigation as well.

Chief Cambell also thanked the Special Services District for their outstanding work and continuous support throughout their term.

**Unfinished Business:** None

**New Business:** None

Motion to Adjourn: Motion- A/M Mike Vassar, Second A/VC Brian Maynard. UV at 6:26 PM

Respectfully Submitted,



Stefanie Bellavance  
District Clerk

PUTNAM SPECIAL SERVICES DISTRICT  
SPECIAL DISTRICT MEETING  
December 8, 2025  
IMMEDIATELY FOLLOWING DISTRICT AUTHORITY REGULAR MEETING (6PM)

The citizens and eligible voters of the Putnam Special Services District are hereby notified and warned that a Special District Meeting of said District will be held at the Putnam Municipal Complex, Conference Room #201, 200 School Street, Putnam, CT on the 8<sup>th</sup> day of December 2025 immediately following the Putnam Special Services District Authority Meeting, for the following purpose:

1. To choose a Moderator.
2. To determine the wishes of those present and eligible to vote at the district meeting of the Putnam Special Services District on the following resolution:

RESOLVED, by the Special Meeting of the Putnam Special Services District that the sum of no more than \$20,000 is hereby appropriated for the purchase of Police Department issued pistols, optics, holsters and extra magazines. The foregoing appropriation shall be funded with up to \$20,000 from the Police Department Equipment Reserve Fund.

3. Executive Session relating to Policy and Job Descriptions.
4. Executive Session relating to personnel matter regarding salary.

Dated at Putnam, Connecticut this 4<sup>th</sup> Day of December 2025

District Authority,  
Normand Perron, Brian Maynard, Steven Gagnon, Michael Vassar, Kathleen Hayes

Attest: Stefanie Bellavance, District Clerk  
Revised December 4, 2025