

**Putnam Special Services District**

**District Authority Meeting**

**January 8, 2026**

Meeting Called to Order at 6:15 PM by A/C Anne St. Onge.

Meeting opened with Pledge of Allegiance

**Roll Call:** A/C Anne St. Onge, A/VC Joseph Carvalho, AM Normand Perron, AM Steven Gagnon (via Teams), AM Ross Johnson

**Approval of Minutes:** Motion made by AM Normand Perron, Second AM Steve Gagnon to approve minutes of the Special District Authority Meeting held on December 8, 2025. UV

Motion made by AM Ross Johnson, Second A/VC Joseph Carvalho to approve minutes of the Regular District Authority Meeting held on December 8, 2025. UV

**Public Participation:** None

**Petitions & Communications:** Revenue Collector's Request for Tax Refunds totaling \$431.24.

Toyota Lease Trust, Reference: 2023 03 0057731 \$104.54, Reference: 2024 03 57548 \$127.88, Reference: 2024 03 57553 \$39.91.

Hyundai Lease Titling Trust, Reference: 2024 03 53594 \$129.46

Alexis Picart, Reference: 2024 03 55913 \$29.45

Motion to approve refunds by AM Normand Perron, AM Ross Johnson. UV

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

Dispatch Center handled 1288 calls for service in December 2025, which include Police & Fire.

Officers initiated investigations with 66 investigations with 30 criminal offenses reported. There was a result of 16 arrests: including 1 by warrant & 12 on site and 3 juvenile arrests. Officers responded to 7 incidents of domestic violence, 18 motor vehicle accidents, which included private lots & 9 alarm activations and 7 incidents involving mental health issues/crisis.

The department received a total income of \$13,709.29, which included \$10,516.50 for outside work. The remaining balance of \$3,192.79 was generated from fingerprints (\$750), records (\$103), parking tickets (\$1,070), and pistol permits (\$210) and Other (\$1,059.79).

Chief Ferace addressed other notables to include the department participation of "No Shave November & Double Down December" fundraising efforts. \$565 was collected. Other notable included the department participation "Stuff a Cruiser" toy drive. The department was able to stuff a cruiser twice over with unwrapped toys and cash donations of \$3,300 which were donated to the Putnam Family Resource Center. He expressed thanks to WINY for the use of their parking lot for the event.

Fire Chief Bob Campbell gave the fire department report.

The department responded to 26 calls in December 2025 with a total of 206-man hours.

Chief Campbell thanked fire department members Dave Ramos and Anthony Castillo for their excellent work on keeping all trucks clean. He acknowledged the time, pride and effort it takes to accomplish this in the winter months.

There was participation of 12 members to assist with town light parade.

10 members attended training with East Putnam Fire and Putnam EMS. This joint training provides a continued safe service for the residents. Putnam Fire hosted breakfast at the station for all 3 departments.

On December 15<sup>th</sup>, 19 members attended the monthly meeting to run all equipment and go through all the apparatus.

**Unfinished Business:** None

**New Business:** Request for “Deer Crossing” street sign on lower Sabin St. Chief Ferace provided report to board members, part of his monthly report, to detail the request SSD Resident James Mazdrachi, 69 Sabin Street. Chief Ferace also provided the details of 3 motor vehicle accidents that have occurred within the past year due to motor vehicles striking deer in the area. A/VC Joseph Carvalho inquired about the potential cost of the sign to be installed. Chief Ferace advised that the Putnam Highway Department typically handles these requests with little to no expense involved to the Special Services District. AM Normand Perron made a motion to install the “Deer Crossing” sign, Second AM Ross Johnson. UV

The Board discussed potential retirement plan options for two full-time SSD employees who currently do not receive retirement benefits. The Town Administrator provided further information relating to the town pension and 401k plans to the Board. A/VC Joseph Carvalho requested that the District Clerk prepare a document outlining available options to assist the Board in making an informed decision on possible resolutions. The District Clerk agreed to present the document at the February 2026 regular meeting. AM Ross Johnson made a motion to table the conversation to the February 2026 regular meeting agenda as Unfinished Business. Second A/VC Joseph Carvalho. UV

The Board reviewed letter presented by District Clerk to update authorized banking signatories, adding newly appointed board members to the Special Services. A/VC Joseph Carvalho made a motion to approve the letter adding newly appointed Chair and Vice Chair. Second A/C Anne St. Onge. UV

AM Ross Johnson made a motion to go into 1<sup>st</sup> Executive Session to discuss an employee matter. Second A/VC Joseph Carvalho. UV. Chief Ferace was invited. Executive Session began at 6:46 PM and ended at 6:58 PM. No action taken.

AM Ross Johnson made a motion to go into 2<sup>nd</sup> Executive Session regarding fire department job description. Second A/C Anne St. Onge. UV. The Board invited the Board of Selectmen, District Clerk, Town Administrator, Fire Chief, and Assistant Fire Chiefs to participate as needed throughout the session. Executive Session began at 6:59 PM and ended at 8:42 PM. No action taken.

Motion made by A/VC Joseph Carvalho to adjourn. Second AM Ross Johnson. UV at 8:42 PM.

Respectfully Submitted,

Stefanie Bellavance  
District Clerk