

**PUTNAM SPECIAL SERVICES DISTRICT
DISTRICT AUTHORITY MEETING**

MONDAY JUNE 9, 2025

6:00 PM

AGENDA

- 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:**
 - (A) REVENUE COLLECTOR SUSPENSE LIST**

ANY AND ALL OTHER BUSINESS WHICH MAY LAWFULLY COME BEFORE SUCH MEETING
- 10. ADJOURNMENT**

**MEETING WILL BE HELD AT THE PUTNAM MUNICIPAL COMPLEX
CONFERENCE ROOM #201
200 SCHOOL STREET
PUTNAM CT 06260**

District Authority Meeting

June 09, 2025

Meeting Called to Order at 6:00 P.M.

Members Present: A/C Normand Perron, A/VC Brian Maynard, A/M Michael Vassar, A/M Steven Gagnon & A/M Kathleen Hayes

Approval of Minutes: Motion – A/VC Brian Maynard, Second A/M Michael Vassar to approve minutes of the Public Hearing Meeting held on May 12, 2025. UV

Public Participation: None

Petitions & Communications: Revenue Collector's Request for Tax Refund:

To: Toyota Lease Trust – Mount Laurel, NJ – G/L10-23MV-Vehicle Sold - \$111.47

Total Amount - \$111.47

Motion-A/M Michael Vassar, Second A/VC Brian Maynard. UV

Reports of Departments:

Fire Department: Assistant Fire Chief Richard DiVincenzo gave the report. The department responded to 13 calls in May 2025 with a total of 198 man hours.

Collin Delsanto is promoted to Captain with the position being open from the resignation of Captain Noah Tomkins.

The generator is totally completed and tested.

The 150th Anniversary Committee has been doing a great job for the Celebration dinner. The donations from the area businesses for the Celebration has been overwhelming.

Fire Chief Bob Campbell & Assistant Fire Chief Rick DiVincenzo attended the Memorial service for Retired Firefighter Richard Allard.

We had 19 members attend the Annual Memorial Day Parade.

On Memorial Day the department received a call for a person in the water in Quinebaug River down by Simonzi Park. There was a father & daughter who were going kayaking, but the water was high & fast. The daughter made it about 200 yards down the river & capsized the kayak. She was able to get to the shore & hang onto a tree. When the crews got on scene Assistant Chief Mike Viens was on scene & in command. Mike went down the embankment with the assistance of other members & ropes tied off. The victim was aided up the embankment & turned over to Putnam EMS. She was very cold, but no injuries & very lucky. I want to commend Assistant Chief Mike & the entire crew for doing a super job with a great outcome.

Police Department: Police Chief Christopher Ferace gave the report.

Dispatch Center handled 1012 calls for service in May 2025, which includes Police & Fire.

Officers initiated investigations with 77 investigations with 32 criminal offenses reported. A total of 12 arrests were affected, including 3 by warrant & 9 on site. Officers responded to 10 incidents of domestic violence, 17 motor vehicle accidents, which include private lots & 7 alarm activations.

The department received a total income of \$24,573.50, which included \$22,892.50 for outside work. The remaining balance of \$1,681.00 was generated from fingerprints (\$575), records (\$76), parking tickets (\$100), vendor permits (\$650), pistol permits (\$280).

This past March the Police Department was awarded a Speed Enforcement Grant for speed detection equipment & enforcement patrols from CT DOT starting March 15, 2025 & continuing through May 31, 2025. On 26 various dates, 36 enforcement patrols were conducted overtime in blocks of 4 or 8 hours. Those overtime enforcement patrols were 100% reimbursable by DOT & we have already submitted the paperwork payment. Over those 26 dates, Putnam Officers affected 212 traffic stops on vehicles exceeding the speed limits within the district.

New Business – Requesting permission effective July 1, 2025 to pay the per diem/part time dispatchers time & one half on any occasion where they work more than 8 hours in 24 hours of when their shifts start. As a cost savings measure this should serve as an incentive for per diem/part time dispatchers to work more hours with the intent on reducing “Order In Hours” to our full time dispatchers on weekends who are paid double time.

Motion-A/M Michael Vassar, Second A/M Kathleen Hayes. UV

Unfinished Business: None

New Business:

(A) Revenue Collector Suspense List

Revenue Collector Melissa Alden reviewed the suspense list with the board.

Motion to accept suspense list as presented & transfer to uncollectible property tax as presented to the suspense tax book. A/VC-Brian Maynard, Second A/M Steven Gagon. UV

Executive Session :

Motion A/M Michael Vassar, Second A/VC Brian Maynard Steven to go into executive session at 6:16 PM to review resumes for the District Clerk job posting. Out of executive session at 6:51 PM. No action was taken.

Motion to Adjourn: Motion- A/M Michael Vassar, Second-A/VC Brian Maynard. UV at 6:51 PM

Respectfully Submitted,

Julie Quinn
Assistant District Clerk