

**PUTNAM SPECIAL SERVICES DISTRICT  
DISTRICT AUTHORITY MEETING  
MONDAY JANUARY 13, 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**
  - (B) REQUEST FROM TOWN OF PUTNAM FOR HIGHWAY USE PERMIT FOR ANNUAL MEMORIAL DAY PARADE TO BE HELD ON MONDAY, 05/26/2025 AT 10:00 AM.**
  - (C) REQUEST FROM TOWN OF PUTNAM FOR HIGHWAY USE PERMIT FOR ANNUAL NORTHEAST CT. HOLIDAY DAZZLE LIGHT PARADE TO BE HELD ON SUNDAY, NOVEMBER 30, 2025 AT 5:00 PM. RAIN DATE SUNDAY, 12/07/2025.**
- 7. REPORTS OF DEPARTMENTS**
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS:**

**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  
JANUARY 13, 2025**

**MEETING CALLED TO ORDER AT 6:00 P.M. WITH THE PLEDGE OF ALLEGIANCE.**

**MEMBERS PRESENT: A/C NORMAND PERRON, A/VC BRIAN MAYNARD, A/M STEVEN GAGNON, A/M KATHLEEN HAYES, A/M MICHAEL VASSAR.**

**APPROVAL OF MINUTES: MOTION-A/VC MAYNARD, SECOND A/M VASSAR TO APPROVE MINUTES OF THE DISTRICT AUTHORITY MEETING HELD ON DECEMBER 09, 2024. UV**

**PUBLIC PARTICIPATION: NONE**

**PETITIONS & COMMUNICATIONS: REVENUE COLLECTOR'S REEQUEST FOR TAX REFUNDS: TO: JAMES B NORTHBRIDGE, PUTNAM CT ON G/L10-23MV-VEHICLE TOTALLED-----\$ 5.73 MOTION-A/M GAGNON, SECOND A/VC MAYNARD TO APPROVE TAX REFUNDS. UV**

**REQUEST FROM TOWN OF PUTNAM RECREATION DIRECTOR WILFRED BOUSQUET FOR A HIGHWAY USE PERMIT FOR THE ANNUAL MEMORIAL DAY PARADE THAT WILL BE HELD ON MONDAY, MAY 26, 2025 AT 10:00 AM. UV  
MOTION A/M VASSAR, SECOND A/M GAGNON TO APPROVE REQUEST. UV**

**REQUEST FROM TOWN OF PUTNAM RECREATION DIRECTOR WILFRED BOUSQUET FOR A HIGHWAY USE PERMIT FOR THE 24<sup>TH</sup> ANNUAL NORTHEAST CONNECTICUT HOLIDAY DAZZLE LIGHT PARADE THAT WILL BE HELD ON SUNDAY, NOVEMBER 30, 2025 AT 5:00 PM. MOTION-AM VASSAR. SECOND A/VC MAYNARD TO APPROVE REQUEST. UV**

**REPORTS OF DEPARTMENTS:**

**FIRE DEPARTMENT: FIRE CHIEF ROBERT CAMPBELL GAVE THE REPORT. THE FIRE DEPARTMENT RESPONDED TO 19 CALLS IN DECEMBER, 2024 FOR A TOTAL OF 232 MAN HOURS. 20 VOLUNTEERS ATTYENDED THE DEPARTMENT'S MONTHLY TRAINING MEETING HELD ON 12/14/2025. 10 VOLUNTEERS PARTICIPATED IN THE TOWN OF PUTNAM'S HOLIDAY DAZZLE LIGHT PARADE HELD ON 12/01/2024. ASSISTANT FIRE CHIEF KERRY FARRELL IS OFF MEDICAL LEAVE EFFECTIVE 01/13/2025. FIRE DEPARTMENT RECEIVED A DONATION OF \$250.00 FROM VENTURE COMMUNICATION THE NEW GENERATOR IS IN ROCKY HILL WITH ALL THE TRANSFER SWITCHES. INSTALLATION OF THE GENERATOR SHOULD BE SOMETIME IN THE NEXT FEW MONTHS.**

**POLICE DEPARTMENT: POLICE CAPTAIN JUSTIN LUSSIER GAVE THE REPORT. DISPATCH CENTER RECEIVED 998 CALLS FOR SERVICE IN DECEMBER 2024. OFFICERS INITIATED 33 INVESTIGATIONS WITH 36 CRIMINAL OFFENSES REPORTED INCLUDING 6 FELONIES. A TOTAL OF 30 ARRESTS WERE MADE THAT INCLUDED 16 BY WARRANT, 11 ON SIGHT, AND 3 JUVENILE REFERRALS. OFFICERS RESPONDED TO 15 DOMESTIC VIOLENCE INCIDENTS, 18 MOTOR VEHICLE ACCIDENTS, THAT INCLUDES PRIVATE LOTS, AND 13 ALARMS ACTIVATIONS. POLICE DEPARTMENT RECEIVED TOTAL INCOME OF \$16,541.09 THAT INCLUDED \$15,785.00 FOR OUTSIDE POLICE WORK. FOR THE MONTHS OF NOVEMBER AND DECEMBER THE PUTNAM POLICE PERSONNEL PARTICIPATED IN THE CT LAW ENFORCEMENT FUNDRAISING INITIATIVE. OFFICERS WERE ALLOWED TO GROW BEARDS AND DONATE THEIR DAILY COST OF SHAVING SUPPLIES TO THE CT CANCER FOUNDATION. THIS YEAR \$600.00 IN CASH DONATIONS WERE COLLECTED FROM DEPARTMENT PERSONNEL AND THE PUTNAM COMMUNITY.**

**ON WEDNESDAY, 12/11/2024, MEMBERS OF THE PUTNAM POLICE DEPARTMENT COLLECTED UNWRAPPED TOYS AND CASH DONATIONS TO BENEFIT THE PUTNAM FAMILY RESOURCE CENTER OUTSIDE OF WINY RADIO'S PARKING LOT. THIS DRIVE UP EVENT ENABLED THE POLICE PERSONNEL TO STUFF A CRUISER FULL OF TOYS 1 AND ½ TIMES, AND COLLECTED \$1140.00 IN CASH DONATIONS. A SPECIAL THANKS GOES OUT TO GARY & KAREN OSBREY AND WINY RADIO FOR PARTNERING WITH THE POLICE TO USE THE RADIO STATION PROPERTY TO HOLD THE EVENT ALONG WTH JT'S APPLIANCE PARKING LOT.**

**UNFINISHED BUSINESS: NONE**

**NEW BUSINESS:**  
**DISCUSSION HELD ON THE ISSUE OF PARKING ON BUNDY STREET. MOTION-A/M GAGNON SECOND, A/VC MAYNARD TO PUT ISSUE ON FEBRUARY'S 2025 DISTRICT AUTHORITY MEETNG AGENDA. UV**

**DISCUSSION ON CHANGING THE PAYMENT DATE OF THE RETIRED VOLUNTEER FIREFIGHTERS PENSION PLAN FROM DECEMBER 1<sup>ST</sup> TO JULY 1<sup>ST</sup>. MOTION-A/M GAGNON, SECOND, A/VC MAYNARD TO APPROVE CHANGING THE PENSION PAYMENT DATE TO RETIRED FIREFIGHTER VOUNTEERS. UV. PENSION PLAN WILL BE CHECKED TO BE SURE THERE IS NO SPECIFIC PAYMENT DATE MANDATED.**

**MOTION-A/VC MAYNARD, SECOND, GAGNON TO GO INTO EXECUTIVE SESSION AT 6:32 PM UV. MOTION-A/M GAGNON, SECOND, A/VC MAYNARD TO COME OUT OF EXECUTIVE SESSION AND CLOSE MEETING AT 6:36 PM. UV.**

**RESPECTFULLY SUBMITTED,**

**LUCILLE HERRICK DISTRICT CLERK**