

**PUTNAM SPECIAL SERVICES DISTRICT
DISTRICT AUTHORITY MEETING
MONDAY MAY 12, 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:**
 - (A) TOWN OF PUTNAM FINANCIAL MANAGEMENT ASSISTANCE AGREEMENT**
 - (B) DISTRICT CLERK'S LETTER OF RESIGNATION**
- 9. NEW BUSINESS:**
 - (A) SET MILL RATE FOR FISCAL YEAR 2025/2026**

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

May 12, 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
– Absent – A/M Kathleen Hayes

Approval of Minutes: Motion – A/M Michael Vassar, Second A/M Steven Gagnon to approve minutes of the Public Hearing Meeting held on April 14, 2025. UV Motion – A/VC Brian Maynard, Second A/M Steven Gagnon to approve minutes of District Authority Meeting on April 12, 2025. UV

Public Participation: None

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

To: Enterprise FM Trust – St. Louis, MO – G/L10-23MV-Vehicle Returned - \$68.25
Enterprise FM Trust – St. Louis, MO – G/L10-23MV-Vehicle Returned - \$117.35
Total Amount - \$185.60

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

Reports of Departments:

Fire Department: Assistant Fire Chief Richard DiVincenzo gave the report. The department responded to 26 calls in April 2025 with a total of 278 man hours.

Captain Noah Tomkins resigned from the department as of April 30, 2025.

The generator is in place. The final wiring hook up should be this week.

The members of the department are working on the 150th Anniversary Celebration. There will be a dinner & ceremony at the Putnam Elks on July 26, 2025. We have numerous people from the community coming as well as local fire department Chiefs. All members & District members will be given 2 tickets to attend.

The American Legion called about this years Fire Fighter of the year. This year we have nominated Lieutenant Collin DelSanto.

We had 13 members attend a department training course on vehicle extrication.

We had 13 members at a live burn training at the East Putnam Fire Department burn building.

Police Department: Police Chief Christopher Ferace gave the report.

Dispatch Center handled 1025 calls for service in April 2025.

Officers initiated investigations with 57 investigations with 42 criminal offenses reported. A total of 26 arrests were affected, including 15 by warrant & 11 on site. Officers responded to 8 incidents of domestic violence, 18 motor vehicle accidents, which include private lots & 11 alarm activations.

The department received a total income of \$3,946.12, which included \$1,240.00 for outside work. The remaining balance of \$2,706.12 was generated from fingerprints (\$650), records (\$166.12), parking tickets (\$510), vendor permits (\$100), pistol permits (\$280) & we received a \$1,000.00 donation to the K-9 Program from a local business.

At the Annual CPCA Vendor Expo, I spoke with Architect Mark Allen of the Jacunski Humes Architects Firm regarding the previous Space & Need Assessment Report completed in 2008 for the Putnam Police Department. According to Mr. Allen, the cost would be \$5,000.00 to update the Space & Needs Assessment to bring it to modern times. There is currently sufficient funding in the Capital Building account as it has not been utilized this fiscal year & I intend to proceed with the update unless the SSD Authority has any objections. Motion-A/VC Brian Maynard, Second A/M Michael Vassar to use \$5,000.00 from the Capital Building account for the Space & Needs Assessment, UV

Unfinished Business:

(A) Town of Putnam Financial Management Assistance Agreement

Motion-A/M Michael Vassar, Second A/M Steven Gagnon to approve signing the agreement with the town. UV

(B) District Clerk's Letter of Resignation

Motion-A/M Michael Vassar, Second-A/M Steven Gagnon to accept the resignation letter. UV

New Business:

(A) Set Mill Rate for Fiscal Year 2025/2026

Motion-A/VC Brian Maynard, Second-A/M Michael Vassar to set the mill rate at 7.45 for Fiscal Year 2025/2026. UV

(B) Authorize & Take Off Individuals on our Bank Account

Motion A/VC Brian Maynard, Second A/M Michael Vassar to take Lucille Herrick & Eileen Miskiavitch off our bank account & put Julie Quinn on the account. UV

Executive Session :

Motion A/VC Brian Maynard, Second A/M Steven Gagnon to go into executive session at 6:26 PM to discuss District Clerk job posting. Out of executive session at 6:53 PM. No action was taken.

Motion to Adjourn: Motion- A/VC Brian Maynard, Second-A/M Michael Vassar. UV at 6:53 PM

Respectfully Submitted,

Julie Quinn
Assistant District Clerk