

**PUTNAM SPECIAL SERVICES DISTRICT  
DISTRICT AUTHORITY MEETING  
MONDAY MARCH 10, 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**
- 9. NEW BUSINESS:**
  - (A) FIRE LANE ORDINANCE / OPEN BURNING REGULATIONS**
  - (B) APPOINT AUDITOR FOR FISCAL YEARS ENDED 06/30/2025 AND 06/30/2026**

**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  
MARCH 10, 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 KATHLEEN HAYES, A/M MICHAEL VASSAR.**

**MEMBERS ABSENT: A/M STEVEN GAGNON**

**APPROVAL OF MINUTES: MOTION-A/VC MAYNARD, SECOND A/M HAYES TO APPROVE  
MINUTES OF THE DISTRICT AUTHORITY MEETING HELD ON FEBRUARY 10, 2025. UV**

**PUBLIC PARTICIPATION: NONE**

**PETITIONS & COMMUNICATIONS: REVENUE COLLECTOR'S REEQUEST FOR TAX REFUND:  
TO: LINDA PIANGERELLI, BATTEY ST, PUTNAM—G/L10-23RE-OVERPAID-----\$458.38  
MOTION-A/VC MAYNARD, SECOND A/M VASSAR TO APPROVE TAX REFUNDS. UV**

**REPORTS OF DEPARTMENTS:**

**POLICE DEPARTMENT: POLICE CHIEF CHRISTOPHER FERACE GAVE THE REPORT.  
DISPATCH CENTER RECEIVED 730 CALLS FOR SERVICE IN FEBRUARY 2025.**

**OFFICERS INITIATED 37 INVESTIGATIONS WITH 49 CRIMINAL OFFENSES REPORTED  
INCLUDING 5 FELONIES. A TOTAL OF 13 ARRESTS WERE MADE THAT INCLUDED 4 BY  
WARRANT, 8 ON SIGHT, AND 1 JUVENILE ARREST. OFFICERS RESPONDED TO 9  
DOMESTIC VIOLENCE INCIDENTS, 12 MOTOR VEHICLE ACCIDENTS, THAT INCLUDES  
PRIVATE LOTS, AND 10 ALARMS ACTIVATIONS.**

**POLICE DEPARTMENT RECEIVED TOTAL INCOME OF \$42,087.75 THAT INCLUDED \$40,087.00  
FOR OUTSIDE POLICE WORK.**

**OFFICER ZACH CAPRON HAS COMPLETED HIS FIELD ORIENTATION TRAINING AND IS  
ACTIVELY WORKING ON HIS OWN AND IS ASSIGNED TO PATROL.**

**ELECTRICAL WORK WITHIN THE PD FOR THE NEW GENERATOR IS COMPLETED.**

**NEXGEN RECORDS MANAGEMENT SYSTEM (RMS) IS LIVE AND HAS BEEN SINCE 03/03/2025.**

**MOTION A/VC MAYNARD, SECOND A/M HAYES TO APPROVE POLICE DEPT. REPORT. UV**

**FIRE DEPARTMENT: FIRE CHIEF BOB CAMPBELL GAVE THE REPORT.**

**THE DEPT. RESPONDED TO 18 CALLS IN FEBRUARY 2025 FOR A TOTAL OF 266 MAN HOURS.**

**STEVE ST. GERMAIN HAS RESIGNED FROM THE LADDER COMPANY EFFECTIVE 02/01/2025.**

**ASSISTANT FIRE CHIEF FARRELL IS OFF MEDICAL LEAVE EFFECTIVE 03/01/2025.**

**12 VOLUNTEERS ASSISTED WITH THE TOWN'S FIRE AND ICE EVENT.**

**THE BAY DOOR IS FINALLY FIXED AFTER 12 WEEKS, INITIALLY THEY ORDERED THE  
WRONG DOOR.**

**ALL THE ELECTRICAL HAS BEEN RUN AND THE NEW TRANSFER SWITCH HAS BEEN  
INSTALLED FOR THE NEW BUILDING GENERATOR. THEY WILL BE MOVING THE OLD  
GENERATOR AND DIG FOR A NEW MOUNTING PAD FOR THE NEW GENERATOR.**

**MOTION A/M VASSAR, SECOND A/VC MAYNARD TO APPROVE FIRE DEPT. REPORT. UV**

**UNFINISHED BUSINESS: TOWN OF PUTNAM FINANCIAL, MGT. ASSISTANCE AGREEMENT:**

**THE PROPOSED PAYMENT DATES OF SEPTEMBER AND MARCH ARE INCORRECT AS  
COMPLETED SERVICE WILL NOT BE PROVIDED UNTIL DECEMBER AND JUNE.**

**DIST. AUTHORITY BOARD MEMBERS AGREED TO TABLE ISSUE UNTIL ISSUE IS RESOLVED.**

**NEW BUSINESS: OPEN BURNING REGULATIONS:**

**MOTION A/VC MAYNARD, SECOND A/M VASSAR TO APPROVE THE TOWN OF PUTNAM'S  
OPEN BURNING ORDINANCE. UV**

**MOTION A/VC MAYNARD, SECOND A/M VASSAR TO APPROVE THE TOWN OF PUTNAM'S  
FIRE LANE ORDINANCE. UV**

**APPOINT AUDITOR FOR FISCAL YEARS ENDED 06/30/2025 AND 06/30/2026:**

**MOTION A/VC MAYNARD, SECOND A/M HAYES TO APPOINT OFFERDAHL EMERSON &  
COMPANY, LLC TO AUDIT THE PUTNAM SPECIAL SERVICES DISTRICT'S RECORDS FOR  
FISCAL YEARS ENDED 06/30/2025 AND 06/30/2026. UV**

**MOTION A/M VASSAR, SECOND/ A/VC MAYNARD TO CLOSE MEETING AT 6:20 PM. UV**

**RESPECTFULLY SUBMITTED,**

**LUCILLE HERRICK  
DISTRICT CLERK**





