

**PUTNAM SPECIAL SERVICES DISTRICT
DISTRICT AUTHORITY MEETING
MONDAY SEPTEMBER 08, 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**
- 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

September 08, 2025

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

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

Approval of Minutes: Motion – A/VC Brian Maynard, Second A/M Steven Gagnon to approve minutes of the District Authority Meeting held on August 11, 2025. UV

Public Participation: None

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

To: Honda Lease Trust – Alpharetta, GA – G/L10-22MV- Lease Trade - \$ 8.57
1st American Home Loans LLC – Putnam, CT G/L10-24MV-Moved - \$119.69
Silvercreek LLC – Meriden, CT – GL/10-24MV-Moved-\$ 14.83
Sherman Benoit-Putnam, CT -G/L10-24MV-Junked- \$6.53
Total Amount - \$149.62
Motion-A/M Michael Vassar, Second A/VC Brian Maynard. UV

Reports of Departments:

Police Department: Police Captain Justin Lussier gave the report by Chief Christopher Ferace.

Dispatch Center handled 753 calls for service in August 2025, which includes Police & Fire.

Officers initiated investigations with 82 investigations with 55 criminal offenses reported. A total of 28 arrests were affected, including 14 by warrant & 14 on site. Officers responded to 14 incidents of domestic violence, 21 motor vehicle accidents, which include private lots & 9 alarm activations.

The department received a total income of \$23,421.50, which included \$19,113.50 for outside work. The remaining balance of \$4308.00 was generated from fingerprints (\$950), records (\$28), parking tickets (\$270) & pistol permits (\$560). \$2,500.00 was received for the Community Beat Newsletter sponsorships, from Win Waste, Centreville Bank, and PBA.

August 12, 2025, we purchased the newest K-9, "Spike" a 14-month-old male long haired black German Shepherd for \$10,500.00. The purchase expense was covered 100% by the Stanton K-9 Foundation \$32,000.00 grant we were awarded. Spike will be crossed trained as both a patrol dog and for narcotic detection. The Stanton Foundation Funding included the expenses of the training, a kennel, equipment, K-9 cage and climate system to upfit of

the police cruiser, which was donated by Gates Auto Group. Spike and handler Officer Roy Hicks start their 12 weeks of training on September 8, 2025 at the East Hartford Police Department K-9 Academy.

On August 27, 2025, at approximately 10:30am the Police Department, assisted by the CT State Police Bureau of Special Investigations Joint Task Force-East Office, served a narcotic search & seizure warrant at the residence of 24 Marschall Street in Putnam. As a result of the warrant service, we seized approximately 25 grams of crack cocaine and 63 bags of fentanyl prepackaged for sale at the street level. Also seized in the investigation were a small quantity of anabolic steroids, drug paraphernalia, packaging materials, scales, cutting agents and \$561.00 cash. The two occupants of the residence were subsequently arrested.

August 31, 2025, four of the five solar powered Flock LPR's are fully functional. Locations include School Street, Grove Street, Woodstock Avenue and Pomfret Street at Sabin Street. The Kennedy Drive LPR and the Public Safety Cameras in Rotary Park and Kennedy Street at Pomfret Street are still in progress of being installed.

Fire Department: Fire Chief Bob Campbell gave the report.

As of August 1, 2025, we have terminated Joshua Vasquez from the department due to not showing up for call meetings, trainings etc. I have tried contacting him but he will not respond back. I am still trying to get his fire pager returned.

The flow tests on the SCBA air packs have been completed with only a few minor repairs.

We are having the air bottles 5 year hydro tests done now. The bottles are only approved for 15 years of service, so in about 4 years we will have to replace them. The total cost to replace the 50 bottles we have is approximately \$20,000.00. I will be putting money aside for the next few years from the budgets to cover the cost as to not have to ask for extra tax money.

D&R Radio and I went up to the water tower to get the microwave replacement installed. The climber went up & noticed the trees have grown so tall they will probably start interfering. I contacted Travis from the highway department to see if the area is town property. He stated it was town property and he would help in any way. He contacted his tree crew, which we met last Friday. We have a path cleared for direct site. I received a price of \$7,500.00 from Stately Tree and Travis said they will help in removing the wood after. I talked to Captain Lussier of having the Police Department split the cost as for it will benefit both radio systems. I told the tree service to proceed so that we can install the new microwave system.

I am sending Thank You letters to all the businesses that donated to our 150th celebration.

We had a crew assist at the Woodstock Fair on Thursday evening and all day Monday, Labor Day. I was informed on Monday by where the truck was stationed there was an incident with a lady choking. I was told our Member Jahsun Oates jumped over the fence to help the lady choking. All other members assisted in helping the EMTs over the fence to help. It was a great outcome & I will recognize the entire crew for a great job well done.

Assistant Fire Chief Michael Viens will be retiring on September 30, 2025.

Unfinished Business: None

New Business:

(A) Introduce the new District Clerk – Stefanie Bellavance.

Her first day was September 8, 2025. She was welcomed by the board. She is excited & eager to learn her new position.

(B) Motion A/VC Brian Maynard, Second A/M Kathleen Hayes to change the Assistant District Clerk job title to Managing District Clerk. UV

Executive Session :

Motion A/VC Brian Maynard, Second A/M Michael Vassar to go into executive session at 6:27 PM & invited Fire Chief Bob Campbell, Assistant Fire Chief Rick Divincenzo & Assistant Fire Chief Kerry Farrell. Out of executive session at 7:20 PM. No action was taken.

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

Respectfully Submitted,



Julie Quinn

Assistant District Clerk