

**PUTNAM SPECIAL SERVICES DISTRICT
DISTRICT AUTHORITY MEETING
MONDAY FEBRUARY 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**
- 9. NEW BUSINESS:**
 - (A) TOWN OF PUTNAM FINANCIAL MANAGEMENT ASSISTANCE AGREEMENT**
 - (B) SET FISCAL YEAR 2025/2026 BUDGET MEETINGS SCHEDULE**

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
FEBRUARY 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 JANUARY 13, 2025. UV**

PUBLIC PARTICIPATION: NONE

**PETITIONS & COMMUNICATIONS: REVENUE COLLECTOR'S REEQUEST FOR TAX REFUNDS:
TO: ACAR LEASING LTD, FT WORTH, TX—G/L10-22MV-5 VEHS SOLD/LEASE RET-----\$549.86
ACAR LEASING LTD, FT WORTH TX—G/L10-23MV-1 VEHICLE SOLD-----349.27
MOTION-A/M VASSAR, SECOND A/VC MAYNARD TO APPROVE TAX REFUNDS. UV**

REPORTS OF DEPARTMENTS:

FIRE DEPARTMENT: FIRE CHIEF ROBERT CAMPBELL GAVE THE REPORT.

**THE FIRE DEPARTMENT RESPONDED TO 20 CALLS IN JANUARY, 2025 FOR A TOTAL OF
138 MAN HOURS. DEPARTMENT RESPONDED TO A TOTAL OF 278 CALLS IN 2024.**

**16 VOLUNTEERS ATTENDED THE DEPARTMENT'S MONTHLY TRAINING MEETING HELD ON
01/13/2025. KAITLYNN RICHARDS RESIGNED FROM THE DEPT. DUE TO PERSONAL ISSUES.**

**CHIEF CAMPBELL AND ASST. CHIEF RICK DIVINCENZO MET WITH THE ELECTRICIAN
INSTALLING THE GENERATOR TO ANSWER HIS QUESTIONS. THEY BROUGHT HIM TO THE
POLICE DEPARTMENT TO DISCUSS A FEW THINGS WITH POLICE CHIEF FERACE
REGARDING THE DISPATCH CENTER. THE ELECTRICIAN IS PLANNING TO START AT ANY
TIME, WEATHER PERMITTING.**

**6 VOLINTEERS DID A WALKTHROUGH TOUR OF INTERNATIONAL PAPER WITH EAST
PUTNAM FIRE DEPARTMENT.**

**CHIEF CAMPBELL HAS CALLED OVERHEAD DOOR ABOUT THE DAMAGED PANEL ON THE
LADDER DOOR MANY TIMES WITH THEM SAYING THAT SOMEONE WILL CALL, BUT THEY
NEVER DO. IT HAS BEEN 9 WEEKS.**

POLICE DEPARTMENT: POLICE CHIEF CHRISTOPHR FERACE GAVE THE REPORT.

DISPATCH CENTER RECEIVED 922 CALLS FOR SERVICE IN JANUARY 2025.

**OFFICERS INITIATED 33 INVESTIGATIONS WITH 43 CRIMINAL OFFENSES REPORTED
INCLUDING 5 FELONIES. A TOTAL OF 34 ARRESTS WERE MADE THAT INCLUDED 9 BY
WARRANT, 18 ON SIGHT, AND 7 JUVENILE REFERRALS. OFFICERS RESPONDED TO 7
DOMESTIC VIOLENCE INCIDENTS, 10 MOTOR VEHICLE ACCIDENTS, THAT INCLUDES
PRIVATE LOTS, AND 10 ALARMS ACTIVATIONS.**

**POLICE DEPARTMENT RECEIVED TOTAL INCOME OF \$4,470.78 THAT INCLUDED \$1,904.00
FOR OUTSIDE POLICE WORK.**

**CHIEF FERACE INTRODUCED NEWLY SWORN IN POLICE OFFICER ZACHARY C CAPRON.
THE POLICE DEPARTMENT IS NOW AT ITS FULLY AUTHORIZED 17 OFFICERS. OFFICER
CAPRON IS A POSTC CERTIFIED OFFICER FROM THE MASHENTUCKET TRIBAL POLICE
DEPARTMENT WITH 2 YEARS EXPERIENCE. HE IS A GRADUATE OF THE EASTERN REGION
POLICE ACADEMY SESSION #1, AND HOLDS A BACHELOR'S DEGREE IN CRIMINOLOGY
FROM EASTERN CT STATE UNIVERSITY. OFFICER CAPRON IS A DAYVILLE, CT. RESIDENT
AND FORMERLY WORKED AT DAY KIMBALL HOSPITAL AS A PUBLIC SAFETY OFFICER.
CHIEF FERACE STATED THAT HE WAS PLEASED TO READ THE FOLLOWING NOMINATION
FOR THE "GOLDEN WHISTLE" STAFF RECOGNITION AWARD FOR DIANE ODORSKI, A
PUTNAM POLICE DEPARTMENT EMPLOYEE. DIANE IS THE PUTNAM ELEMENTARY
SCHOOL SAFETY OFFICER, AND THE NOMINATION WAS SUBMITTED BY JANEL BROWN, A
MEMBER OF THE PUTNAM ELEMENTARY SCHOOL STAFF.**

**AT PES WE HAVE A "GOLDEN WHISTLE" STAFF RECOGNITION SYSTEM FOR STAFF
THAT GO ABOVE AND BEYOND. I NOMINATED DIANE FOR THIS, BUT SINCE SHE HAS
ALREADY RECEIVED ONE, WE CANNOT GIVE HER ANOTHER ONE YET AT THIS TIME.
BUT I WANTED TO SHARE HOW AMAZING SHE IS, AND I FIGURED REACHING OUT TO
YOU TWO WOULD BE A GOOD NEXT STEP.**

**JANEL WROTE: "DIANE OF COURSE ENSURES OUR SAFETY IN A MILLION WAYS, BUT
SHE DOES MORE THAN THAT. SHE CONNECTS WITH OUR HIGH-RISK STUDENTS AND
HELPS THEM FEEL MORE COMFORTABLE AROUND POLICE OFFICERS. SHE THINKS
ABOUT STUDENTS AND WHAT THEY TRULY NEED AND CARE ABOUT. HER OFFICE IS
ALWAYS A SAFE PLACE TO WALK INTO, AND SHE IS A GREAT FRIEND TO MANY,
SHARING CANDIES AND TREATS WHEN WE HAVE A TOUGH DAY. SHE HAS SPENT TIME
AND RESOURCES WITH OUR STUDENTS IN WAYS THAT GO FAR BEYOND HER JOB
DESCRIPTION. SHE IS SUCH AN INTEGRAL PART OF OUR SCHOOL COMMUNITY!"**

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

TOWN OF PUTNAM FINANCIAL MANAGEMENT ASSISTANCE AGREEMENT:

AGREEMENT IS FOR FY 07/01/25-06/30/2026-\$94,700.00, (20% INCREASE OVER FY2024/2025)

FY 07/01/2026-06/30/2027-\$97,500.00, (3% INCREASE) FY 07/01/2027-06/30/2028-\$100,500.00.

(3% INCREASE). DISCUSSION. MOTION-A/VC MAYNARD, SECOND A/M VASSAR TO DELAY SIGNING AGREEMENT UNTIL CHAIRMAN PERRON AND VICE-CHAIRMEN MAYNARD MEET WITH BOARD OF SELECTMEN FOR BREAKDOWN OF 20% INCREASE FOR FY 2025/2026. UV

SET FY 2025/2026 BUDGET MEETINGS SCHEDULE:

03/17/2025-POLICE, DISPATCH & RESOURCE/SECURITYOFFCERS BUDGET. 03/24/2025-FIRE AND GENERAL GOVERNMENT BUDGETS. 03/31/2025-REVIEW ALL BUDGETS (IF NECESSARY) 04/14/2025- PUBLIC HEARING (BEFORE REGULAR MEETING). 05/06/2025-ANNUAL DISTRICT MEETING TO APPROVE BUDGET. (TENTATIVE DATE)

MOTION-V/C MAYNARD, SECOND A/M VASSAR TO RECESS MEETING AND GO INTO EXECUTIVE SESSION AT 6:29 PM. DISTRICT CLERK HERRICK INVITED INTO EXECUTIVE SESSION. UV. OUT OF EXECUTIVE AT 6:37 PM.

MOTION-A/M VASSAR, SECOND A/M HAYES TO CLOSE MEETING AT 6:37PM. UV

RESPECTFULLY SUBMITTED,

**LUCILLE HERRICK
DISTRICT CLERK**

