

**TOWN OF CROMWELL
TOWN COUNCIL
TOWN HALL COUNCIL CHAMBERS
41 WEST STREET, CROMWELL, CT 06416**

SPECIAL MEETING AGENDA

Monday, April 15, 2024

7:00 p.m.

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. APPROVAL OF AGENDA**
- D. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS**
 - 1. CMS Building Committee
- E. PRESENTATION OF PROCLAMATIONS**
- F. MAYOR'S UPDATE**
- G. TOWN MANAGER'S UPDATE**
- H. TOWN COUNCIL LIAISON REPORTS**
- I. FINANCIAL/FINANCE DIRECTOR'S UPDATE**
 - 1. Budget Report
 - 2. Discussion and possible action regarding proposed tax abatement extension for 76 Berlin Road
 - 3. Discussion and possible action to approve a supplemental appropriation in the amount of \$6,250 for a Diversity, Equity, and Inclusion Consultant and waive the bidding requirement as outlined in the Town's Purchasing Policy
 - 4. Discussion and possible action to approve a supplemental appropriation in the amount of \$750 for the Diversity, Equity, and Inclusion Committee application fee for the Middletown Juneteenth Parade and Festival
 - 5. Tax Refunds
- J. CHIEF OF POLICE'S UPDATE**
- K. PUBLIC WORKS DIRECTOR'S UPDATE**
- L. CITIZEN COMMENTS** *(limited to 2 minutes per speaker, please be respectful)*

*Any starred agenda items may not be discussed but will remain on the agenda for the purpose of providing an update when one is available.

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41 WEST STREET, CROMWELL, CT 06416**

M. UNFINISHED BUSINESS

- * 1. Discussion and possible action of Climate and Culture Study Town Council Recommendations
- 2. Review of Meeting Minutes from February 14, 2024

N. NEW BUSINESS

- 1. Update on Video Monitor Policy

O. APPROVAL OF MINUTES

- 1. March 6, 2024 Special Meeting Budget Workshop
- 2. March 13, 2024 Special Meeting Minutes
- 3. March 13, 2024 Regular Meeting Minutes
- 4. March 26, 2024 Public Hearing Minutes
- 5. March 26, 2024 Special Meeting Minutes

P. APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

1. Appointments

- a. Sean Condon (U), Senior Services Commission, regular member for a term expiring 4/1/2026
- b. Rachel Duffy (D), LGBTQ Committee, regular member for a term expiring 4/1/2026
- c. Kristine Haswell (R), LGBTQ Committee, regular member for a term expiring 4/1/2026
- d. Jordan Lane (D), LGBTQ Committee, regular member for a term expiring 4/1/2026
- e. Cassandra Manning (D), LGBTQ Committee, regular member for a term expiring 4/1/2026

Q. INFORMATIONAL ITEMS

- 1. Memo from HR Executive Assistant Regarding Wellness Initiative and Employee Recognition Program Update
- 2. Email from DEEP regarding Cromwell Creek and South Street

R. ADJOURN



Building Committee

CROMWELL MIDDLE SCHOOL

Town Council Report

April 10, 2024

As of 3/26/24

Construction is underway on the new Cromwell Middle School. The majority of the topsoil has been removed and structural fill is being added to prepare for the foundations, which is planned for mid-April. The construction schedule remains on track.

Ongoing discussions are being held regarding the site's soils and the high water line due to the 2023-2024 elevated rain falls. A plan will be put in place to mitigate the excessive water on the site.

The committee is in the process of requesting that P&Z review an updated fence option surrounding the bio-retention basin.

The discussion with the state around solar panels remains ongoing.

Upcoming Meetings

Wednesday, April 17, 7:00 pm Cromwell High School

Wednesday, May 8, 7:00 p.m. Cromwell High School

Respectfully Submitted,

Rosanna Glynn

Chair, CMS Building Committee



TOWN OF CROMWELL
HUMAN SERVICES
TOWN HALL, 41 WEST STREET
CROMWELL, CT 06416
(860) 632-3449 FAX (860) 632-3446

Memo

TO: Town Manager/Town Council
FROM: Amy Saada, Director of Human Services
DATE: 04/02/2024
RE: Human Services Director Report

Senior Center & Transportation Programs

- An application was submitted for the CTDOT State Matching Grant Program for State Fiscal Years 2025-2028. This application supports funding for our Part Time Drivers, for a total of \$71,888 over 4 years.
- The New Bus Arrived! Still needs to be registered, but we waited 2+ years for this 100% grant funded vehicle!

Some Upcoming Special April Programs:

4/3- A free open swim event for seniors at Champions Training and Aquatic Center
4/4- Congressman Larson will be here on 4/4 to discuss updates to Medicare & Social Security.
4/8- Virtual Travel to Antarctica
4/11- Snack & Learn event with Trinity Health Hospice
4/11- Wii Bowling Tournament vs. Glastonbury Seniors
4/16- An LGBTQ+ Movable Senior Center Event
4/17- Lunch & Learn by Home Instead Senior Care
4/22- Earth Day Clean Up Event at Riverport Park
4/23- Volunteer Appreciation Luncheon

Local Outings/Trips this Month:

Meriden Mall, The River Water Front Restaurant, Bills Seafood, Harry's Place and Angelo's Bakery

Upcoming Friendship day and overnight Tours:

5/01- Daffodil Days; 14- Neil Diamond Tribute; 06/13 Cruise to Bermuda, 6/21 Ride the Naugy, 8/20 Turning Stone Casino, 3 different cruises; and San Antonio Holiday Tour.

Human Services

- The Annual Spring Holiday food basket program provided food baskets to over 60 families.
- Renters Rebate is currently open and we process over 100 applications. It's a provides a reimbursement program for Connecticut renters who are elderly or totally disabled, and whose incomes do not exceed certain limits. Persons renting may be eligible for up to \$900 for married couples and \$700 for single persons.

Youth Services

- The fifth annual Family Resource Expo & Preschool Showcase was held on Thursday, March 7, 2024, and attracted 31 youth-serving organizations and over 200 visitors. Feedback from attendees was positive.
- The Youth Advisory Board hosted a poster contest for middle school students promoting the board's mission, goals, and 2024 meeting dates. The board selected a poster created by 6th grader Mason Swan-Rouleau, his poster is attached to this report. Mason's poster will be used for marketing and he won a \$100 Amazon gift card.
- The Cromwell Prevention and Awareness Council and Cromwell Youth Services are asking adults in the community to participate in a short survey about youth vaping. The purpose of this online survey is to learn more about adults' experiences and communication preferences regarding teens' use of vaping in Cromwell, CT. You can find the survey on our website <https://www.cromwellct.com/youth-services>.
- On Tuesday, April 23, 2024, at 10:00 am Cromwell High School students will participate in a mock car crash scene that gives students a sobering look at what can happen if they drink and drive. The program coincides with prom and graduation season, a time of year when teenagers need to be reminded of the importance of responsible decision-making, the dangers of underage drinking, and the risks of impaired driving (or riding with a drunk driver). This collaboration is between Cromwell High School, Cromwell Youth Services, Cromwell Police Department, Cromwell Fire Department, the Doolittle Funeral Home, Life Star, Cromwell Automotive, and Mothers Against Drunk Driving (MADD).
- Town Manager and Town Council members are invited to attend YSB Day at the Capital on Wednesday, April 24 from 8:30 AM – 11:00 AM. The event will showcase the important work done by YSBs in promoting the well-being of Connecticut's youth and families.

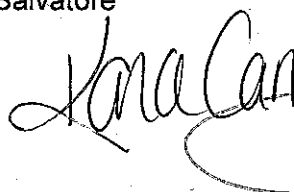
Applications are currently being accepted for the following open positions:

Part Time Prevention Specialist

Part Time Senior Bus Driver

Memo

To: Town Manager Salvatore
From: Kara Canney
Date: 4/2/2024
Re: Cromwell Belden Public Library Report



Statistics for the month of March

Door Count: 5,196
Circulation: 8,877
Programs: 37 **Attendance:** 1389
Downloads: (Overdrive, Hoopla, Kanopy) 1,196
Computer Sessions: 383
Study Rooms: 130.25/83 People

Staffing Fully staffed.

Seed Library The seed library opened on 3/22/2024.

School Visit/Food Scraps Assembly scheduled for April 24th.

Nesting Balls- The Community Foundation of Middlesex County, the Mary Janvrin and Natalie Janvrin Wiggins Fund for Birds, Other Animals and Nature and A Pocketful of Posies donated 20 nesting balls for the library to distribute.

Earth Day Cleanup The library was asked to participate in the town's Earth Day Cleanup planned by the Transfer Station Superintendent. Not only will the library be represented by staff during the event but the Adult Services Librarian also helped to design the logo for this year's event.

Propagation Station The library had a very successful event for the opening of its propagation station. Many people brought with them and left with new cuttings or freshly potted plants. The library will continue to offer this passive program located above the Seed Library.

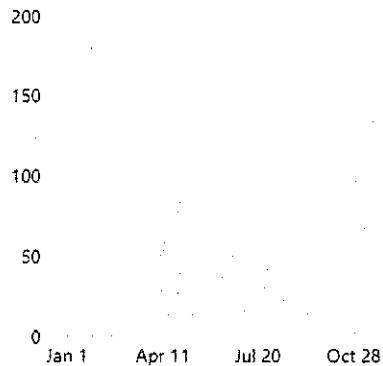
Passport to Libraries CBPL is once again participating in this biannual event. Similar to the CT Wine Trail, patrons are asked to visit libraries across the state and have their passport stamped. Passports can be submitted for prizes.

2022 Social Media Page Visits

Visits

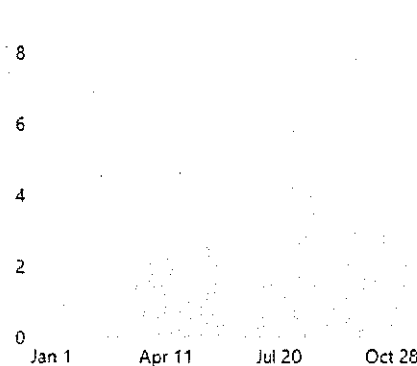
Facebook visits ⓘ

2.7K ↑ 100%



Instagram profile visits ⓘ

304 ↑ 100%

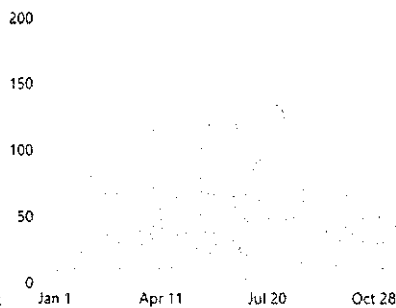


2023 Social Media Page Visits

Visits

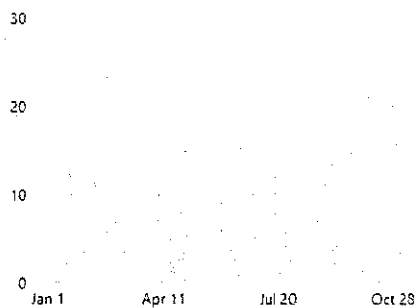
Facebook visits ⓘ

12.1K ↑ 342.55%



Instagram profile visits ⓘ

1.2K ↑ 280.9%



Summary:

Our Facebook page visits has increased 348.148% and our Instagram page visits has increased 294.737% from the year 2022 to 2023.

Strategic Plan Update

Community

Coffee bar (HE)

We have been leaving the cart until 4 PM and lots of people have been utilizing it with its new location (front facing at entrance). Staff have mentioned expanding our offerings and even having coffee classes. We may have a connection with a local coffee shop.

Clean out furniture in the children's area and history room (HE)

Some of the furniture has been auctioned, claimed and already picked up. We have been given the green light to dispose of the items that no longer work in the history room. We will be speaking with Transfer Station Superintendent about the best way to dispose of these items.

Dramatic Play Area (HE)

Hugely successful. The area is currently set up to look like a coffee shop. The theme will be rotated to keep it fun.

Technology

Update Microsoft (HE)

Staff have reached out to Nick from A&C to hear of the best way to do this. Initially we were purchasing from TechSoup but this option is not proving as advantageous as it once was.

Purchase new PC's (HE)

Same as above. Staff have chosen models and are waiting to for input from A&C to determine recommendations as well as cost.

Database Tutorials (LE) Not yet.

Fun Technology (LE) Not yet.

Streaming Sticks (HD) Still investigating.

Access

Outdoor Library Area (LE) Spring

Formal Homebound Plan (LE) Plan a meeting with Amy

Outreach (HD) Emily has been at multiple events in the past few weeks-Literacy Night, Career Fair and three pre-school visits.

Lighting (LE) Need a quote from Lighthouse

Changing Tables in Belden Room (HE) The need for additional changing tables was evident and Building Maintenance was happy to oblige and install one in each of the bathrooms in early March.

Communication

Library Merch (HE) Not yet

Monthly Email (HE) There was some question about the timeliness of what was going to be sent. First email should be this week.

Advertise Programs at Programs (HE) Ongoing

Social Media Statistics (HE) Ongoing

Database Marketing (LE) Not yet

Ancestry by Appointment (LE) Summer?

Clean up old social media (LD) Done



SCOTT KIERAS
RECREATION Director

SHELBY JONES
Program Coordinator

ROSANNE KRAJEWSKI
Administrative Assistant

MEMORANDUM

TO: Anthony Salvatore, Town Manager

FROM: Scott Kieras, Recreation Director

DATE: April 4, 2024

RE: April Recreation Department Updates

Below are town council updates from our Recreation Department:

- ❖ The New Watrous Pavilion construction was completed this week. Additional work surrounding pavilion will be done by town staff. The Electricians are working on finishing the project. Town staff will be adding additional top soil and planting grass for an increased recreational area for our rentals.
- ❖ Perspective Summer Camp Counselors interview have concluded. We will be reaching out and finalizing our staff within the next few weeks. Registration for all camps remains strong.
- ❖ Fields and pavilions are open (weather permitting). Parks Department continue preparing all fields for all Cromwell user groups for their start of season.
- ❖ Planning continues for Town of Cromwell Farmers Market. To date, we have received \$5,000.00 individual/business sponsors for the 2024 season. Currently we have 30 Vendors registered for the 2024 Season. Sponsorship packages are \$1,000.00, \$500.00 and \$300.00. We are currently finalizing booking entertainment and food trucks. We continue to be confident this year's market will be bigger and better than last season.
- ❖ Tennis/Pickleball Courts are open with complete wind screens installed. The lights will be activated once night time temperatures increase. We anticipate this within the next few weeks.

If you need further information concerning the aforementioned information do not hesitate to contact my office. Thank you.



Town of Cromwell

Office of the Town Manager

TOWN MANAGER'S REPORT

Date: April 3, 2024

To: Members of the Town Council

From: Anthony J. Salvatore, Town Manager

Subject: Town Manager's Report for 4/10/2024 Town Council Meeting

- I have attended several meetings with the Department of Transportation and other Municipal CEO's regarding the removal of the traffic light on Route 9.
- On Saturday, March 30th I attended the CCD Wings Mural Celebration. There was a great turn out.
- We have successfully completed our first early voting session.
- The Senior Center began the removal of the rear wall and is planning for the installation of the cabinets for the hallway.
- On March 21st I attended the regular meeting of the Connecticut Town and City Management Association.
- We are moving along with the budget process. The Budget Workshops for the Board of Finance have been scheduled for April 4th and April 11th at 6 p.m. and April 17th at 7 p.m.
- Human Resources has implemented a Wellness Initiative and an Employee Recognition Program. Please see the memo under Informational Items from Rosey Leonardo, HR Executive Assistant for an update.
- Public Works Director Lou Spina, Town Engineer Jon Harriman and I met with the Department of Energy and Environmental Protection regarding Cromwell Creek at South Street and dredging permit requirements. Please see the email under Informational Items for more detailed information.
- We continue to work on Economic Development and various commercial and residential projects.

TOWN OF CROMWELL

DATE: APRIL 4, 2024
TO: ANTHONY J. SALVATORE, TOWN MANAGER
FROM: SHARON DEVOE, FINANCE DIRECTOR
RE: APRIL TOWN COUNCIL REPORT

Sharon

I am submitting budget reports for fiscal year 2024 for the Town Council meeting on April 15th. The reports reflect activity through the end of March.

Expenditures are basically in line with expectations for this point in the fiscal year. I am keeping an eye on the Computer Services budget lines due to the increase in hours for dedicated IT and the increase in the cost of paper. Revenue is also on target compared to budget levels. Tax Collections and investments have exceeded budgeted levels. Investment revenue increase is mainly due to interest rates and the interest on the short term note for the new middle school.

Let me know if you have any questions or wish to discuss anything further.

Thank you.

TOWN OF CROMWELL, CT



YEAR-TO-DATE BUDGET REPORT

JOURNAL DETAIL 2024 1 TO 2024 13									
FOR 2024 09									
ACCOUNTS FOR:	ORIGINAL	ESTIM REV	ESTIM REV	REVISED	ACTUAL YTD	REMAINING	PCT		
001 GENERAL FUND	ESTIM REV	ADJSTMTS	EST REV	EST REV	REVENUE	REVENUE	COLL		
002 TOWN CLERK'S OFFICE	-336,000	0	-336,000	-336,000	-231,290.67	-104,709.33	68.8%		
021 TAX COLLECTOR	-49,919,166	0	-49,919,166	-49,919,166	-50,223,284.58	304,118.58	100.6%		
022 ASSESSOR'S OFFICE	-500	0	-500	-500	-536.00	36.00	107.2%		
030 PUBLIC WORKS ADMIN.	-45,900	0	-45,900	-45,900	-39,208.06	-6,691.94	85.4%		
033 BUILDING INSPECTION	-350,000	0	-350,000	-350,000	-288,851.87	-61,148.13	82.5%		
040 POLICE DEPARTMENT	-99,800	0	-99,800	-99,800	-49,222.65	-50,577.35	49.3%		
050 HEALTH DEPARTMENT	-25,000	0	-25,000	-25,000	-6,090.00	-18,910.00	24.4%		
053 SENIOR SERVICES	-500	0	-500	-500	-800.00	300.00	160.0%		
061 LIBRARY	-500	0	-500	-500	-929.92	429.92	186.0%		
206 BOARDS & COMMISSIONS	-9,500	0	-9,500	-9,500	-5,526.00	-3,974.00	58.2%		
207 STATE OF CONNECTICUT	-5,841,349	0	-5,841,349	-5,841,349	-3,477,437.41	-2,363,911.59	59.5%		
208 MISCELLANEOUS SOURCES	-928,239	0	-928,239	-928,239	-1,888,342.26	960,103.26	203.4%		
TOTAL GENERAL FUND	-57,556,454	0	-57,556,454	-57,556,454	-56,211,519.42	-1,344,934.58	97.7%		

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024-09

JOURNAL DETAIL 2024 1 TO 2024 13

ACCOUNTS FOR: GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
001 TOWN MANAGER'S OFFICE	421,255	0	421,255	282,430.01	29.76	138,795.23	67.1%
002 TOWN CLERK'S OFFICE	225,761	0	225,761	158,206.37	10,273.38	57,281.25	74.6%
003 REGISTRAR OF VOTERS	84,951	0	84,951	45,758.66	9,744.51	29,447.83	65.3%
004 PLANNING COMMISSION	3,525	0	3,525	1,133.55	63.71	2,327.74	34.0%
005 ECONOMIC DEVELOPMENT	122,443	0	122,443	10,178.57	221.93	112,042.50	8.5%
006 BOARD OF FINANCE	41,867	0	41,867	40,979.13	.00	887.87	97.9%
007 CHARTER REVISION COMM	500	0	500	.00	.00	500.00	.0%
009 BOARD OF ASSESSMENT APPEALS	600	0	600	371.70	.00	228.30	62.0%
010 ZONING BOARD OF APPEALS	1,250	0	1,250	437.58	85.86	726.56	41.9%
011 INLAND WETLANDS	1,900	0	1,900	645.00	.00	1,255.00	33.9%
012 COMM. FOR DISABLED PEOPLE	1,100	0	1,100	.00	.00	1,100.00	.0%
013 DONATIONS AND DUES	51,060	0	51,060	47,525.00	3,000.00	535.00	99.0%
014 TOWN COUNCIL	2,400	0	2,400	1,734.59	.00	665.41	72.3%
015 LEGAL EXPENSE	232,100	0	232,100	96,229.60	110,670.40	25,200.00	89.1%
016 CENTRAL SERVICES	211,925	0	211,925	161,790.85	33,915.65	16,218.50	92.3%
017 INSURANCE EXPENSE	620,330	0	620,330	593,287.05	.00	27,042.95	95.6%
018 GENERAL EXPENSE	15,002	0	15,002	8,779.19	1,071.00	5,151.81	65.7%
019 DEVELOPER/PLANNER	147,981	0	147,981	108,348.12	1,200.32	38,432.56	74.0%
020 FINANCE DEPARTMENT	424,379	0	424,379	297,828.42	1,101.76	125,448.82	70.4%
021 TAX COLLECTOR	164,975	0	164,975	122,526.54	29.76	42,418.70	74.3%
022 ASSESSOR'S OFFICE	253,058	0	253,058	175,881.96	860.10	76,315.94	69.8%
030 PUBLIC WORKS ADMIN.	249,420	43,712	293,132	200,915.57	6,884.54	83,239.89	71.4%
031 ENGINEERING	827,740	-10,000	817,740	522,285.42	6,213.23	69,037.23	72.3%
032 SOLID WASTE REMOVAL	224,935	0	224,935	162,317.67	234,992.46	60,462.12	92.6%
033 BUILDING INSPECTION	1,528,616	-15,808	1,512,808	798,989.49	2,343.12	60,274.21	73.2%
034 HIGHWAY DEPT.	658,784	0	658,784	410,630.88	261,731.72	452,086.53	70.1%
035 BUILDING MAINTENANCE	458,248	0	458,248	310,399.92	60,218.63	187,934.49	71.5%
036 PARKS & GROUNDS	474,000	25,808	499,808	345,333.28	33,480.62	140,165.72	71.0%
037 PUBLIC WORKS-OTHER	326,371	0	326,371	203,249.21	98,573.92	30,092.80	93.7%
038 VEHICLE MAINTENANCE	3,952,555	30,216	3,982,771	2,726,130.14	50,769.61	72,352.18	77.8%
040 POLICE DEPARTMENT	21,050	0	21,050	11,422.36	38,863.36	1,217,777.62	69.4%
041 EMERGENCY MANAGEMENT	95,128	323	95,451	71,662.76	.00	9,597.64	54.4%
042 ANIMAL CONTROL	214,966	2,949	217,915	140,548.87	35,490.07	23,788.57	75.1%
050 HEALTH DEPARTMENT	144,009	0	144,009	108,626.65	150.35	41,876.06	80.8%
051 HUMAN SERVICES	145,338	0	145,338	98,860.29	4,955.65	35,232.00	75.5%
053 SENIOR SERVICES	113,172	0	113,172	83,352.81	3,034.39	41,322.06	71.4%
054 YOUTH SERVICES	159,489	0	159,489	102,509.78	8,727.92	26,784.80	76.3%
055 TRANSPORTATION SERVICES	290,775	0	290,775	208,521.66	8,087.58	54,251.30	66.0%
060 RECREATION DEPARTMENT	690,975	16,449	707,424	480,039.55	17,615.45	74,165.76	74.5%
061 LIBRARY	3,131,059	0	3,131,059	645,967.00	.00	209,769.00	70.3%
070 BONDED DEBT	4,294,415	-93,649	4,200,766	3,008,348.45	421,209.50	2,485,092.00	20.6%
080 EMPLOYEE BENEFITS	36,163,384	0	36,163,384	23,171,184.87	.00	771,207.60	81.6%
090 BOARD OF EDUCATION	116,125	0	116,125	84,090.36	439.95	12,992,199.13	64.1%
119 DEVELOPMENT COMPLIANCE						31,594.69	72.8%

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



JOURNAL DETAIL 2024 1 TO 2024 13								
FOR 2024 09								
ACCOUNTS FOR:	ORIGINAL	TRANSFRS/	REVISED	YTD EXPENDED	ENC/REQ	AVAILABLE	PCT	
001	GENERAL FUND	ADJSTMTS	BUDGET			BUDGET	USED	
120	CONSERVATION COMMISSION	0	1,210	.00	.00	1,210.00	.0%	
TOTAL GENERAL FUND		0	57,556,454	36,223,658.42	1,460,060.21	19,872,735.37	65.5%	

March 18, 2024

Stuart Popper
Town of Cromwell Economic Development Commission
Town Hall, 2nd Floor.
41 West St
Cromwell, CT 06416

Re: Extension of Tax Abatement to 10 Year Period-Springhill Suites by Marriott: 76 Berlin Road, Cromwell, CT (the "Property")

Dear Mr. Popper:

Thank you for the time and Information you have provided over the past few months regarding Cromwell's Economic Development Incentives Program. As you know, we enjoy the benefit of a 7 year tax abatement and we have requested that this be extended to 10 years. Here is a summary of where we are and what we are proposing:

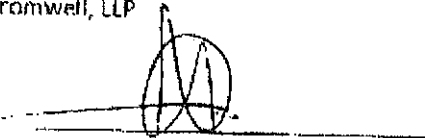
Existing:		Proposed:	
7 Year		10 Year	
<u>Years</u>	<u>%age</u>	<u>Years</u>	<u>%age</u>
1-2	100%	1-2	100%
3-4	75%	3-4	75%
5-6	50%	5-7	50%
7	25%	8-10	25%

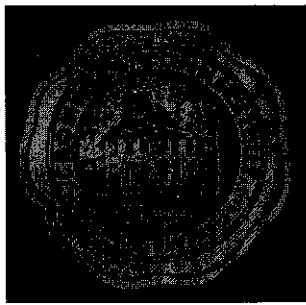
As you know, the hotel opened during the Covid Pandemic in 2020 and due to business closures, travel restrictions and government shutdowns the Property was forced to close its operations for substantial periods of time that year. The following two years were ramp-up periods coming out of Covid and business was mostly inconsistent. 2023 was our true, first year of operations and the Property is progressing well.

We are hereby kindly request that our 7-year abatement be extended to the current statutory maximum of 10 years. Thank you for your consideration and we look forward to continuing to operate a first-class Property in the town of Cromwell.

AVA Realty Cromwell, LLP

By:


Ajesh B. Patel



Town of Cromwell

Assessor's Office

41 West Street
Cromwell CT 06416
860-632-3442

Shawna M. Baron, CCMA II
Tax Assessor

Gail Henrick
Deputy Assessor

Lisa A. Ruggiero
Assistant Assessor

Memorandum

Date: Friday, April 5, 2024

To: Anthony Salvatore, Town Manager
From: Shawna M. Baron, Assessor

RE: Ava Realty Tax Abatement Request (76 Berlin Road)

Ava Realty was granted a tax abatement for 7 years by the Town Council Oct 14th, 2020, at the time the Town could only grant a 7-year abatement. The first year of their abatement was 2020 and the 2023 Grand List will be year 4 of their abatement. Since then, the law changed which now allows municipalities to give up to a 10-year abatement. Ava Realty has asked the Town of Cromwell to change their abatement from 7 years to 10 years.

Granting this change would have **a large negative impact on tax revenue** for the Town of Cromwell and will also open the door for Scannell Properties who currently has a 7-year abatement with the Town. (The Town's mill rate has been stable over the years so I did not project any future mill rate increases as that will only increase these numbers. I used the Town's current mill rate of 26.41. This does not include the amount the Fire District is also abating.)

Current Abatement:

Unid/Id	Owner	GL Year	Year of Benefit	Yrs of Total Benefit	Abatement %	Abatement Amt/yr	Total Amt Abated	Taxes Abate GL Yr	Total Taxes Abated
11101500	Ava Realty Cromwell LLP	2020	1	7	50%	\$ 4,020,310	27,578,050	\$ 106,176	\$ 1,281,366
11101500	Ava Realty Cromwell LLP	2020	2	7	50%	\$ 4,020,310	31,598,360	\$ 106,176	\$ 1,387,543
11101500	Ava Realty Cromwell LLP	2020	3	7	25%	\$ 2,010,160	33,608,520	\$ 53,088	\$ 1,440,631
11101500	Ava Realty Cromwell LLP	2020	4	7	0%	\$ -	33,608,520	\$ -	\$ 1,440,631
11101500	Ava Realty Cromwell LLP	2020	5	7	0%	\$ -	33,608,520	\$ -	\$ 1,440,631
11101500	Ava Realty Cromwell LLP	2020	6	7	0%	\$ -	33,608,520	\$ -	\$ 1,440,631

Ava Realty Proposed Abatement:

Unid/Id	Owner	GL Year	Year of Benefit	Yrs of Total Benefit	Abatement %	Abatement Amt/yr	Total Amt Abated	Taxes Abate GL Yr	Total Taxes Abated
11101500	Ava Realty Cromwell LLP	2020	1	10	50%	\$ 4,020,310	27,578,050	\$ 106,176.39	\$ 1,281,366
11101500	Ava Realty Cromwell LLP	2020	2	10	50%	\$ 4,020,310	31,598,360	\$ 106,176.39	\$ 1,387,543
11101500	Ava Realty Cromwell LLP	2020	3	10	50%	\$ 4,020,310	35,618,670	\$ 106,176.39	\$ 1,493,719
11101500	Ava Realty Cromwell LLP	2020	4	10	50%	\$ 4,020,310	39,638,980	\$ 106,176.39	\$ 1,599,896
11101500	Ava Realty Cromwell LLP	2020	5	10	30%	\$ 2,412,190	42,051,170	\$ 63,705.94	\$ 1,663,602
11101500	Ava Realty Cromwell LLP	2020	6	10	30%	\$ 2,412,190	44,463,360	\$ 63,705.94	\$ 1,727,307
									Difference
									\$ 286,676

If granted and Scannell Properties decides to request adding three years to their abatement the Town would lose over 2 million dollars of revenue based on their current abatement of 100%. But even reducing it to 30% would still have an impact of over \$600k.



Town of Cromwell

Finance Department
Nathaniel White Building
41 West Street
Cromwell, CT 06416

Sharon DeVoe
Finance Director

Phone: (860) 632-3414
Fax: (860) 632-3491

Memorandum

Date: April 9, 2024

To: Anthony J. Salvatore
Town Manager

From: Sharon DeVoe
Finance Director

RE: Tax Abatement 76 Berlin Road

After discussion with the Town Manager and Assessor and after reviewing the Assessor's memorandum, I concur, and recommend to the Town Council that the abatement not be changed from it's existing seven (7) years to a ten (10) year abatement. The main reasons that I am not in favor of this extension are:

- The loss of revenue to the Town and;
- By granting this extension the Town is setting precedent

**PROPOSAL
TOWN OF CROMWELL
DIVERSITY, EQUITY, AND INCLUSION ENGAGEMENT**

PREPARED FOR: Anthony J. Salvatore, Town Manager
PREPARED BY: Judy Hartling, EMG, LLC
TARGET AUDIENCE: Cromwell Leaders and Community Members
DELIVERY: In-person
FEES: \$6,250
DATE: April 9, 2024

THE OPPORTUNITY:

The Town of Cromwell faces a reckoning in the aftermath of viral Reddit post alleging rampant racism within the schools. The town recognizes the critical importance of diversity, equity, and inclusion to ensure that all its residents feel welcome and empowered to thrive.

The Town of Cromwell seeks consultation and community engagement around the value of differences and the importance of respecting them, and the impact words and actions can have.

THE CONSULTANT

EMG, LLC offers inclusion, leadership, coaching, and communication consultation and facilitation to support organizational growth. Each EMG engagement is customized to best address the needs of the individual or organization.

Led by CEO and Founder Joelle Murchison, EMG is uniquely positioned to effectively navigate organizational dynamics and personal challenges which might prevent an individual or organization from maximizing its opportunities.

Joelle's and the EMG staff's extensive experience in government, education, non-profit, and in the private sector offers the insight needed to provide tailored services to the Town of Cromwell.

EMG CEO and Founder Joelle Murchison has spent more than two decades in diversity, equity, and inclusion work across multiple sectors, including serving as the inaugural Chief Diversity Officer at both Travelers Insurance and the University of Connecticut.

EMG's goal is simple: to ensure that strengths and opportunities can be leveraged to the greatest potential using diversity and inclusion as the foundation.

EMG shall work through the Town of Cromwell's Youth Services Administrator/DEI Committee's staff person, Sarah Calos, regarding EMG's services and sessions guiding the town's DEI Committee.

THE RECOMMENDATION:

EMG recommends:

- A guided public Community Conversation on Race (see details below).
- Sessions guiding the town's DEI committee to determine strategy, form partnerships, and otherwise work toward an inclusive community.

The recommended actions shall provide space for those with varying opinions to engage with one another respectfully.

Community Conversation on Race:

This 90-minute public town hall-style session will begin constructive conversation around race and the value of diversity to the town. It is designed to bring voice to the increased awareness and impact of racial inequity – both personally and professionally – within the community and school system. The program is structured into three major sections: Facts, Feelings and Future Actions.

- Facts – identify what we know, what we don't know, (and what we don't know that we don't know), and what we need to know about race.
- Feelings – explore how we feel and discover how others feel.
- Future Actions – plan how we as individuals and as a community can impact systemic change.

Advisory sessions:

(2) 60-minute DEI Committee advisory sessions with Joelle Murchison to help guide the committee as it continues and amplifies the work at hand.

FEE: \$6,250

Fee schedule to be determined in conjunction with service dates. \$2,000 due upon contract signing.

Breakdown:

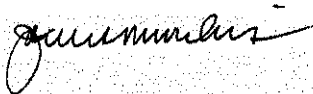
- 90-minute Community Conversation on Race with Joelle Murchison – \$3,250
- (2) one-hour advisory sessions with Joelle Murchison and the town's DEI committee – \$3,000

Terms

Client may cancel or reschedule service more than 30 days prior to the agreed upon date of service without penalty. EMG understands that schedules change and will attempt to work with its clients to reschedule services as needed. However, if for any reason the client cancels or reschedules within 30 days of a scheduled service, the client is responsible for a 20% fee. If the client cancels within 14 days, the client is responsible for a 30% fee. If client cancels within one week, client is responsible for a 50% fee.

Client will incur a 10% late fee for payment more than 30 days past due and for each 30 days thereafter.

Signed:



Joelle Murchison
CEO and Founder
EMG
April 9, 2024

Signed:

Sign: _____

Print: _____

Title: _____

Date: _____

Juneteenth: Middletown's 4th Annual Celebration of Black Liberation



Hello Friends,

The Middletown Ujima Alliance is offering another exciting opportunity to support our city-wide Juneteenth Celebration parade and festival on Wednesday, June 19, 2024. The huge success of this event, titled "**Juneteenth: Middletown's 4th Annual Celebration of Black Liberation**", will be in large part due to our sponsors and donors. Similar to 2023, there will be festivities all month long, leading to a Juneteenth day parade and festival! We are asking you to lend your financial support to this wonderful event in exchange for valuable sponsorship benefits. Established in 2021, Middletown Ujima Alliance's mission is to work collaboratively to foster an authentic sense of diversity, equity and inclusion in an effort to uplift, build and restore unification within Middletown. The purpose of Juneteenth is to commemorate the ending of slavery in the United States by celebrating freedom, educating, and engaging members of the community in an arts-themed celebration.

Here are some details about the event:

Date: Wednesday, June 19, 2024

Place: Harbor Park, Middletown, CT

Time: 10:30 am - 6:00 pm (Festival immediately following after at Harbor Park)

Program: Parade, Free Food, Food Trucks, Music, Live Entertainment, & More...

Request: Sponsorship and in-kind donations (please see attached)

Why Support the Annual Juneteenth Event: Sponsorship for this event will support the Middletown Ujima Alliance in educating residents of Middletown and beyond, while offering a space of joy, art, and a sense of community. As a sponsor/donor, you will receive benefits designed to increase your company's visibility and provide a return on your company's investment including exposure to an audience of more than 5000 people!

Last Year: The Middletown Ujima Alliance hosted its third annual festival, which included our first parade for over 5,000 attendees. Because of last year's amazing sponsors we were able to offer three college tuition scholarships to Middletown High seniors, provide free food and drinks, and host a much larger group of people from all over the state of Connecticut.

Ujima Heritage Ball: As we continue to take Ujima and Juneteenth to new heights in Middletown, we are hosting our first annual fundraising event, called the Ujima Heritage Ball. The Ball will be held Saturday, April 20th at the Hawthorne Inn. As a potential sponsor, we would like to formally invite you, and hope to see you there.

We need your help! Sponsorship and donation funds will be used to purchase food, entertainment, equipment, safety supplies, and scholarships for young people in our community.

If you are interested in sponsoring the 4th Annual Juneteenth Celebration please return the attached form and donation to: **MiddletownUjimaAllianceCT@gmail.com** by ***Monday April 8, 2024**, or you may donate through our new website, **Culture21.net**. (* Is the deadline for Ujima Ball*) We will contact you with a follow-up phone call once this paperwork is completed and returned. If you have any questions, please feel free to contact Josh Cotten at (860) 857-6396 or Cassandra Winborne at (860) 262-0746. **Please make checks payable to the "Middletown Ujima Alliance" and send to 66 Frissell Terrace, Middletown, CT 06457.** Thank you and we look forward to hearing from you soon.

Sincerely,
Erica Hunter,
The Middletown Ujima Alliance Chair

***Juneteenth: Middletown's 4th Annual
Celebration of Black Liberation***



Sponsorship Options

	<u>Iron</u> \$10,000	<u>Diamond</u> \$7,500	<u>Platinum</u> \$5,000	<u>Titanium</u> 2,500	<u>Gold</u> \$1500	<u>Silver</u> \$1000	<u>Bronze</u> \$750	<u>Copper</u> \$500
*Seats at Ujima Ball	12 Seats	8 Seats	6 Seats	4 seats	2 Seats	2 Seats	1 Seat	1 Seat
*Page Ad in Ujima Ball Program	Full	Full	Full	Half	Half	Half	Quarter	Quarter
Juneteenth T-Shirts	12 Shirts	8 Shirts	6 Shirts	4 shirts	3 shirts	2 Shirts	1 Shirt	1 Shirt
Website Acknowledgement	X	X	X	X	X	X	X	X
Vending Space at Juneteenth Festival	2 Tables	2 Tables	1 Table	1 Table	1 Table	1 Table	1 Table	
Parade Fee Waived	X	X	X	X	X	X	X	
Mention by MC at Event	X	X	X	X	X	X	X	
Name or Logo on Banner & Swag Bag	X	X	X	X	X	X		
Mention in Media Announcements	X	X	X	X	X			
Juneteenth Swag Bag	X	X	X					
Help with Setup at Festival	X	X						
Sign at Festival for Vending Space	X							

How would you like your organization name to be written: (Please email company logo to

ericalynnhunter@gmail.com if applicable) _____

***Juneteenth: Middletown's 4th Annual
Celebration of Black Liberation***



Contact Information

Name of Organization: _____

Address: _____

Email: _____

Signature: _____ Date _____

Job Title: _____

Registration Form

Sponsorship Level (Check all that apply)

☐ 10,000 ☐ \$7,5000 ☐ \$5,000 ☐ \$2,500 ☐ \$1,500 ☐ \$1000 ☐ 750 ☐ \$500

Cash Donations (Check all that apply)

☐ \$450 ☐ \$350 ☐ \$250 ☐ \$150 ☐ \$100 ☐ Other _____

In Kind Donation (Check all that apply)

Item:	Quantity	Item	Quantity
<input type="checkbox"/> 24 Case Water	# _____	<input type="checkbox"/> Volunteers	# _____
<input type="checkbox"/> Hand Sanitizer	# _____	<input type="checkbox"/> Box of Individual Chips	# _____
<input type="checkbox"/> Tables & Chairs	# _____	<input type="checkbox"/> Tents	# _____

Bill	Condition(s) :	Name	Address	Prop Loc/Vehicle Info.	Int Date: 04/02/2024	UniqeID/Reason	Int	Tax	L/F	Total Adjusted	Overpaid Tax
2022-01-0000875	1	CARTA CHRISTOPHER	23 WESTRACT ROAD	23 WESTRACT ROAD	3/15/2024	00454400	0.00	7,442.22	0.00	7,442.22	-111.64
2022-01-0001212	1	CROMWELL CT 06416	3 CHEROKEE COURT	Sec. 12-129 Refund of Excess Payments.	12/22/2023	00115600	0.00	3,711.86	0.00	3,711.86	-110.00
2022-01-0002498	1	CROMWELL CT 06416	8 WIGHTMAN PLACE	Sec. 12-129 Refund of Excess Payments.	3/15/2024	00400200	0.00	7,240.46	0.00	7,240.46	-108.61
2022-01-0003328	1	CROMWELL CT 06416	16A SUNSET DRIVE	Sec. 12-129 Refund of Excess Payments.	1/4/2024	00108400	0.00	463.22	0.00	463.22	5446
2022-01-0003329	1	CROMWELL CT 06416	3 KRISTEN LANE	Sec. 12-129 Refund of Excess Payments.	1/2/2024	00142100	0.00	466.68	0.00	466.68	Adjusted
2022-01-0003329	1	CROMWELL CT 06416	5 EDGEWOOD STREET	Sec. 12-129 Refund of Excess Payments.	2/27/2024	00458600	0.00	-3.46	0.00	-5.46	-3,353.62
2022-01-0003334	1	CROMWELL CT 06416	12 PINEY RIDGE ROAD	Sec. 12-129 Refund of Excess Payments.	2/26/2024	00476100	0.00	5,307.34	0.00	5,307.34	-263.50
2022-01-0004501	1	CROMWELL CT 06416	12 PINEY RIDGE ROAD	Sec. 12-129 Refund of Excess Payments.	3/15/2024	00531700	0.00	9,984.70	0.00	9,984.70	-149.77
2022-02-0040562	1	CROMWELL CT 06416	10 ALCAP RIDGE	Sec. 12-129 Refund of Excess Payments.	2/20/2024	40302200	0.00	1,492.58	0.00	1,492.58	-53.75
2022-02-0040720	1	CROMWELL CT 06416	195 WEST STREET	Sec. 12-129 Refund of Excess Payments.	2/28/2024	42203100	0.00	381.74	0.00	381.74	-190.87
2022-03-0052216	1	CROMWELL CT 06416	2020/1C4RJPAG3LC169838	Sec. 12-129 Refund of Excess Payments.	3/18/2024	52216	0.00	565.91	0.00	565.91	-113.46
2022-03-0052930	1	CROMWELL CT 06416	2019/3C6TRVBC7JE151136	Sec. 12-129 Refund of Excess Payments.	3/19/2024	52930	0.00	802.30	0.00	802.30	-802.30
2022-03-0052932	1	CROMWELL CT 06416	2018/3C6TRVBC7JE151136	Sec. 12-129 Refund of Excess Payments.	3/19/2024	52932	0.00	654.08	0.00	654.08	-654.08
2022-03-0057322	1	CROMWELL CT 06416	2017/3C6TRVBC7JE151137	Sec. 12-129 Refund of Excess Payments.	3/19/2024	57322	0.00	654.08	0.00	654.08	-654.08
2022-03-0063779	1	CROMWELL CT 06416	2015/5V6RM4H76FL057518	Sec. 12-129 Refund of Excess Payments.	2/26/2024	60585	0.00	959.35	0.00	959.35	-192.35
2022-03-0063779	1	CROMWELL CT 06416	2015/JTMDPREV5FD159770	Sec. 12-129 Refund of Excess Payments.	3/13/2024	63779	0.00	447.33	0.00	447.33	-447.33
2022-04-0080430	1	CROMWELL CT 06416	2020/5N1DLOMM3LC517586	Sec. 12-129 Refund of Excess Payments.	3/18/2024	80430	0.00	273.25	0.00	273.25	-136.43
2022-04-0081809	1	CROMWELL CT 06416	2022/2T2HMDA9NC362243	Sec. 12-129 Refund of Excess Payments.	2/12/2024	81809	0.00	171.46	0.00	171.46	-239.69
2022-04-0081809	1	CROMWELL CT 06416	2022/2T2HMDA9NC362243	Sec. 12-129 Refund of Excess Payments.	2/12/2024	81809	0.00	928.65	0.00	928.65	-261.90
TOTAL							0.00	52,843.19	0.00	52,843.19	-8,577.13
							0.00	61,418.32	0.00	61,418.32	Adjusted
							-2.00	-8,575.13		-8,577.13	

-8,577.13

Adjusted



CROMWELL POLICE DEPARTMENT



Frederick Sifodaskalakis

Chief of Police

MEMO

TO: Anthony J. Salvatore, Town Manager

FROM: Chief Fred Sifodaskalakis 

SUBJECT: Town Council Report (March 2024)

DATE: April 1, 2024

In preparation for the April Town Council meeting, I am providing you with the **March** monthly statistics. I am also providing you a report from K-9 Sergeant John Carlson for activity for the month of **March**. Detective Sergeant Carlson provided a report for the Detective Division.

The following were Response to Aggression/Resistance, Civilian Complaints, and Training for the month of **March 2024**:

Response to Aggression/Resistance: There were (0) incidents in the month of **March**.

Civilian Complaints: There were (0) civilian complaints in the month of **March**.

Training (March):

- Officer Camputaro, Officer Brooks, and Detective Perricone: **Method of Instruction**
- Officer Alassiri: **DUI Wet Lab**
- Captain Penn, Officer Jespersen, ACO Gagnon: **COLLECT Recertification**
- Officer Visconti: **ARIDE**
- Chief Sifodaskalakis, Captain Penn, Sergeant Bengtson, Sergeant Kogut, Sergeant Parsons, Sergeant Maslauskas, Sergeant McCarter, and Sergeant Carlson: **Supervisor Program: Cultural Competence and Diversity**
- Sergeant Perlini: **First Line Supervisor**
- Officer Jones: **EMT Recertification**

Police Department News:

Recruit Reinheimer is graduating on April 17, 2024 at 1:00 PM at SCSU.

Recruits Cyr, Ballsieper and Powell are at the half way point and are doing very well.

5 WEST STREET, CROMWELL, CT 06416

Tel: 860-635-2256 | www.CromwellPD.com | Fax: 860-632-8248

Samantha Rosa will be sworn in on April 10, 2024 at 10:30 AM in the Cromwell Belden Room. Samantha Rosa is a certified police officer with 2 years' experience with the Simsbury Police Department.

The department is finishing a background on another certified officer. I expect the officer to be hired by the end of April. This will be our 29th officer and the department will be fully staffed.

The Easter Bunny Meet and Greet was on March 23, 2024. We had approximately 120 kids come to see the Easter Bunny. The event was well attended. I would like to thank Officer Jones, Record Clerks Caroline Wilcox, Lori Ouellette, and Administrative Assistant Margie Dellafiore for volunteering. I would also like to thank the Easter Bunny for volunteering their time to attend the event.

Kind words from citizens:

I received a call from a resident praising Officer Visconti. Officer Visconti was sent to talk with her adult son, who was having a breakdown. Officer Visconti was able to deescalate the situation and calmed her son down. This resident praised the handling of the situation and the fact you "made him feel like a human."

Incident Statistics Report

03/01/2024 00:00 Thru 03/31/2024 23:59

Call Type Description	Total for Period
911 Hang Up Call	15
Administrative Matter	34
Alarm - All types	17
ALARM-FALSE BILLABLE	30
All Other Offenses	3
Animal Complaint	19
Assault, Simple	1
Assist Motorist	18
Assist Other Agency	30
CAR WASH	38
Civil Matter	12
Criminal Mischief / Vandalism	10
Dis Conduct/BOP	4
Domestic Incident	3
Drug/Narcotic Violation	1
DUI	1
Dumping	3
Escort	2
False Pretenses/Swindling	1
Fingerprinting	29
FV Protocol / P.A.	3
Harrassing Phone Calls	1
Identity Theft	5
Impaired / Intox Person	3
Intoxicated Driver	1
Juvenile Incident	7
K-9 Assist	3
Larceny - From Building	4
Larceny - From MV	6
Larceny -Shoplifting	16
Larceny, Bad Checks	1
Larceny- Other	2
MEDICAL - OXYGEN REPLACEMENT	1
Medical Emergency	24
MV Accident	30
MV Parking Violation	15
MV Theft	1
MV Violation	76
MV VIOLATION ATTEMPTED	1

Incident Statistics Report

03/01/2024 00:00 Thru 03/31/2024 23:59

Call Type Description	Total for Period
MVA NR PRIV PROP	15
Noise Complaint	10
Nursing Home Fax Report	3
Pornography	1
Prescription Forgery	1
Property Check	510
Property Lost/Found	8
Property Seized	2
Record Only Call	4
Road Cond/TCS Out	24
ROBBERY	1
See Complainant	32
Serve Warrant INFO	5
Suspicious Activity	48
TEST CALL	4
Threaten/Harass/Intimidation	6
Traffic Assignment	38
Trespassing	3
Unfounded Complaint	39
Untimely Death	1
Unwanted Person	3
Well Being Check	17
Total:	1246

Monthly NIBRS Statistics

03/01/2024 00:00 Thru 03/31/2024 23:59

Call Description		Curr Mth	Prev Mth	% Chg	Prev Year	% Chg	Year To Date	Year To Date 2023	% Chg
		03/ 2024	02/ 2024	Mth to Mth	03/2023	Mth to Yr	1/1 - 03/31/2024	1/1 - 03/31/2023	2024 / 2023
100	Kidnap/Abduction	0	0	% 0	0	% 0	1	1	% 0
11A	Forcible Rape	0	0	% 0	0	% 0	0	2	% -50
11D	Forcible Fondling	0	0	% 0	1	% 100	0	1	% -100
120	Robbery	1	2	% -50	0	% +100	5	1	% +400
13A	Aggravated Assault	1	0	% +100	0	% +100	1	0	% +100
13B	Simple Assault	2	1	% +100	4	% -50	6	9	% -33
13C	Intimidation	3	0	% +300	2	% +50	7	5	% +40
220	Burglary/Breaking and Enter	1	1	% 0	0	% +100	2	3	% -33
23C	Shoplifting	13	7	% +85.7	19	% -31	33	48	% -31
23D	Theft From Building	2	3	% -33	1	% +100	7	4	% +75
23F	Theft From Vehicle	2	3	% -33	4	% -50	8	11	% -27
23G	Theft of MV Parts or Access	2	1	% +100	8	% -75	6	14	% -57
23H	All other Larceny	0	2	% 50	1	% 100	3	4	% -25
240	Motor Vehicle Theft	0	4	% 25	6	% 16.6	5	12	% -58
250	Counterfeiting/Forgery	1	0	% +100	2	% -50	1	3	% -66
26A	False Pretenses/Swindle/Con	0	0	% 0	2	% 50	0	5	% -20
26B	Credit Card/Automatic Telle	1	1	% 0	0	% +100	2	3	% -33
26C	Impersonation	0	1	% 100	0	% 0	1	0	% +100
26E	Wire Fraud	0	3	% 33.3	0	% 0	3	0	% +300
26F	Identity Theft	4	2	% +100	11	% -63	9	20	% -55
290	Destruction/Damage/Vandalis	9	3	% +200	3	% +200	16	13	% +23.0
35A	Drug Narcotic Violations	1	1	% 0	0	% +100	3	2	% +50
35B	Drug Equipment Violations	1	2	% -50	1	% 0	4	3	% +33.3
36B	Statutory Rape	0	0	% 0	1	% 100	0	1	% -100
370	Pornography Obscene Materia	0	1	% 100	0	% 0	1	0	% +100
520	Weapon Law Violations	0	1	% 100	0	% 0	2	1	% +100
90A	Fraud-Insufficient Funds Ch	1	0	% +100	0	% +100	1	0	% +100
90C	Disorderly Conduct	1	4	% -75	1	% 0	10	4	% +150
90D	Driving under the Influence	1	2	% -50	3	% -66	5	10	% -50
90F	Family Offenses, Nonviolent	1	0	% +100	0	% +100	2	0	% +200
90G	Liquor Law Violations	0	0	% 0	0	% 0	1	0	% +100
90J	Trespass of Real Property	4	1	% +300	1	% +300	7	7	% 0
90Z	All Other Offenses	2	17	% -88	2	% 0	34	9	% +277
Report Totals:		54	63	% -14	73	% -26	186	196	% -5.1



CROMWELL POLICE DEPARTMENT

Frederick Sifodaskalakis

Chief of Police



TO: Chief Sifodaskalakis

FROM: K-9 Sergeant John Carlson

SUBJECT: Monthly K-9 Activity March 2024

DATE: 03/29/2024

Beginning March 1, 2024 through March 31, 2024 I am reporting the following activities for the K-9 unit:

March 20, 2024 – Case #2400003114 – K9 demonstration for Cromwell High School Career Day.

March 22, 2024 – Case #2400003174 – K9 narcotics assist for Windsor PD – Bane conducted a search at Windsor High School.

March 22, 2024 – Case #2400003454 – K9 tracking assist for domestic suspect.

March 27, 2024 – K9 monthly patrol in-service in Middletown, CT.

Nothing further at this time.



CROMWELL POLICE DEPARTMENT



Frederick Sifodaskalakis
Chief of Police

MEMO

TO: Chief Frederick Sifodaskalakis
FROM: Detective Sergeant John Carlson
SUBJECT: Detective Division Report March 2024
DATE: March 29, 2024

During the month of March, the Detective Division served seven arrest warrants, conducted a background investigation of a lateral police officer, investigated an armed robbery, and investigated two sexual assaults. The warrants were approved by the court after lengthy investigations conducted by members of the detective bureau.

Case #2100001950

- An arrest warrant for the Accused, Andrew Lee (DOB-10/12/1987) was returned from court signed for the charges of Burglary 3rd, Conspiracy to Commit Burglary 3rd, Larceny 2nd, Conspiracy to Commit Larceny 2nd, Larceny 3rd and Conspiracy to Commit Larceny 3rd. The arrest warrant was the result of a burglary and stolen motor vehicle investigation, conducted by the detective bureau. On 03/13/2024 detectives served the arrest warrant and charged the Accused with above mentioned charges.

Case #2400001406, 2400001532, and 2400001534

- Detectives served three arrest warrants for the Accused, Antonio Hughes (DOB-11/29/1984). The arrest warrants were the result of three shoplifting investigations involving the accused at businesses within the Town of Cromwell. The Accused was arrested and charged with Larceny 5th and two counts of Larceny 6th.

Case #2300014630

- An arrest warrant for the Accused, was returned from court signed for the charges of Larceny of a Motor Vehicle, Criminal Possession of a Firearm, Illegal Possession with Intent to Sell Marijuana, and Illegal Possession of Weapons in a Motor Vehicle. The arrest warrant was the result of an extensive investigation conducted by Detective Perricone. The Accused was held on a \$200,000 Cash/Surety Bond.

5 WEST STREET, CROMWELL, CT 06416

Tel: 860-635-2256 | www.CromwellPD.com | Fax: 860-632-8248



CROMWELL POLICE DEPARTMENT

Frederick Sifodaskalakis

Chief of Police



Case #2200006753

- An arrest warrant for a juvenile was returned from court signed for the charges of Larceny of a Motor Vehicle. The arrest warrant was the result of a stolen motor vehicle investigation conducted by the detective bureau. On 03/19/2024 Detective Perricone served the arrest warrant and charged the juvenile with above mentioned charge. The juvenile was released to the custody of his mother.

Case #2400000992

- An arrest warrant for the Accused, Daniel Reardon (DOB 05-15-1988) was returned from court signed for the charges of Robbery 1st Degree, Threatening 2nd Degree, Breach of Peace 2nd Degree, and Larceny 5th Degree. The arrest warrant was the result of an armed robbery investigation which occurred at the Gulf gas station on 01/25/2024. The investigation was conducted by members of the patrol division, Detective Tolton, and other local law enforcement agencies. On 03/27/2024 detectives served the arrest warrant and charged the Accused with above mentioned charges.

Case #2400003232

- Members of the detective bureau were assigned the investigation of an armed robbery at the Sunoco gas station, located at 115 Berlin Rd. Cromwell, CT. 06416. Four suspects entered the gas station, at which point one of them held the clerk at gunpoint while the other three ransacked the store. The primary suspect, who is a juvenile, held the clerk at gunpoint has been identified and an arrest warrant is pending for the charges of Robbery 1st; 53a-134, Conspiracy to Commit Robbery 1st; 53a-48/134, Reckless Endangerment 1st; 53a-63, Criminal Possession of a Pistol/Revolver; 53a-217c, Altering or Removing ID Marks of a Firearm; 29-36, Unlawful Restraint 1st; 53a-95, High Capacity Magazine; 53-202w, Assault 2nd with a Firearm of an Elderly Person; 53a-60c, Larceny 3rd; 53a-124, Conspiracy to Commit Larceny 3rd; 53a-48/124, and Conspiracy to Commit Criminal Mischief 3rd; 53a-48/117.

**Engineering Department
Town of Cromwell
Cromwell, CT**

Memorandum

To: Anthony Salvatore –Town Manager

From: Jon Harriman, P.E. – Assistant Director of Public Works, Town Engineer

Date: 4/3/2024

Re: Town Council Update



A monthly update of projects within the Public Works Department. Lou Spina will attend Council meeting for any discussion.

West Street Sidewalks – Contractor is back in Town to complete the sidewalk between Allen Road and West Street.

Watrous Park Pavilion – The structure is complete. Electrical work and floor coating to be completed soon.

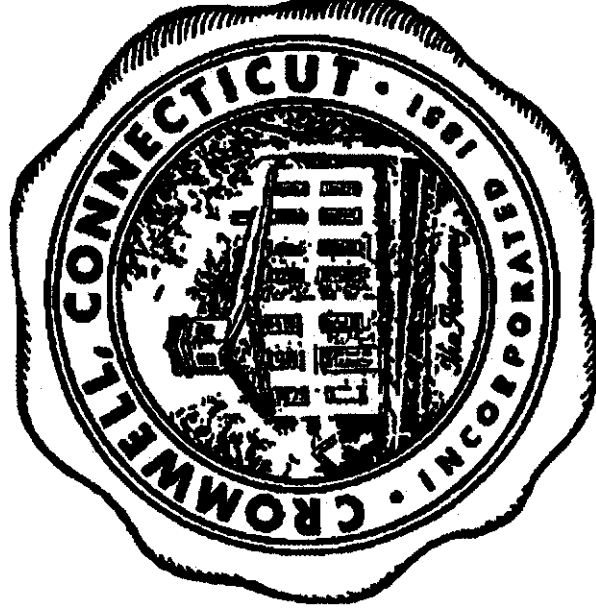
Town-wide Mapping Update – The consultant has begun ground survey and done the aerial flight photography. The finished product will be available in the fall.

Pierson Park – Construction bid expected on or about April 4.

Highway Division – Street sweeping, crack sealing, pothole patching. Prepping for spring paving work.

Park Division - Continuing spring cleanup and opening of parks, cemeteries and athletic field preparation.

Town of Cromwell



Organizational Culture Assessment Town Council Recommendations and Actions Taken

(last updated March 2024)

Do It Now

Recommendation	Action Taken	Date Initiated and/or Implemented
Utilize the emergency alert system to advise residents of budget referendum	We post signs, utilize facebook, the website, the electronic sign, and publish a legal notice in newspaper. We are working with the Emergency Management Director to enable residents to sign up to receive budget referendum alerts through Everbridge (email, phone, and text alerts). The Town Manager's Senior Executive Assistant attended Everbridge Training on 2/29/24 and is now able to send referendum information to residents who are subscribed. Residents may sign up on the website to receive alerts regarding budget referenda using the Citizen Alert button on the front page of our website.	Everbridge discussions began in Fall 2023. Training provided to Town Manager's Senior Executive Assistant as of 2/29/2024.
Heighten communication via Town Hall wide email reminding all staff of budget hearing date/time	A memo has been drafted for the future to send to all Town employees with this information at the appropriate time.	Memo drafted on 9/1/2023, Memo emailed ahead of budget workshops on 2/28/2024
IT Survey to understand Employee Needs. Look in to hiring a full-time Staff IT position or expand IT hours (explore during budget time).	All IT requests go through the Senior Executive Assistant in Town Manager's Office. They are tracked on a spreadsheet by date, issue, and date resolved. In addition, we met with our IT consultant and had discussions regarding IT being onsite 5 day a week starting ASAP for four hours per day	9/1/2023
Assign new Council/elected officials ethics and sexual harassment training	The Town Manager's Senior Executive Assistant and the Mayor created a memo for all appointed and elected officials with links to Ethics and Sexual Harassment Training. An email has been sent to all board and commission members.	12/13/2023
Have open HR office hours (and allow staff to attend – accommodate) to ask general questions and/or express concerns	The HR Office is always open, staff may come in and out at any time of the work day to ask questions and express concerns, to make sure concerns are being addressed in a timely manner, all things HR are being tracked along with the time it took to address or resolve them.	Procedure already in place - HR Tracking began on 9/1/2023
Create a more isolated spot for HR Team	The HR Team has an isolated spot. They have their own office. Although the office can be accessed through the Town Manager's office, they do have a door that they close when needed. They also utilize the Mayor's Office as needed for privacy.	Procedure already in place
Create a leadership chart	We have an organizational chart in the Budget Book and the Audit Book. This is also included in all Employee Handbooks.	Procedure already in place
Identify & distribute mission to employees & Town	A mission statement for the Town has been drafted in conjunction with several departments, it was brought to the Town Council. Once it is adopted, it will be included in all employee handbooks.	Initiated - 10/1/2023
Remind all elected or appointed officials that inquiries (town business) be routed through the Town Manager's office.	The Town Manager has reiterated this to the Town Council several times, and addresses this at each Organizational Meeting of the Council. Please note that this recommendation should be specific to Town Council only. Not all appointed and elected officials.	Procedure already in place and is specified in Town Charter

Develop an online resource with necessary information accessible to Town Employees.	The Town has had this resource since August of 2021. We have improved this resource by adding all Town Wide employee memos, EAP Resources, and Union Contracts	Procedure already in place - additions to improve this resource made as of June 2023
OSHA violation or hazard situations training	Specific departments have always had periodic training in this. We have a Safety Committee that meets five times a year. We are looking into a training for all staff to be able to recognize potentially hazardous situations and report them to appropriate staff to be rectified.	Procedure already in place - still seeking out a comprehensive training for all

Plan It

Recommendation	Action Taken	Date Initiated and/or Implemented
Encourage Department Heads to explore ways to obtain input from their staff for the budget prior to budget submission and invite (not require) via invitation all department heads to attend the budget hearings	Department heads presently ask their staff for input during budget time. At each budget meeting with the Finance Director, Town Manager and Department Head, all Department Heads will be reminded that they are welcome but not required to attend the budget hearings. We will send a memo out at budget time to remind them. On February 28, 2024 a memo was sent to Department Heads inviting them to attend the Budget Workshops. The Budget Workshop Meeting Agendas were attached to the memo.	Procedure already in place. Memo sent on February 28, 2024
Consider quarterly stakeholder meetings to bounce new ideas off each other and review potential benefits and costs		
Create a general email address for Cromwell Residents to provide feedback on budget, community projects, or general concerns.	There currently are email addresses on the Town website for the Mayor and Town Manager. These email addresses are monitored by the Town Manager's Office.	Procedure already in place
Advise staff of training/education opportunities via email and have a published list of training/education opportunities for employees by department.	We have implemented a quarterly schedule for Human Resources to send links to websites with continuing education training to all Department Heads encouraging them to share with their employees.	10/2/2023
Create a standard performance review process for all employees.	As of March 2024, the Town Manager successfully negotiated performance reviews into the last remaining union contract that did not previously allow for this. Now all four union contracts allow for performance reviews.	Procedure already in place for Town Hall Union. Last remaining contract settled March 2024.
Set a list of skills and outcomes the Council would like the Town Manager to learn/achieve at future training.		
Organize Leadership Training		
Make security camera live feed accessible to the public by putting link on the Town website.	For specific positions, when an employee is being promoted to a supervisory position, we arrange for training to be completed.	Procedure already in place
Security camera screens be taken and removed from the Town Manager's Office (Town Council added this recommendation on 1/10/24).	RECOMMENDATION REMOVED PER TOWN COUNCIL 1/10/24 Security Camera Screens in Town Manager's Office have been shut off pending establishment of Video Camera Monitoring Policy	RECOMMENDATION REMOVED PER TOWN COUNCIL ON 1/10/24 1/11/2024
Generate experience survey to capture feedback on events, programs, and town services		
Mayor to host annual meeting with all Board & Commissions	This was discussed between the Town Manager's Senior Executive Assistant and the Mayor. It was thought that we would host an FOIA Training for all boards and commissions and provide refreshments.	10/13/2023 (Initiated)
Annual Forum for Residents apart from Town Council Meeting	Mayor Demetriades has held two community forums, the first on December 13, 2023.	12/13/2023
Encourage other Committees to send updates for Commission Liaison Reports to Town Council	A "Liaison Reports" item was added to the Town Council Agendas for Council members to report updates on the boards and commissions they are liaisons for.	12/13/2023
EAP Awareness	To increase EAP awareness, HR sends monthly email to all Town Employees that includes EAP's monthly newsletter containing information regarding services and assistance for employees. HR also adds this information to the Employee Shared Drive so employees may access the information at any time.	9/15/2023

Delegate It

Recommendation	Action Taken	Date Initiated and/or Implemented
Create a full-time HR position.	This can be explored at budget time.	
Let employees create and/or add to their own job descriptions with management and union support.	At the Town Council meeting of 1/10/2024 the consensus of Council that employees are not to create and update their own job descriptions. Creation of job descriptions should begin with their supervisors.	1/10/2024
Develop and establish a recorded cadence to update Town documents.	HR implemented a tracking system to update employee handbooks and other documents as needed. They have also added annual review of employee handbooks and job descriptions to their departmental calendar	January of 2024
Identify training opportunities for elected or appointed Town Officials.	When we receive trainings or are made aware of any, we will continue to email to appropriate Boards and Commission members.	Procedure Already In Place
Find interested volunteers to participate in Council, Boards, and Commissions	We have sent vacancies to RTC and DTC for vacancies on board and commissions.	11/17/2023

**TOWN OF CROMWELL - TOWN COUNCIL
TOWN HALL COUNCIL CHAMBERS
41 WEST STREET, CROMWELL, CT 06416
REGULAR MEETING MINUTES**

Wednesday, February 14, 2024 - 7:00 p.m.

Present: Mayor James Demetriades, Julia Aurigemma, Brian Bonneau, Stacy Dabrowski, Jack Henahan, Paula Luna, Al Waters

Also Present: Town Manager Salvatore, Finance Director Sharon DeVoe, Town Engineer Jon Harriman, Chief of Police Sifodaskelakis, Public Works Director Lou Spina

A. CALL TO ORDER

Mayor Demetriades called the meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

The Council stood to recite the Pledge of Allegiance.

C. APPROVAL OF AGENDA

MOTION made by J. Henahan and **SECONDED** by A. Waters to approve the amended agenda to include the addition of new appointment as Item 1, G. Christopher Carigliano (R), Board of Finance, alternate member for a term expiring 11/4/2025. See Attachment A.
All in favor.

D. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS

1. CMS Building Committee

E. PRESENTATION OF PROCLAMATION

Mayor Demetriades explained that he personally went and presented the proclamation to the recipient.

F. MAYOR'S COMMENTS

Mayor Demetriades presented his report to the Council. See Attachment B.

G. TOWN MANAGER'S COMMENTS

The Town Manager's report was included in the agenda packets. He provided the following updates in addition to his report:

- He provided information requests at the last meeting regarding our referendum ballot. The wording for the questions on Berlin's Referendum ballot is as prescribed by their Town Charter. The Town Attorney said that the Board of Finance may recommend to the Town that such advisory questions be placed upon the referendum ballot per Connecticut General Statutes Section 7-344.
- Bulky Pick-Up PILOT Program. Condos OK to participate.
- The Cromwell Little League Lease Agreement was drafted.
- The Public Works Crew did great job with snow removal during yesterday's storm.

- Everbridge Training is scheduled for February 29th. Amanda is attending to be trained on the system, and have an account created so we can begin notifying residents of elections, referenda and more.
- A press release will be going out this week to encourage residents to sign up for email notifications via the website. Amanda has been working closely with our website vendor to ensure all links are working and that all departments and board and commission pages of our website are able to be subscribed to in addition to the all information posted on the front page including any urgent alerts.
- It has been on site 4 hours a day, 5 days a week. It has been working out well. This seems to meet the needs of the town employees.
- We are having COM conducting a joint audit between Town and Fire Districts to see if we can save taxpayer dollars by sharing services.
- On February 13th Attorney Gerard argued on behalf of the Town regarding the Gilead. It will be several months before a decision is reached.

There was brief discussion regarding the Little League lease.

H. TOWN COUNCIL LIAISON REPORTS

Councilwoman Luna reported that the strategic plan was discussed at the Library Commission meeting. She also reported that the chickens hatched today.

Councilman Waters attended the Senior Advisory Commission. He informed them of the new businesses in Town. He also attended the meetings of the Economic Development Commission and Redevelopment Agency. Stuart plans to find out which properties are available and post them on the Town website in addition to compiling a list of available space for lease or rent. The Planning Department also recently updated the list of businesses on the Town website; he took down 30 that are no longer here, but added 50 more. Councilman Waters informed the Council that the Historical Society met which is great because they have not met in a while due to COVID concerns.

Mayor Demetriades reported that the Board of Education budget came in at 6.3% increase with 4.4% being contractual. He also informed the Council that the Planning and Zoning Commission did not take any action within 65 days on the Field Committee's application for Athletic Facilities Improvements at the High School, therefore, the project is automatically approved.

I. FINANCIAL/FINANCE DIRECTOR'S UPDATE

1. Budget Report

Finance Director Sharon DeVoe was in attendance to present her report to the Council and answer questions.

2. Long Range Capital Planning Memo

Finance Director Sharon DeVoe was in attendance to present her memo to the Council and answer any questions. She also passed out the Audit Report for the Council members.

All in favor.

3. Tax Refunds

MOTION made by A. Waters and **SECONDED** by J. Henahan to approve Tax Refunds #1-6.

All in favor.

MOTION made by P. Luna and **SECONDED** by J. Henahan to move Agenda Item N. 4. to Item I.4.

4. Discussion and possible action regarding State Bonding for Town Projects

Town Manager Salvatore stated that we are looking to apply for \$600,000 to finish Pierson Park. He explained that we submitted a request for two million dollars last year for Pierson Park Updates and we received 1.5 million. The engineering estimate to complete the project is \$600,000. The Town Manager explained that this phase of the project includes a parking lot expansion and a larger pavilion in the southwest corner.

Town Manager Salvatore said that we are also looking to apply for one million dollars for drainage projects. He informed the Council that one million dollars would make the projects shovel ready. See Attachment C.

Mayor Demetriades asked Ann Grasso of the Cromwell Creative District (CCD) to come present their project that they petitioned for. They are asking for funding to rehabilitate the Sewer Building. See Attachment D for the presentation.

Town Manager Salvatore informed the Council that he did some research and was told that CCD can apply directly to the State for the funding as a nonprofit organization. He suggested that they apply directly rather than through the Town. Ms. Grasso asked the Council if they would provide a letter of support to submit with CCD's application.

MOTION made by A. Waters and **SECONDED** by J. Henahan to support CCD's project and to submit a letter of support to endorse that.

In favor: J. Aurigemma, B. Bonneau, S. Dabrowski, J. Henahan, P. Luna, A. Waters

Abstained: J. Demetriades

Motion carried.

MOTION made by B. Bonneau and **SECONDED** by S. Dabrowski to authorize the Town Manager to apply for State Bonding for Pierson Park and Drainage.

All in favor.

J. CHIEF OF POLICE'S UPDATE

Chief Sifodaskalakos was in attendance to present his report to the Town Council. In addition to his report he provided the following information:

- Cromwell Police and Fire Departments are hosting an Easter Bunny Meet and Greet on March 23rd from 10 a.m. to 1 p.m. at the Belden Library.
- Sergeant Carlson and Bane will be at West Side Market in Rocky Hill on Friday from 4 p.m. until 5 p.m. fundraising for our K-9 Unit.
- There will be a promotional ceremony on Tuesday, February 20th at 2 p.m. in the Belden Room for Detective Perlini being promoted to Sergeant. He invited the Council to attend.

K. PUBLIC WORKS DIRECTOR'S UPDATE

Public Works Director Lou Spina was in attendance to present his report. He added the following updates:

- Public Works employees did a great job with the snow yesterday. They were out clearing snow from 5:30 a.m. until 6:00 p.m. They were efficient and did an excellent job.
- He attended a meeting with Guaranteed Clean Energy with the Board of Education via Zoom. They prioritized projects and we provided them with two years of our utility bills. It turns out our largest benefit will be in the form of energy upgrades. The Town has been very proactive and made many energy upgrades over the last few years therefore, there will not have be a significant impact.
- Saturday, April 20th is Earth Day. We will be looking for non-profits and volunteers to assist in cleaning up the Town. The Public Works Department will coordinate this.
- The Curbside PILOT program is going well. It has been great for the elderly and for people who do not have pick up trucks to transport large items.

L. CITIZEN COMMENTS

Ann Grasso, 70 Strand Circle informed the Council that the Sewer Building is 3,200 Square Feet.

James Rude, 25 High Ridge Road read the attached document into the record. See Attachment E.

The Town Council recessed at 8:52 p.m.

The Town Council reconvened at 9:00 p.m.

M. UNFINISHED BUSINESS

1. Discussion and possible action regarding the status of the Multi-Purpose Field Project and the Athletic Field Committee's Charge

There were questions around the automatic approval of this application. Mayor Demetriades explained that a meeting was scheduled where this application was on the Planning and Zoning Commission agenda for consideration. However, there was a snow storm, the meeting was canceled and never rescheduled. Therefore, according to State Statutes, when a Planning and Zoning application has not been acted on within 65 days of it being submitted, it is automatically approved. Mayor Demetriades suggested we have a public hearing on this. He asked if it was possible for the Town to withdraw the application, relinquish the approval and resubmit it to the Planning and Zoning Commission so that it goes through the proper process. The Council agreed that the application should go through the proper process and requested that the Town Manager check with the Town Attorney to see if the application can be withdrawn and resubmitted.

2. Discussion and possible action of Climate and Culture Study Town Council Recommendations

Mayor Demetriades informed the Council that he talked to the Town Attorney regarding the monitors in the Town Manager's Office. She suggested that the Council approve and adopt a monitoring policy. He proposed that a subgroup of the Council meet to work

on developing this policy and asked if any councilors were interested. It was determined that the subgroup will consist of Mayor Demetriades, Councilwoman Aurigemma, and Councilwoman Luna.

Councilman Waters read the attached letter into the record. See Attachment F.

N. NEW BUSINESS

1. Review and Approve Updated Cromwell Police Department Rules of Conduct

Chief Sifodaskafakis was present to answer questions of the Council regarding the updated Rules of Conduct. He explained that many of the updates were made for accreditation purposes. He said that both unions have reviewed the document and agreed with it. Councilwoman Luna noted some grammatical changes.

MOTION made by B. Bonneau and **SECONDED** by J. Henahan to adopt the updated Cromwell Police Department Rules of Conduct to include grammatical changes made by Councilwoman Luna.

All in favor.

2. Town Manager's Goals and Objectives

Councilwoman Aurigemma asked that the Town Manager discuss all litigation or prelitigation with the attorneys on the Council (herself and Mayor Demetriades).

Councilman Henahan explained that we have done a lot of work on the recommendations as a result of the Climate and Culture Study and asked that we check in periodically with those items to see the progress over 2024. If other recommendations come up, we can add those to the list as well.

Councilman Waters asked that the Town Manager continue to adhere to what was recommended as a result of the Culture Study. He would like to see improvements made by the Town Manager on his own and report back to the Council so we stay informed with what he is doing.

Councilman Bonneau agrees with Councilman Waters' goals for the Town Manager. He would like the Town Manager to work on employee relations and management in general (all management, not only Town Management).

Councilwoman Luna asked that the Town Manager:

- Continue the planning and installation of sidewalks throughout Cromwell, where appropriate and necessary
- Continue to assist and encourage Cromwell Creative District with the revitalization of our town's center
- Encourage the revival of the Riverport Festival, perhaps occurring biennially, and
- Resurrect the previous design plans for a community senior center that were drawn up several years ago

Councilwoman Dabrowski asked that the Town Manager:

- Continue to adhere to the recommendations of the Culture Study and keep the Council apprised of progress

- Implement the Plan of Conservation and Development (POCD)
- Long-term Capital Improvement Projects
- Guide our decision making as a Town Council
- Increase employee and town morale
- Maintain certifications

Mayor Demetriades asked that the Town Manager:

- Implement the POCD including installing sidewalks, bike trails, and continuing to work on economic development
- Continue to increase transparency by continuing Everbridge efforts, Town Manager/Mayor reports monthly in the Chronicle
- Make sure property taxes are reasonable for our residents and to be frank with the Council so they understand the impacts

3. Update Town Council Liaison Appointments

- Cultural District Commission liaisons will be Councilwoman Luna and Mayor Demetriades (informal)
- Board of Education Liaison will be Mayor Demetriades (primary). He will reach out to other Council members to fill in for him if he cannot attend.

MOTION made by J. Augemma and **SECONDED** by A. Waters to endorse the liaison appointments.

All In favor.

MOTION made by B. Borneau and **SECONDED** by A. Waters to appoint Councilman Borneau as a liaison to the Farmland Preservation Committee and to appoint Councilman Waters as a liaison to Redevelopment Agency. **All In favor.**

O. APPROVAL OF MINUTES

1. January 10, 2024 Regular Meeting Minutes

MOTION made by P. Luna and **SECONDED** by A. Waters to approve the January 10, 2024 Regular Meeting minutes with the amendment to include the following sentence and attachment under James Rude's Citizen Comment: The need for thoughtful consideration by the newly elected Town Council of such matters as the response to the culture survey. (Attachment will be posted when received via email)

All In favor.

2. January 11, 2024 Special Meeting Minutes

MOTION made by J. Henahan and **SECONDED** by P. Luna to approve the Special Meeting Minutes of January 11, 2024.

All In favor.

3. January 18, 2024 Special Meeting Minutes

MOTION made by J. Henahan and **SECONDED** by A. Waters to approve the Special Meeting Minutes of January 18, 2024.

All in favor.

P. APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

1. Appointments:

- a. Jonathan Comtois (U), Planning and Zoning Commission, alternate member for a term expiring 2/1/2026
- b. Charles Epstein (D), Board of Assessment Appeals, alternate member for a term expiring 11/1/2025
- c. James Fedeli (D), Board of Finance, alternate member for a term expiring 11/4/2025
- d. Karen Sullivan (D), Inland Wetlands and Watercourses Agency, alternate member for a term expiring 2/1/2028
- e. Diane Wiegert (D), Senior Services Commission, regular member for a term expiring 2/1/2026
- f. Charlie Epstein (D), EMS, for a term expiring 2/1/2026
- g. Christopher Carigliano (R), Board of Finance, alternate member for a term expiring 11/4/2025.

MOTION made by A. Waters and **SECONDED** by P. Luna to approve Appointments

1. A - G.

All in favor.

2. Reappointments:

- a. Jason Barber, Youth Services Advisory, regular member for a term expiring 1/1/2025
- b. Katrina Barber, Youth Services Advisory, regular member for a term expiring 1/1/2025
- c. Robert Donohue (R), Inland Wetlands and Watercourses Agency, regular member for a term expiring 12/1/2027
- d. Gayle Ivy (U), Youth Services Advisory, regular member for a term expiring 1/1/2025
- e. Suzanne Rutner (U), Youth Services Advisory, regular member for a term expiring 1/1/2025
- f. Margaret Schufer (D), Youth Services Advisory, regular member for a term expiring 1/1/2025
- g. James Vinchetti (R), Recreation Commission, regular member for a term expiring 12/1/2027
- h. John Whitney (D), Inland Wetlands and Watercourses Agency, regular member for a term expiring 12/1/2027

- I. William Yeske (D), Inland Wetlands and Watercourses Agency, regular member
for a term expiring 12/1/2027

MOTION made by A. Waters and **SECONDED** by J. Henahan to approve
Reappointments 2. A – I.
All in favor:

Q. INFORMATIONAL ITEMS

1. Judge of Probate Vacancy

Town Manager Salvatore referenced the supporting material included in the packet and informed the Council that Judge Marino came to visit him and told him that per the State Constitution he has to retire upon attaining the age of 70. He proposed the Special Election be held on November 5, 2024.

R. EXECUTIVE SESSION

MOTION made by P. Luna and **SECONDED** by J. Henahan to go into executive session to provide information regarding IUOE Contract Negotiations and to invite in the Town Manager.

The Council entered Executive Session at 9:57 p.m.

MOTION made by J. Henahan and **SECONDED** by J. Aurigemma to come out of Executive Session.

The Council came out of Executive Session at 10:15 p.m.

S. ADJOURN

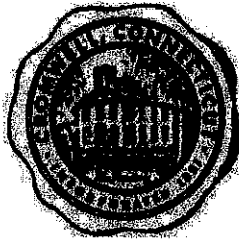
MOTION made by J. Aurigemma and **SECONDED** by A. Waters to adjourn.

The meeting adjourned at 10:15 p.m.

Respectfully submitted,



Amanda M. Calve
Secretary



Town of Cromwell Board & Commission Application Form

Name: Christopher Carigliano

Address: (Home) 9 Butternut Dr.

Telephone: 860-778-3759

E-mail Address: Christopher.L.Carigliano@gmail.com Occupation: CPA

If you are not currently a registered voter in Cromwell, please register in the Town Clerk's office to serve on a board or commission. If you are registered, please check off your party affiliation below. Thank you.

Party affiliation: ☐ Democrat ☒ Republican ☐ Unaffiliated

Board or Commission of Interest: Board of Finance

Briefly explain your reasons for being interested in serving your town in this capacity and note the qualifications you have which you think will be an asset to this Board or Commission.

I would like to take a bigger interest in how the town functions and is being run. I think I can help make Cromwell a great place to raise a family. I am a CPA and am Treasurer of my neighborhood HOA.

Please include three (3) References with your application.

Name	Address	Phone Number
Matt Blanchette	27 Meadow Rd.	203-910-9677
Joe Mooney	6 Butternut Dr.	860-944-4647
Mike Walton	6 Cross St.	860-685-1216

Signature:

Date: 2/13/2024

Thank you for taking the time to fill out this application. Volunteers play a vital role in the Cromwell government and we appreciate your interest. Upon completing your application please forward to the Mayor's Office, 41 West Street, Cromwell, CT 06416.



Town of Cromwell Office of the Mayor

MAYOR'S REPORT

Date: February 14, 2024
To: Members of the Town Council
From: James Demetriades, Mayor
Subject: Mayor's Report for 2/14/2024 Town Council Meeting

This month I attended the following events:

- On January 11th, I spoke at the Cromwell Chamber of Commerce breakfast.
- On January 11th, I held a forum with the Residents of Covenant Living.
- On January 12th and again in February, I had lunch with the Board of Finance Chair to discuss ways for our committees to better coordinate and communicate together. This will be a continuing dialogue.
- On January 17th, I met with the Town Manager, Fire District Commission President and Fire District Director to discuss opportunities for collaboration. We developed the following guiding principles:
 1. Increasing efficiency
 2. Maintaining excellence in service
 3. TransparencyThe next steps will be to get quotes for a jointly funded program audit to determine areas for shared services while staying true to the values outlined above.
- On January 17th, I attended a Mayor meet and Greet with the Cub Scouts. It was great to speak with the kids about the importance of community involvement.
- On January 18th I attended a long-range capital planning meeting with Deputy Mayor Waters, the Town manager, members of the Board of Finance and other town staff.
- On January 18th, I met with the Middletown Mayor to explore opportunities for collaboration including sidewalks and bike paths.



- On January 22nd, I met with the Condo Board President of Fox Meadows and another Board Member to discuss the interactions with the collaboration between condo owners and the town.
- On January 24th, I listened to a zoom presentation by the Youth Services Bureau of Middlesex County with an overview of the challenges facing youth in our area and services that youth services provide to those children.
- On January 25th, Senator Lesser and I met to discuss grant funding opportunities for the town of Cromwell and the challenges we were facing this budget cycle.
- On January 29th, I attended a zoom-in with Chris Murphy's staff to discuss grant funding opportunities for the town of Cromwell.
- On January 31st, I hosted the January LGBTQ special meeting to review the status of the committee and brainstorm ways to get members reengaged.
- On January 31st, I was able to join the last half of the Middle School Building Committee Meeting.
- On February 6th, I attended a Planning and Zoning Meeting where I recommended during public comments that the Commission consider adding a requirement for public hearings for site plan modification, which currently do not require public hearings. Commission seemed receptive.
- On February 8th, I met with the Chairperson of the Cromwell Water Pollution Authority to learn more about the authority.
- On February 11th, I presented proclamations to St. Patrick's Day Parade Marshall Alice Kelly and Town Honoree Christie Carpino.
- On February 13th, I listened to the second circuit arguments for the Gilead Appeal.

LOCATION	Design Fees
PIERSON PARK DRAINAGE IMPROVEMENTS (AREA 6)	\$196,000.00
CEDAR DRIVE DRAINAGE IMPROVEMENTS (AREA 1)	\$60,500.00
COPPER KNOLL DRIVE DRAINAGE IMPROVEMENTS (AREA 4)	\$80,000.00
FIELD ROAD DRAINAGE IMPROVEMENTS (AREA 7)	\$95,500.00
NOOKS HILL ROAD DRAINAGE IMPROVEMENTS (AREA 2)	\$108,000.00
EVERGREEN ROAD AT EVERGREEN/MILLENNIUM (AREA 10)	\$85,000.00
GEER STREET over COLES BROOK (AREA 5)	\$82,000.00
EVERGREEN ROAD over WILLOW BROOK (AREA 3)	\$80,000.00
SOUTH STREET AT CROMWELL CREEK (AREA 8)	NA
FRANKLIN ROAD and CHESEA DRIVE (AREA 9)	\$91,000.00
SUM TOTAL (est)	\$878,000.00
10% contingency	\$87,800.00
SUM	\$965,800.00
say	\$970,000.00



Attachment
D

CROMWELL CREATIVE DISTRICT

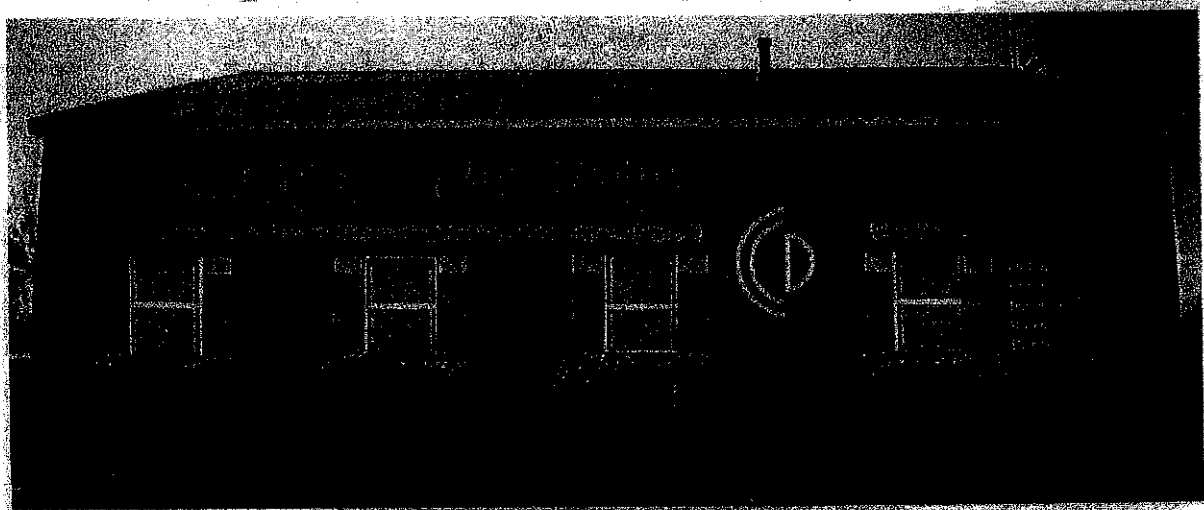
Town of Cromwell - Mayor's Office, Attn: Cromwell Creative District
41 West Street, Cromwell, CT 06416

www.cromwellcreativedistrict.org cromwellcreativedistrict@gmail.com

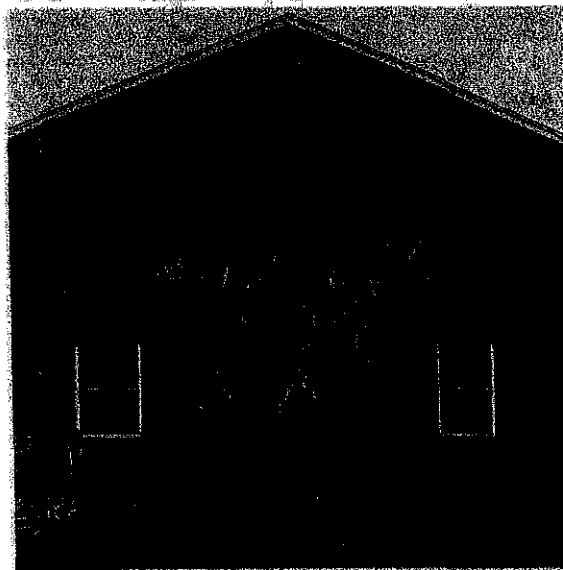
January 30, 2024

Synopsis

**CCD's request to renovate vacant DPW Garage
Adjacent to Police Station, County Field Road, Cromwell**



North side of DPW garage, January 2024



East side of DPW garage, December 2023

Town residents painted "Paint by Number" Mystery Mural installed
360, 8" x 8" tiles painted to create this 10' x 16' mural highlighting diversity

JUSTIFICATION OF REQUEST FOR FUNDING

1. CCD is spearheading this renovation request on behalf of all nonprofits which do not have a place to hold meetings or small events for up to 100 people.
2. The vacant Cromwell DPW garage is adjacent to Pierson Park, Town Public Parking, Police Station, and in the center of both the Creative District and the newly formed Cultural District making it visible, easily accessed and safe.
3. This masonry building was part of the Silver/Petrucci Associates study the Town paid for in 2021. After thoroughly reading their report, CCD hired a registered, out of town engineer to review the stability of the building before moving forward. Jonathon Comtois, P.E., Modern Structural Engineering, found the building sound except for bricks in the upper west corner and he offered they can be easily repaired. Initially used by the Pierson family to store a vehicle to help with coal delivery, this building has meaning for Cromwell. Based on findings from both companies, CCD felt the investment in plans for renovation was worthwhile.
4. An anonymous donation of \$350,000 was offered to the Town of Cromwell in 2022, the bulk of which remains in a DAF fund, and a smaller portion in CCD savings account earmarked for this renovation.
5. July 2022, CCD presented documents to Town Council supporting the ability to renovate the garage based on architectural, mechanical and electrical drawings defined in 2021. Pricing was obtained from qualified companies willing to reduce pricing for this worthy project for \$350K, but not at prevailing wage. Renovation could have been completed including one ADA bathroom and one sliding door. Space for a second ADA bathroom and second sliding door were to follow as money was raised.
6. The Council unanimously approved, with one abstention, due to conflict of interest, moving forward if the necessary funds could be raised within three years, to renovate using prevailing wage.
7. Substantial economic increases plus prevailing wage bring the current cost estimate to over 1 million, which does not include any cabinetry or furnishings. Also, at a meeting in November 2022, the Town Manager stated that the roof would have to be replaced as part of the project. The roof is not leaking, and was never a part of the initial proposal accepted by the Town Council. However, it is old and it will be beneficial to replace the roof during the renovation, which also increases the cost.
8. CCD's request to the Town Council asked that nonprofits have first choice for use of the building. However, when not in use, CCD offered that the Senior Center and Rec. Departments could use for their programming, given the limited space in the Town Hall.



Rethink How You See Cromwell

SUPPORTING DOCUMENTATION

provided in this document or additional file documents:

1. Timeline: founding of Cromwell Creative District (CCD)
2. CCD's Mission Statement, Goals and links to website, Facebook and Instagram
3. CCD's yearly events and projects
4. December 2023 petition signatures of Cromwell residents' support: separate attachment
5. Initial letters of support for 2022 presentation to Town Council: separate attachment
6. Renovation packet provided to Town Council, July 2022: separate attachment
7. Appreciation for all who are working to make this project possible

TIMELINE

1. 2015-2018: requests to Cromwell Arts Alliance (CAA) to consider including Creative Districts as a part of CAA. Creative Districts were implemented by the National Endowment for the Arts in 2010, and many States adopted the concept that cities with blighted urban areas and towns with forgotten Main Streets become revitalized.
2. 2019: Cromwell Creative District (CCD) became a sub-group within CAA.
3. 2019: CCD decides to become its own nonprofit having learned CAA was not interested in writing for grants.
4. 2019: CCD hires a professional to paint approved mural on north side of DPW garage.
5. Dec. 2019 receives Federal nonprofit status.
6. 2020: CCD requests right of first refusal for use of DPW garage once Sewer Department moves to new facility on County Line Drive. This was granted.
7. 2021-2022: plans and pricing developed for renovation of garage as a "black box" assembly space for up to 100 people.
8. July 2022: CCD presents request to renovate DPW to Town Council including request for STEAP grant. Council approves 3 years to obtain funding.
9. August 2022: Stuart Popper writes for STEAP; not awarded.
10. 2023: basically a municipal election year with continuing discussions with Town Manager about process, prevailing wage and the request for implementing the State designation of a Cultural District - which is the same as a Creative District except a different name allowing for funding streams from Humanities and Tourism.
11. 2024: request to Matt Lesser and Christy Carpino to help gain the necessary funding for this important reuse of a building.
12. Petitions requesting Cromwell resident support were offered to various groups during the December holiday. 230 signatures, enough for a referendum, are included.

CCD'S MISSION STATEMENT

Cromwell Creative District, encompassing the area from Riverfront to Downtown Main Street, promotes economic vitality by celebrating our vibrant history, bolstering our current resources, and revealing opportunities for future growth through creative programs, tours and special events.

GOALS

- Promote downtown Cromwell and help in the improvement of economic vitality
- Engage the community through cultural and artistic endeavors
- Help beautify the area to attract business, visitors, and residents with an eye to improving the community's image
- Create spaces for all levels of artistic or creative people to come together as a community and create lasting relationships
- Help artists by connecting them to resources, telling their stories, and promoting their art forms
- Celebrate Cromwell and its rich historical and artistic side

[CCD webpage](#)

[CCD Facebook](#)

[CCD Instagram](#)

CCD's YEARLY EVENTS and PROJECTS

WINTER: Coffeehouse - public invited

SPRING: Rock Hunt - CCD hosts all nonprofits, DEI, LGBTQ+, Cromwell schools

SUMMER: Audio Tour - presentation of historical houses

EARLY FALL: Scarecrows #inthedistrict

LATE FALL: Holiday Decorating Contest #inthedistrict

PARTICIPATES IN

Cromwell Children's Coalition: Rising star, Farmers Market, PTO's Trick r Trunk, & Historical Society December Fundraiser; supports Cromwell Arts Alliance and DEI

CREATIVE OFFERINGS

- Mural introducing CCD on north side of DPW
- Mural, Paint by Number, east side of DPW
- Mural, business request Cromwell Energy, coordinated and small donation toward mural
- Mural, business request Rail 99 Tavern, painted for them
- Pierson Park dugouts, designed and painted per Town Manager's request
- Pierson Park Sensory Path in Childrens' playground
- Pierson Park WINGS, CCD coordinated and painted with 5 other nonprofits
- Pierson Park: provided two large Summer Fest events with vendors, music, and games
- Public Parking Lot: coming this spring, Town approved, Paint your Spot in the Parking Lot

Rethink How You See Cromwell

APPRECIATION FOR ALL WHO HAVE HELPED

CCD is grateful to all who have spent countless volunteer hours supporting the endeavors listed above. It is not possible to name everyone, however, we are grateful for the support of Cromwell Town Staff, State Staff, our regional support chair Eric Dillner, Shoreline Arts Alliance, and the teams providing the pro-bono renovation drawings and pricing for renovating the DWP garage into an ADA accessible building for nonprofits meetings and small events.

Special thanks to Mayor James Demetriades for bringing this worthy project to the attention of our elected State legislators, Senator Matt Lesser and Representative Christy Carpino - who are the ones who can make this dream come true.



CROMWELL CREATIVE DISTRICT

Town of Cromwell - Mayor's Office, Attn: Cromwell Creative District

41 West Street, Cromwell, CT 06416

www.cromwellcreativedistrict.org/ cromwellcreativedistrict@gmail.com

1.28.24

How Renovating the Sewer Garage Improves Economic Development

Economic Development:

Economic development is the process of improving the standard of living and well-being of the people in an economy. Economic development and economic growth aren't the same. The main indicators that measure economic development are: HDI - Human Development Index, HPI - Human Poverty Index.

Economic Growth:

Economic growth refers to an increase in the size of a country's (town's) economy over a period of time. The size of an economy is typically measured by the total production of goods and services in the economy, which is called gross domestic product (GDP). Economic growth can be measured in 'nominal' or 'real' terms.

Renovating the vacant Sewer Garage: improves both areas of economics by clearly benefiting and improving the well-being of residents, and making Cromwell more attractive to businesses. Cromwell Creative District (CCD) requests on behalf of all Cromwell nonprofits, with right of first refusal of building use, and when vacant, for Rec, Seniors, Youth, and Human Services use.

Location: the adjacency to the about to be renovated Pierson Park, the Police Station, the Fire Station, historic Main Street, the CT River with its two parks, continues to make this area community complex and it is adjacent to the Town public parking lot. As well, the reuse of an existing brick and block building is environmentally sound.

The non-specific use of this building, i.e. the large open space with an ADA seating capacity of 100, provides for multiple types of use and events including both income generating and non-income generating activities. Architecturally known as a "black box", this open room concept is highly flexible for uses currently defined as well as future ideas.

CCD's Mission Statement: focus is on business!

Economic Development programs: some are revenue generating and aid in tourism

Nonprofits have no space to meet or hold events, e.g. art and craft classes, art gallery exhibitions, dance lessons, music gatherings, lectures and poetry, eventually movies and digital teaching through large TV monitor and CCD Business Associates meetings are some examples.

Economic Growth ideas: rental for private parties, e.g. birthday parties held indoors due to New England weather, Riverport Festival indoor ticketed events, football after parties, vendor events, e.g. tag sale, craft sales, tourism events highlighting Cromwell's features.

Rethink How You See Cromwell

Cromwell Creative District is a registered 501(c)3 nonprofit organization



393 Main Street, Middletown, CT 06457-3308 • 860-347-6924 • Fax: 860-346-1043
email: info@middlesexchamber.com • www.middlesexchamber.com

Established 1895

Aster • Cromwell • Deep River • Durham • East Haddam • East Hampton • Essex • Haddam • Killingworth • Middlefield • Middletown • Portland • Rocky Hill • Westbrook

February 6, 2024

To Whom it May Concern:

We are writing in support of the Cromwell Creative District's efforts to obtain funding to help renovate the Cromwell Municipal Building known as "The Sewer Garage."

The Middlesex County Chamber of Commerce is a dynamic business organization with over 1,980 members. Our chamber represents businesses of all sizes and from all industry sectors, from large corporations, to micro businesses and entrepreneurs, and we are committed to promoting a positive business climate in Middlesex County. In addition to being an effective business organization, our chamber strives to be a strong community organization.

The Cromwell Creative District promotes, engages and builds a strong community which attracts businesses and visitors to the area through creative programs, tours, and special events.

The renovation of this property represents an opportunity to bring new life to a building located in the heart of the district, enabling local non-profits to have a dedicated meeting place which has been an obstacle in their growth opportunities and provide a tremendous service to the community.

The Middlesex County Chamber of Commerce is a strong partner with the town of Cromwell on important economic development and other community issues. We are happy to support this funding request and urge you to look upon it favorably.

Thank you for the opportunity to support this important topic.

Johanna Bond

President

Middlesex County Chamber of Commerce

Rodney Bitgood

Co-Chair

Cromwell Division, Middlesex County Chamber of Commerce

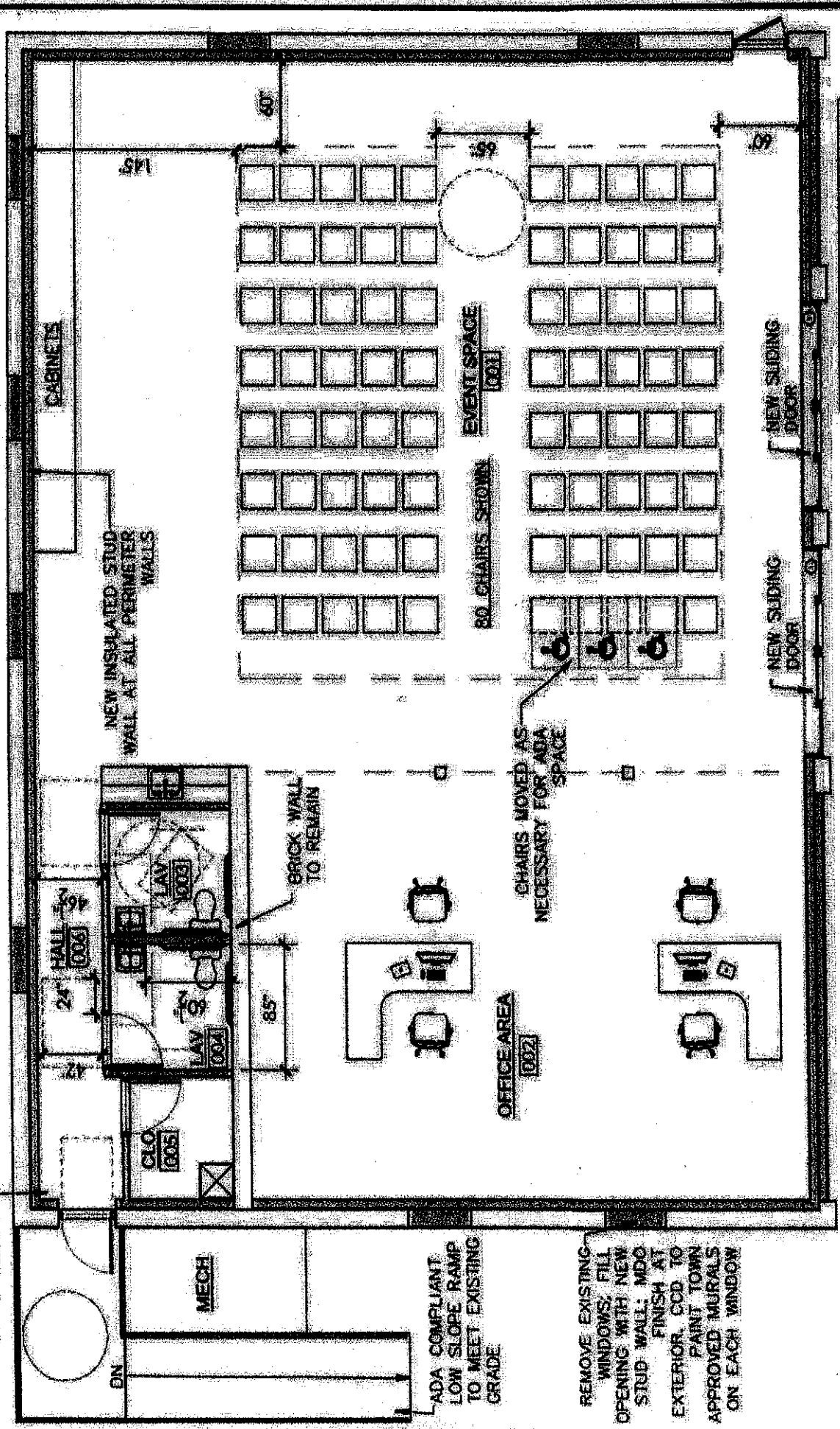
Cara Scianna

Co-Chair

Cromwell Division, Middlesex County Chamber of Commerce

LATCH BUT NO CLOSER
AT LAV DOORS

12" MIN. BY 2010
ADA STANDARDS



HANDICAP PARKING AT EXTERIOR

A4	
PROJECT NO.	170022
DATE	11/01/02
BY	AE GRASSO
CHECKED BY	GRASSO

SCALE: 1/8" = 1'-0"

FINISH PLAN



REMOVE EXISTING
WINDOWS. FILL
OPENING WITH NEW
STUD WALL. MDO.
FINISH AT
EXTERIOR. CDD TO
PAINT TOWN
APPROVED MURALS
ON EACH WINDOW

ADA COMPLIANT
LOW SLOPE RAMP
TO MEET EXISTING
GRADE

BRICK WALL
TO REMAIN

CHAIRS MOVED AS
NECESSARY FOR ADA
SPACE

EVENT SPACE

80 CHAIRS SHOWN

CABINETS

NEW INSULATED STUD
WALL AT ALL PERIMETER
WALLS

ROOF NIC

INSTALL INFILL
WALL: T1-11
PAINTED RED

NEW SLIDING
DOOR

INSTALL INFILL
WALL: T1-11
PAINTED RED

SOUTH ELEVATION

SCALE 1/8" = 1'-0"

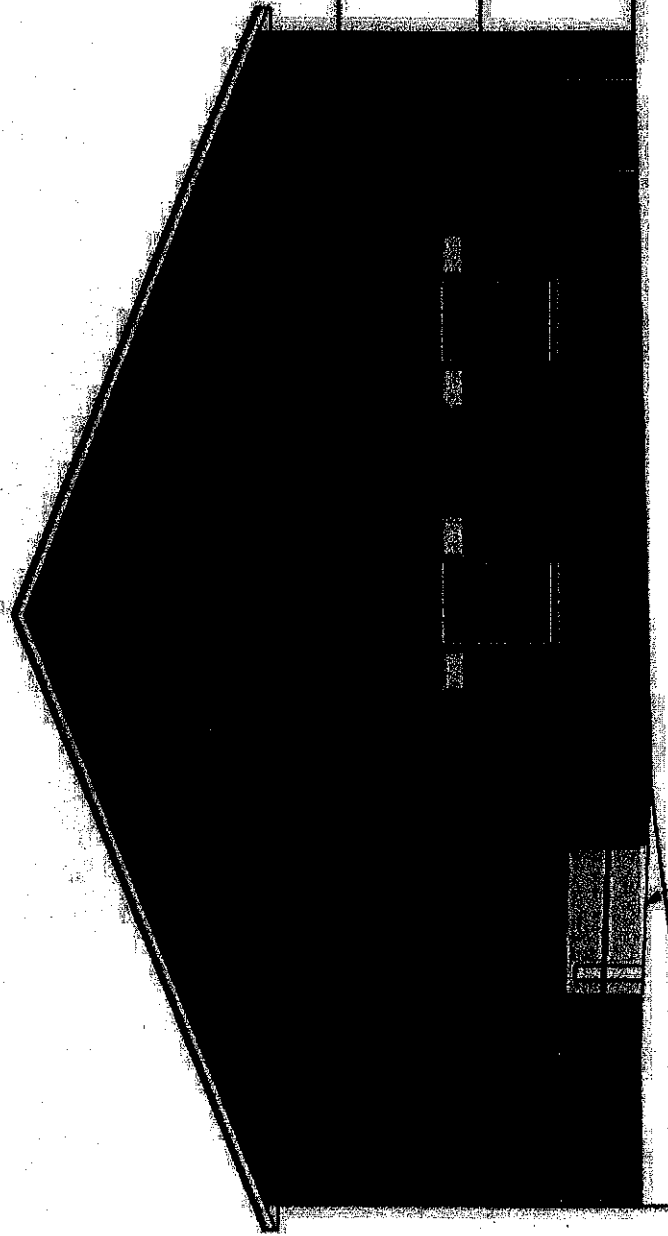
AE GRASSO

DESIGNED BY
DATE

WORKED BY
DATE

A7

CROMWELL CREATIVE DISTRICT
WILL APPLY APPROVED MURALS
IN ALL WINDOW LOCATIONS



1:20 SLOPE (NOT
RAMP) TO FINISH AT
EXISTING GRADE

REMOVE EXISTING
WINDOWS. FILL
OPENING WITH NEW
STUD WALL. EDO
FINISH AT EXTERIOR
MURAL PAINTED
SHUTTER TO MATCH
NORTH ELEVATION

WEST ELEVATION

SCALE 1/8" = 1'-0"

AE GRASSO

CROMWELL CREATIVE DISTRICT

A11

Cromwell Town Council Meeting February 14, 2024

Public Comment

James Rude, 25 Highridge Road

Good evening.

Minutes: I respectfully request that the minutes from the January 10th Town Council meeting be expanded to include the third item I discussed- the need for thoughtful consideration by the newly elected Town Council of such matters as the response to the culture survey, as well as the attachment of my 1/4/24 email to Town Council as noted by the Mayor at the meeting.

Culture Survey: I want to thank the Town Council for beginning a meaningful discussion of the real matters of substance related to the work environment at Town Hall. On the discussion about the location of monitors for the surveillance cameras, I find it astonishing and astounding that many months after the July 2023 issuance of the culture study report we learn at the January 10th meeting that there are security camera monitors in locations in addition to the Town Manager's office- including the Police Department and an undisclosed number of employee cellphones. This lack of transparency is disappointing at best. I respectfully request continued development of a revised, meaningful approach to improving employee relations at Town Hall which considers the surveillance camera monitors issue as well as the other morale issues noted in the culture study report.

Town Manager's Goals & Objectives for 2024: As the Town Council considers the goals and objectives for the Town Manager for the coming year, I hope that the importance of full transparency with elected Town officials and Town residents **AND** the importance of a healthy, trusting Town Hall workplace are specifically addressed.

Thank you.

Town Council,

I am writing and urge you to act on the lies the town manager, Tony Salvatore made in the last town council meeting when talking about the building cameras. The town manager categorically said that no cameras he monitored were in the work spaces of town employees and they were only in public spaces. Everyone knows, except for you, that the cameras watch the mechanics area and the public works garage. He watches the mechanics work and the employees gather while in the building. All of these areas are not public. Is anywhere in the public works building public?

The town manager has lied to you. Will you hold him accountable? Do all employees get to lie now? What else is he lying about? He should be held accountable and fired.

I can't sign this because there will be retribution.

A Concerned Citizen

**TOWN OF CROMWELL - TOWN COUNCIL
TOWN HALL COUNCIL CHAMBERS
41 WEST STREET, CROMWELL, CT 06416
SPECIAL MEETING – BUDGET WORKSHOP MINUTES**

Wednesday, March 6, 2024 - 4:30 p.m.

Present: Mayor James Demetriades, Julia Aurigemma, Brian Bonneau, Stacy Dabrowski, Jack Henehan, Paula Luna, Al Waters

Also Present: Town Manager Salvatore, Chief Sifodaskalakis, Captain Penn Finance Director Sharon DeVoe, Assessor Shawna Baron, Tax Collector Brian Stermer, Human Services Director Amy Saada, Youth Services Administrator Sara Calos

A. CALL TO ORDER

Mayor Demetriades called the meeting to order at 4:30 p.m.

B. CITIZEN COMMENTS

Julie Fitts Ritter, 23 Timber Hill Road, Board of Assessment Appeals (BAA) member, explained that Shawna attends BAA meetings often. She tries to reach a fair resolution for everyone. She makes an effort to meet with residents who have an appeal to work it out before it gets to the BAA. She knows the laws and statutes, understands them and puts them into action fairly and consistently. She does have to be tough in this position but she does it with integrity. She is an asset. If giving her a raise keeps her here, we need to do that.

Gayle Ivy, 2 Bayberry Court, was in attendance and informed the Council that she has worked in three Youth Services departments in Connecticut and the one here in Cromwell has impressed her. She said she is especially impressed with Amy and Sara. She continued, they do a great job with the families and children. She hopes that the Council supports their budget because of the amazing job they do for the community and for the future.

C. DISCUSS AND APPROVE AMENDED PURCHASING POLICY

The Town Manager and Mayor explained that after a meeting with the Board of Education it was determined that all Board of Education Capital projects will go through the Town and be added to the Town's Capital Improvement Plan which resulted in this proposed amendment to the Town's Purchasing Policy.

MOTION made by B. Bonneau and **SECONDED** by A. Waters to approve the proposed amended Purchasing Policy.

All in favor.

D. BUDGET WORKSHOP

1. Any unfinished business from March 4, 2024 Budget Workshop

– **22. Committee to Support Disabled People**

The Town Manager explained that there is pending legislation that would make this a responsibility of the Municipal Agent of the Elderly (Social Services Director Amy Saada). Therefore, he is suggesting that we approve \$0 for this Committee.

MOTION made by J. Henehan and **SECONDED** by A. Waters to approve \$0 for the Committee to Support Disabled People based on the information the Town Manager provided.

All in favor.

2. Discussion and Action on General Fund Budget Requests:

– 36. Police Department

Police Chief Sifodaskalakis and Captain Penn were in attendance to answer questions of the Town Council on the Public Works budget. Chief Sifodaskalakis presented an overview of his budget.

There was a brief discussion regarding the Chief's request of adding a Lieutenant to the Department. He explained that the Town Manager denied that request, but agreed to add an Administrative Sergeant as that position is already approved within the Police Union. Chief Sifodaskalakis said that while he would have preferred the Lieutenant position, he supports the Town Manager's budget with the added position of Administrative Sergeant.

MOTION made by A. Waters and **SECONDED** by J. Henehan to approve the Town Manager's Budget Recommendation of \$4,357,671.

In favor: S. Dabrowski, J. Henehan, P. Luna, A. Waters

Opposed: J. Aurligemma, B. Bonneau

Motion carried.

CNR ITEM

Police Vehicles

MOTION made by J. Henehan and **SECONDED** by A. Waters to replace 2 police vehicles from the ARPA fund in the amount of \$140,000.

All in favor.

– 37. Animal Control

MOTION made by B. Bonneau and **SECONDED** by A. Waters to approve the Town Manager's Budget Recommendation in the amount of \$100,034.

All in favor.

– **44. Library**

Clarification was requested on what the Capital Items request budget line included. Library Director Canney replied digitally that it includes technology, VR, 3D printers, and computers.

MOTION made by A. Waters and **SECONDED** by J. Henahan to approve the Town Manager's Budget Recommendation in the amount of \$752,406.

All in favor.

– **2. Town Clerk**

MOTION made by A. Waters and **SECONDED** by P. Luna to approve the Town Manager's Recommended Budget in the amount of \$234,174.

All in favor.

– **7. Building Inspection**

MOTION made by P. Luna and **SECONDED** by J. Henahan to approve the Town Manager's Recommended Budget in the amount of \$232,478.

All in favor.

CNR ITEM

Digitization of Existing Residential and Commercial Building Plans and Paper Records

- The Town Manager explained that he does not support this only because we are expecting COG to come to us within 6 months offering this service for a nominal fee. Once we have the fee information we will bring it to the Town Council for approval.

– **9. Revenue Collections Department**

MOTION made by J. Henahan and **SECONDED** by A. Waters to approve the Town Manager's Recommended Budget in the amount of \$170,423.

All in favor.

– **10. Assessor's Office**

Assessor Shawna Baron was in attendance to present her budget to the Council and explain her request for a wage increase. She referenced the letter she presented to the Council with her budget. There was a brief discussion regarding this request including, pay scales, steps, longevity payments, etc. The Town Manager explained that he feels highly about Shawna and about her capabilities but does not support this request which is why this increase was not in his Assessor Budget recommendation to the Council. He explained that he asks all directors to get involved in their prospective fields. He said all of his directors do an outstanding job

and if this were to pass, he would have to look at all directors' salaries. After a brief discussion, it was decided to table this matter.

MOTION made by J. Henehan and **SECONDED** by B. Bonneau to table 10.
Assessor's Office.
All in favor.

– **39. Human Services Administration**

Social Services Director Amy Saada and Youth Services Administrator Sarah Calos were in attendance to answer any questions of the Council on their budgets.

MOTION made by P. Luna and **SECONDED** by A. Waters to approve the Town Manager's Recommended budget in the amount of \$149,189.
All in favor.

– **40. Senior Services**

MOTION made by A. Waters and **SECONDED** by P. Luna to approve the Town Manager's Recommended budget in the amount of \$145,274.
All in favor.

– **41. Transportation Services**

MOTION made by A. Waters and **SECONDED** by J. Henehan to approve the Town Manager's Recommended budget in the amount of \$165,660.
All in favor.

– **42. Youth Services**

MOTION made by A. Waters and **SECONDED** by P. Luna to approve the Town Managers budget recommendation of \$128,549.
All in favor.

– **1. Town Manager's Office**

MOTION made by A. Waters and **SECONDED** by P. Luna to approve the Town Manager's budget recommendation of \$438,745.
All in favor.

– **8. Finance Department/Treasurer**

MOTION made by J. Henehan and **SECONDED** by A. Waters to approve the Town Manager's budget recommendation of \$450,203.
All in favor.

– **16. General Expense**

MOTION made by J. Aurigemma and **SECONDED** by J. Henahan to table this item.
All in favor.

– **45. Employee Benefits**

MOTION made by J. Aurigemma and **SECONDED** by B. Bonneau to approve the
Town Manager's budget recommendation of \$4,545,075.
All in favor.

– **46. Debt Service**

MOTION made by P. Luna and **SECONDED** by J. Henahan to approve the Town
Manager's budget recommendation of \$3,238,994.
All in favor.

3. Any other budget matters
None.

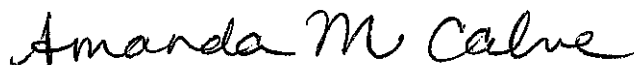
4. Approve Grand Total of General Fund Budget
MOTION made by J. Aurigemma and **SECONDED** by B. Bonneau to table this
item.
All in favor.

E. ADJOURN

MOTION made by J. Henahan and **SECONDED** by P. Luna to adjourn.

The meeting adjourned at 6:32 p.m.

Respectfully submitted,



Amanda M. Calve
Secretary

**TOWN OF CROMWELL - TOWN COUNCIL
TOWN HALL COUNCIL CHAMBERS
41 WEST STREET, CROMWELL, CT 06416
SPECIAL MEETING MINUTES**

Wednesday, March 13, 2024 - 6:30 p.m.

Present: Mayor James Demetriades, Brian Bonneau, Jack Henehan (via telephone), Paula Luna, Al Waters

Absent: Julia Aurigemma and Stacy Dabrowski

Also Present: Town Manager Salvatore, Attorney Dennis Durao, Finance Director Sharon DeVoe, and Public Works Director Lou Spina

A. CALL TO ORDER

Mayor Demetriades called the meeting to order at 6:30 p.m.

B. CITIZEN COMMENTS

None.

C. EXECUTIVE SESSION

1. Discussion and possible action regarding pending litigation, Brown vs. Town of Cromwell CHRO #2330368
2. Ratify IUOE Local #30 Contract

MOTION made by B. Bonneau and **SECONDED** by P. Luna to enter into Executive Session and invite in Town Manager Salvatore and Attorney Durao for Item C. 1. And to invite in Public Works Director Spina and Finance Director DeVoe for Item C.2.

All in favor.

The Council entered Executive Session at 6:32 p.m.

MOTION made by A. Waters and **SECONDED** by P. Luna to come out of Executive Session.

All in favor.

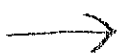
The Council came out of Executive Session at 6:58 p.m.

MOTION made by A. Waters and **SECONDED** by B. Bonneau to approve the settlement as recommended by the Attorney for the CHRO Case #2330368, Brown vs. Town of Cromwell.

All in favor.

MOTION made by A. Waters and **SECONDED** by P. Luna to approve the IUOE #30 proposed contract for a term of 2023-2026.

All in favor.

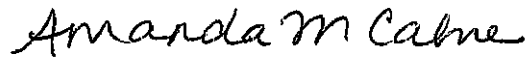


D. ADJOURN

MOTION made by P. Luna and **SECONDED** by J. Henahan to adjourn.
All in favor.

The meeting adjourned at 7:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amanda M Calve".

Amanda M. Calve
Secretary

**TOWN OF CROMWELL - TOWN COUNCIL
TOWN HALL COUNCIL CHAMBERS
41 WEST STREET, CROMWELL, CT 06416
REGULAR MEETING MINUTES**

Wednesday, March 13, 2024 - 7:00 p.m.

Present: Mayor James Demetriades, Brian Bonneau, Stacy Dabrowski, Jack Henehan (via telephone), Paula Luna, Al Waters

Absent: Julia Aurigemma

Also Present: Town Manager Salvatore, Finance Director Sharon DeVoe, Town Engineer Jon Harriman, Chief of Police Sifodaskalakis, Public Works Director Lou Spina, Assessor Shawna Baron

A. CALL TO ORDER

Mayor Demetriades called the meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

The Council stood to recite the Pledge of Allegiance.

C. APPROVAL OF AGENDA

MOTION made by B. Bonneau and **SECONDED** by P. Luna to add Item M. 3.

Discussion and possible action on the water bill for Little League.

All in favor.

MOTION made by A. Waters and **SECONDED** by P. Luna to add Item P. 3. M. Thomas Foran, LGBTQ Commission, regular member for a term expiring 4/1/2026 and to add Item P. 3. N. Pola Filakoff, regular member for a term expiring 4/1/2026.

All in favor.

MOTION made by A. Waters and **SECONDED** by P. Luna to approve the amended agenda.

All in favor.

D. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS

1. Mattabassett Budget Presentation

Executive Director Art Simonian and John Dunham were in attendance to present the Mattabassett Budget.

The Town Council then had the opportunity to ask any questions regarding the budget.

E. MAYOR'S COMMENTS

Mayor Demetriades presented his report, the letter from signed by himself, Board of Education and Board of Finance Chairpersons regarding CNR Requests and he summarized his comments and proposal to the Board of Education regarding the harassment, racism, and bullying issues. See Attachment A.

F. TOWN MANAGER'S COMMENTS

The Town Manager's report was included in the agenda packet. He provided the following updates in addition to his report:

- Rosey Leonardo in the HR Office is developing and putting together an employee recognition program retro back to July 1, 2023 to recognize employees for their years of service in 5-year increments.
- He attended a meeting this week regarding the Children's Coalition's Memorial Day Car Show. They are proposing the location be changed to Pierson Park. Town Staff is working out the details to make it possible.

G. TOWN COUNCIL LIAISON REPORTS

Councilman Waters reported that he attended the Historical Society Meeting. He did not attend the Senior Advisory Commission meeting, but he did go to Covenant Living looking for volunteers for the Senior Center. He gave a presentation and left a packet for those interested in volunteering and provided them with the contact information for Social Services Director Amy Saada and the Senior Center.

Councilwoman Luna attended the Library Commission meeting and had nothing to report.

Councilman Bonneau attended the Fire District meeting. He explained that they are looking to change the system for their traffic lights. He also mentioned that at their meeting, they expressed interest in purchasing from the Town, the 25X20 foot piece of land where they sell Christmas trees. After a brief conversation, the Town Manager said he would discuss this with the District.

H. FINANCIAL/FINANCE DIRECTOR'S UPDATE

1. Budget Report

Finance Director Sharon DeVoe was in attendance to present her report to the Council and answer questions.

2. Discussion and Approval of appropriation for the 2024 DUI Law Enforcement Grant in the amount of \$13,789.49 (100% reimbursable).

Chief Sifodaskalakis was in attendance to answer any questions of the Town Council regarding this request.

MOTION made by B. Bonneau and **SECONDED** by J. Henehan to approve the appropriation for the 2024 DUI Law Enforcement Grant in the amount of \$13,789.49. **All in favor.**

3. Discussion and Approval of appropriation in the amount of \$136,000 for the Section 5310 DOT Grant for a handicap accessible vehicle (80% reimbursable)

See Attachment B for supporting information provided to the Town Council.

MOTION made by P. Luna and **SECONDED** by A. Waters to approve an appropriation in the amount of \$136,000 for the Section 5310 DOT Grant for a handicap accessible vehicle.

All in favor.

4. Tax Refunds

MOTION made by A. Waters and **SECONDED** by J. Henahan to approve Tax Refunds #1-3.

All in favor.

I. CHIEF OF POLICE'S UPDATE

Chief Sifodaskalakis was in attendance to present his report to the Town Council. In addition to his report he provided the following information:

- He and the Town Manager went to POST this morning where the Police Department received a Tier 1 award.
- He informed the Council that on 3/28 Sergeants Carlson and Parsons will be awarded the American Red Cross Life Saving Award in the Community Room at the Police Department. He invited the Council to attend.
- He informed the Council that Texas Roadhouse surprised the Police Department with dinner last night. It was great gesture and they were grateful.

J. PUBLIC WORKS DIRECTOR'S UPDATE

Public Works Director Lou Spina was in attendance to present his report. He added the following update:

- The Public Works Department is in Spring mode. They have been busy cleaning up after the winter. They are working on getting all the fields and venues ready for the season.

K. CITIZEN COMMENTS

Rich Waters, 84 South Street expressed that installing the gate across both sides of the trestle is a dangerous thing to do, sometimes ambulances go through there. He said we have had signs there for many years, why spend \$9,000 on the gate? It will cost less money for someone to continue to put the signs up as needed. He questioned why the roads have been paved all the way to the Town Manager's house when there are other roads that need paving and have not been paved yet. He said many of those roads would have been fine with crack sealing instead of being paved.

The Town Manager called a point of order and explained that the roads in Town that are paved are according to the Pave Management Study handled by the Public Works Director.

Brian Stermer, 16 Sovereign Ridge Road said he was here in support of the Assessor. He explained that the Assessor's Office and Tax Office work together very closely. He said Shawna is very helpful and the most knowledgeable person on QDS. He continued, Cromwell has a great reputation for having such a skilled Tax Assessor. He has had a favorable experience working with her and he asked the Town Council to take this into consideration when deliberating the budget and her request.

Lisa Klein, Lions Club President, 19 Briar Court was in attendance tonight to notify the Council that they successfully gathered 1,000 lbs. of plastic! She was excited to present the Town of Cromwell with a bench. She asked if they could put a dedication on the bench to Carl Banic who was the longest serving member of the Cromwell Lions. She asked the Town Manager to give some thought about the color and location of the bench. She also encouraged the Mayor to reach out to the Lion's if they need any help promoting inclusivity.

Julie Ritter, 23 Timber Hill Road, was in attendance to speak on behalf of Assessor Shawna Baron. She felt that tabling Ms. Baron's request for a raise was insulting. She stated that Ms. Baron is well respected all over the State. She urged the Town Council to show her and tell her she is valued. In her experience, she would do whatever it takes to keep a great employee as it will cost more money in the long run.

James Rude, 25 High Ridge Road read the attached document into the record. See Attachment C.

Ann Grasso, referenced the attachments she provided to the Town Council. See Attachment D.

The Town Council recessed at 8:19 p.m.
The Town Council reconvened at 8:26 p.m.

**L. UNFINISHED BUDGET MATTERS FROM MARCH BUDGET WORKSHOPS
CNR REQUESTS**

Finance Director Sharon DeVoe passed out updated Capital Plan budget pages. See Attachment E.

Planning and Development

Complete Streets Plan for the Town of Cromwell, \$100,000

MOTION made by A. Waters and **SECONDED** by P. Luna to approve the Town Manager's Recommendation of \$100,000 for the Complete Streets Plan for the Town of Cromwell.

All in favor.

Computer

Server-Email Platform, \$23,000

MOTION made by P. Luna and **SECONDED** by S. Dabrowski to approve the Town Manager's recommendation of \$23,000 for the Server-Email Platform update.

All in favor.

Mayor Demetriades took the Assessor's Request off the table. He explained this item was tabled because we needed to decide and think about the overall impact.

Councilman Waters explained that Assessor Shawna Baron contacted him at his house asking for his support in her upcoming budget request for a wage increase. Councilman Waters felt this this was unprofessional.

Assessor Shawna Baron explained that she only contacted him to make him aware that this was on the agenda for that evening's meeting.

Discussion took place regarding how to properly vet this without it affecting the organizational structure for all other non-union employees. It was expressed by the Council that Assessor Shawna Baron does a great job and is a valued employee and that her years of service are commendable and appreciated. The Mayor explained that the Council really does care; he explained that he has had numerous conversations and has conducted significant research regarding this request. However, changing the wage schedule for the position or moving it to another wage classification would throw a wrench in the entire process unless the Council reviewed the salaries of all department heads and non-union employees.

MOTION made by A. Waters and **SECONDED** by J. Henahan to approve the Town Manager's Salary Recommendation of \$122,073.

In favor: J. Demetriades, S. Dabrowski, J. Henahan, P. Luna, A. Waters

Abstained: B. Bonneau

Motion carried.

MOTION made by A. Waters and **SECONDED** by S. Dabrowski to accept the Town Manager's Recommended Assessor's Budget in the amount of \$232,064.

Motion and second were withdrawn.

MOTION made by A. Waters and **SECONDED** by B. Bonneau to approve the Town Manager's Recommended Assessor's Budget in the amount of \$261,505.

All in favor.

M. UNFINISHED BUSINESS

1. Discussion and possible action regarding the status of the Multi-Purpose Field Project and the Athletic Field Committee's Charge

Town Manager Salvatore explained that at the consensus of this Council, the approval from Planning and Zoning was rescinded by the Town and the application was sent back before the Planning and Zoning Commission. The application will not be heard for three more weeks.

2. Discussion and possible action of Climate and Culture Study Town Council Recommendations

Mayor Demetriades asked that the spreadsheet of recommendations and actions taken be posted on the Town website.

3. Discussion and possible action on the water bill for the Little League

There was discussion regarding leases on town-owned property and how the utilities were paid. It was the consensus of the Council that the Town pay the past due water bill for the Little League. The Town Manager said that it would be paid.

N. NEW BUSINESS

1. Create position of (Opioid) Prevention Specialist effective upon the date of hire (Funded by Opioid Settlement Funding)

The Mayor explained that this is settlement money and some surrounding towns were looking to collaborate, however, the Town Manager is working with our Human and Youth Services Departments to hire someone using these funds to address this crisis. The Town Manager informed the Council that we currently have \$53,000 in the settlement fund and that we will receive approximately \$30,000 per year for at least 18 years. Chief Sifodaskalakis addressed the Council and expressed his full support for this position and said it would be beneficial for the Police Department.

MOTION made by A. Waters and **SECONDED** by P. Luna to approve the creation of this position and that it be funded using the Opioid Settlement Fund.
All in favor.

2. Approval of proposed salary for (Opioid) Prevention Specialist

The Town Manager referenced his memo provided in the packet.

MOTION made by A. Waters and **SECONDED** by B. Bonneau to approve the Opioid Prevention Specialist Salary Group E-2 with the range \$31.05 to \$44.52 per hour.
All in favor.

3. Update on Video Monitor Policy

Mayor Demetriades explained that he, and Councilwomen Aurigemma and Luna have not yet had a chance to meet regarding this. He plans to have something for the April meeting agenda.

4. Discussion and Possible Action to Lease the Former Sewer Garage Building to Cromwell Creative District (CCD)

Ann Grasso and Jon Comtois were in attendance to speak regarding this. The Town Manager and Ms. Grasso explained that Senator Lesser was not able to accept the concept without an MOU or a lease from the Town of Cromwell. The Town Manager suggested that the Town and the Cromwell Creative District enter into a Memorandum of Agreement for the purpose of establishing a time frame to allow the CCD to collect funds until the building is refurbished.

MOTION made by P. Luna and **SECONDED** by A. Waters to allow the Town Manager to negotiate an MOU with CCD for the purpose of allowing them to raise funds for this project.

In favor: B. Bonneau, S. Dabrowski, J. Henahan, P. Luna, A. Waters

Abstained: J. Demetriades

Motion carried.

O. APPROVAL OF MINUTES

1. February 14, 2024 Regular Meeting Minutes

MOTION made by A. Waters and **SECONDED** by B. Bonneau to approve the February 14, 2024 Regular Meeting Minutes.

All in favor.

2. February 26, 2024 Regular Meeting Minutes

MOTION made by A. Waters and **SECONDED** by P. Luna to approve the February 26, 2024 Regular Meeting Minutes.

All in favor.

3. March 4, 2024 Public Hearing Minutes

MOTION made by B. Bonneau and **SECONDED** by J. Henahan to approve the March 4, 2024 Public Hearing Minutes.

In favor: B. Bonneau, J. Demetriades, J. Henahan, P. Luna, A. Waters

Abstained: S. Dabrowski

Motion carried.

4. March 4, 2024 Special Meeting Budget Workshop Minutes

MOTION made by A. Waters and **SECONDED** by P. Luna to approve the March 4, 2024 Special Meeting Budget Workshop Minutes.

All in favor.

P. APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

1. Resignations

- a. Andrew Holt (R), Inland Wetlands and Watercourses Agency, alternate member

MOTION made by B. Bonneau and **SECONDED** by P. Luna to approve Item P.

1. a.

All in favor.

2. Appointments

- a. Andrew Holt (R), Inland Wetlands and Watercourses Agency, regular member for a term expiring 12/1/2027

MOTION made by B. Bonneau and **SECONDED** by A. Waters to approve Item P.

2. a.

All in favor.

3. Reappointments

- a. Paul Warendt (R), Economic Development Commission, alternate member for a term expiring 3/1/2028
- b. Margaret Colella (D), Library Commission, regular member for a term expiring 2/1/2028

- c. Martha Rennie (D), Library Commission, regular member for a term expiring 2/1/2028
- d. Marie Roberto (U), Library Commission, regular member for a term expiring 2/1/2028
- e. Judy Benvenuto (R), Senior Services Commission, regular member for a term expiring 4/1/2026
- f. Deirdre Daly (R), Senior Services Commission, regular member for a term expiring 4/1/2026
- g. Ann Jordan (R), Senior Services Commission, regular member for a term expiring 4/1/2026
- h. Anne Kaiser (D), Senior Services Commission, regular member for a term expiring 4/1/2026
- i. Judy Norris (U), Senior Services Commission, regular member for a term expiring 4/1/2026
- j. Patricia Snow (D), Senior Services Commission, regular member for a term expiring 4/1/2026
- k. Bonnie Sprague (D), Senior Services Commission, regular member for a term expiring 4/1/2026
- l. Linda Worden (D), Senior Services Commission, regular member for a term expiring 4/1/2026
- m. Thomas Foran, LGBTQ Commission, regular member for a term expiring 4/1/2026
- n. Pola Filakoff, LGBTQ Commission, regular member for a term expiring 4/1/2026

MOTION made by A. Waters and **SECONDED** by J. Henahan to approve Reappointments 3. a – n.
All in favor.

Q. INFORMATIONAL ITEMS

Mayor Demetriades read a letter from Mr. Willard into the record. See Attachment F.

R. ADJOURN

MOTION made by B. Bonneau and **SECONDED** by A. Waters to adjourn.

The meeting adjourned at 9:44 p.m.

Respectfully submitted,



Amanda M. Calve
Secretary

**TOWN OF CROMWELL
PUBLIC HEARING MINUTES
TUESDAY, MARCH 26, 2024 – 4:30 P.M.
TOWN HALL COUNCIL CHAMBERS**

Mayor Demetriades opened the Public Hearing at 4:34 p.m. and read the legal notice below into the record:

**LEGAL NOTICE
TOWN OF CROMWELL**

The Town Council of the Town of Cromwell, Connecticut will hold a Public Hearing on Tuesday, March 26, 2024 at 4:30 p.m. in the Cromwell Town Hall, Council Chambers, located 41 West Street, Cromwell, CT regarding the proposed 2024-2025 (five year) Capital Improvement Program. Citizens may direct comments regarding the proposed Capital Improvement Program to mayor@cromwellct.com.

A copy of the Capital Improvement Program, in its entirety, is available for public inspection at the office of the Town Clerk, 41 West Street, Cromwell, Connecticut and will be posted online at www.cromwellct.com.

Dated at Cromwell, Connecticut this 13th day of March 2024.

James Demetriades, Mayor
For the Town Council

Director of Operations for the Board of Education Claudio Bazzano was in attendance and presented each of the CNR requests and the amount of each request.

Mayor Demetriades then asked if anyone from the public would like to speak. No one from the public requested to speak.

The Public Hearing closed at 4:44 p.m.

Respectfully submitted,



Amanda Calve
Secretary

**TOWN OF CROMWELL - TOWN COUNCIL
TOWN HALL COUNCIL CHAMBERS
41 WEST STREET, CROMWELL, CT 06416
SPECIAL MEETING MINUTES**

Tuesday, March 26, 2024 - 4:45 p.m.

Present: Mayor James Demetriades, Julia Aurigemma, Brian Bonneau, Stacy Dabrowski, Jack Henahan, Paula Luna, Al Waters

Also Present: Town Manager Salvatore, Finance Director Sharon DeVoe

A. CALL TO ORDER

Mayor Demetriades called the meeting to order at 4:45 p.m.

B. CITIZEN COMMENTS

Rich Waters, 84 South Street is opposed to installing a gate at the trestle in the amount of \$9,000. For years his brother, Al Waters, has been complaining about water coming over the road. He explained that sewer water containing E.coli comes over the road and runs off into the field across the street. We are going to have mosquitos and all that is being done is putting a locking gate over the road. This is dangerous, it's an emergency area and ambulances go through. He informed the Council that he has had 15 cancer surgeries and he believe it is from the air. This purchase is not fair to the taxpayers and he urged the Council to think twice before they install the gate.

C. BUDGET MATTERS

1. Discuss and Approve Board of Education CNR Requests

Director of Operations for the Board of Education was in attendance and answered questions of the Council regarding the Board of Education's CNR Requests. A brief discussion followed.

There was discussion regarding the surplus and the Town's Fund Balance Policy.

MOTION made by J. Henahan and **SECONDED** by A. Waters to approve CHS – Service Receptacles Lacking-Roof in the amount of \$51,000.

All in favor.

MOTION made by B. Bonneau and **SECONDED** by P. Luna to approve WIS – Water Heater Replacement in the amount of \$24,870.

All in favor.

MOTION made by A. Waters and **SECONDED** by J. Henahan to approve WIS- Replacement of Split System AC in the amount of \$12,037.

All in favor.

MOTION made by J. Henahan and **SECONDED** by P. Luna to approve ECS- Services Receptacles Lacking – Roof in the amount of \$16,511.

All in favor.

MOTION made by A. Waters and **SECONDED** by J. Henehan to approve CHS – Refurbish Weight Room Floor in the amount of \$15,000.

All in favor.

MOTION made by B. Bonneau and **SECONDED** by J. Henehan to approve CHS – Gym Floor Refurbish in the amount of \$25,000.

All in favor.

MOTION made by J. Demetriades and **SECONDED** by B. Bonneau to approve CHS Driveway Light Pole Repair in the amount of \$12,000.

All in favor.

MOTION made by A. Waters and **SECONDED** by J. Henehan to approve WIS – Underground Oil Tank Repair in the amount of \$15,000.

All in favor.

MOTION made by B. Bonneau and **SECONDED** by A. Waters to approve ECS – Classroom Blinds Replacement (phase 1 of 4) in the amount of \$27,500

All in favor.

MOTION made J. Henehan and **SECONDED** by A. Waters to approve ECS – Replacement of Roof Exhaust Fans in the amount of \$22,000.

All in favor.

MOTION made by A. Waters and **SECONDED** by J. Henehan to approve ECS – Replace Ceiling Tiles in 6 Classrooms in the amount of \$49,000.

All in favor.

2. Discuss and Approve General Expense Budget

MOTION made by A. Waters and **SECONDED** by J. Henehan to approve the General Expense Budget in the amount of \$676,573.

All in favor.

3. Discuss and Approve Grand Total of General Fund Budget

MOTION made by S. Dabrowski to remove the \$85,000 for the leaf vacuum. There was no second. **Motion died.**

MOTION made by A. Waters and **SECONDED** by S. Dabrowski to withdraw the approval of the item for the gate on South Street from CNR.

In favor: J. Demetriades, A. Aurigemma, S. Dabrowski, J. Henehan, P. Luna, A. Waters

Opposed: B. Bonneau

Motion carried.

MOTION made by J. Aurigemma and **SECONDED** by J. Henehan to cut the Public Works overtime line by \$15,000 for a new Public Works Department total of \$4,930,532.

In favor: J. Demetriades, A. Aurigemma, J. Henehan, P. Luna, A. Waters

Opposed: B. Bonneau and S. Dabrowski

Motion carried.

MOTION made by P. Luna and **SECONDED** by A. Waters to approve the Grand Total of General Fund Budget in the amount of \$19,893,215.

All in favor.


D. ADJOURN

MOTION made by A. Waters and **SECONDED** by B. Bonneau to adjourn.

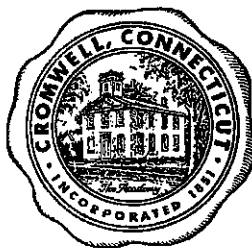
All in favor.

The meeting adjourned at 5:58 p.m.

Respectfully submitted,



Amanda M. Calve
Secretary



**Town of Cromwell
Board & Commission Application Form**

Name: Sean Condon

Address: (Home) 104 Skyview Drive, Cromwell CT 06416

Telephone: (860) 916-6101

E-mail Address: Seancondonct@gmail.com Occupation: Senior Independent Insurance Advocate

If you are not currently a registered voter in Cromwell, please register in the Town Clerk's office to serve on a board or commission. If you are registered, please check off your party affiliation below. Thank you.

Party affiliation: ☐ Democrat ☐ Republican ☒ Unaffiliated

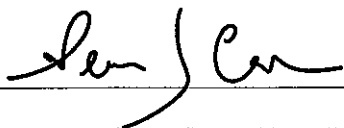
Board or Commission of Interest: Senior Services

Briefly explain your reasons for being interested in serving your town in this capacity and note the qualifications you have which you think will be an asset to this Board or Commission.

I am very involved with the seniors in Connecticut and within our community by trying to get the most benefits available in Cromwell
This commission will allow me pursue my goals that I have for our community. Email: SeanCondonCT@gmail.com

Please include three (3) References with your application.

Name	Address	Phone Number
Traci O'Brien	554 Boston Post Road, Suite 236 Orange, CT 06477	888-767-3646
David McNiven	1 St. John St., North Haven, CT 06473	203-909-6003
Bob Sisti	675 Berlin Turnpike, Berlin CT 06037	860-828-6764

Signature: 

Date: 3/24/2024

Thank you for taking the time to fill out this application. Volunteers play a vital role in the Cromwell government and we appreciate your interest. Upon completing your application please forward to the Mayor's Office, 41 West Street, Cromwell, CT 06416.



**Town of Cromwell
Board & Commission Application Form**

Name: Dr. Rachel Duffy, PsyD

Address: (Home) 9 Harrison Drive, Cromwell Ct 06416

Telephone: (703) 336-7831

E-mail Address: rachelduffy888@gmail.com Occupation: Clinical Psychologist

If you are not currently a registered voter in Cromwell, please register in the Town Clerk's office to serve on a board or commission. If you are registered, please check off your party affiliation below. Thank you.

Party affiliation: ☒ Democrat ☐ Republican ☐ Unaffiliated

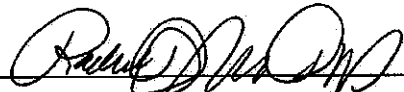
Board or Commission of Interest: Cromwell's LGBTQIA+ Committee

Briefly explain your reasons for being interested in serving your town in this capacity and note the qualifications you have which you think will be an asset to this Board or Commission.

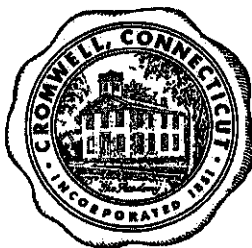
Professionally, one of my specialties is working with LGBTQIA+ populations. Personally, I identify within this community. My wife and I are new to Cromwell and we are looking for ways to get involved in our new community.

Please include three (3) References with your application.

Name	Address	Phone Number
Bridget Moran	9 Harrison Drive, Cromwell CT 06416	(203) 940-5855
Jeff Lawrence	NY, NY	(914) 980-8825
Stella Keitel	NY, NY	(914) 766-3693

Signature:  Date: 4/5/2024

Thank you for taking the time to fill out this application. Volunteers play a vital role in the Cromwell government and we appreciate your interest. Upon completing your application please forward to the Mayor's Office, 41 West Street, Cromwell, CT 06416.



Town of Cromwell
Board & Commission Application Form

Name: Kristine Haswell

Address: (Home) 123 West St Apt 406 Cromwell CT, 06416

Telephone: 860 301 4355

E-mail Address: KristineHaswell2000@gmail.com Occupation: Kennel worker at VCA Cromwell

If you are not currently a registered voter in Cromwell, please register in the Town Clerk's office to serve on a board or commission. If you are registered, please check off your party affiliation below. Thank you.

Party affiliation: ☐ Democrat ☒ Republican ☐ Unaffiliated

Board or Commission of Interest: LGBTQ Committee

Briefly explain your reasons for being interested in serving your town in this capacity and note the qualifications you have which you think will be an asset to this Board or Commission.

I have done a lot of pride work through my job at VCA Cromwell, I also have done a lot of work through my college at Northwestern Community College in Winsted. I did a lot work for →

Please include three (3) References with your application.

Name	Address	Phone Number
Sandy Gonyea	547 main St Cromwell CT	860 635-1979
Patte St Pierre	547 main St Cromwell CT	860-635-1979
Martha Bonaiuto	79 NOOKS hill Rd Cromwell CT	860-301 0370

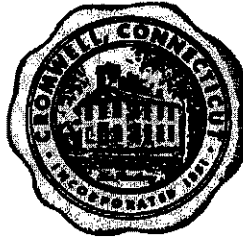
Signature: Kristine Haswell

Date: 4/5/2024

Thank you for taking the time to fill out this application. Volunteers play a vital role in the Cromwell government and we appreciate your interest. Upon completing your application please forward to the Mayor's Office, 41 West Street, Cromwell, CT 06416.

→ Geoffrey Frattini - 547 main St
Cromwell, CT 06416 - 860 635 1979

Rights for disability. I love the LGBTQ
Community and I would like to
help out, I Love doing advocacy
work.



Town of Cromwell Board & Commission Application Form

Name: Jordan Lane

Address: (Home) 33 Washington Rd Cromwell CT 06416

Telephone: 203 317 1871

E-mail Address: jordantlane@gmail.com Occupation: Retail Associate

If you are not currently a registered voter in Cromwell, please register in the Town Clerk's office to serve on a board or commission. If you are registered, please check off your party affiliation below. Thank you.

Party affiliation: ☒ Democrat ☐ Republican ☐ Unaffiliated

Board or Commission of Interest: LGBTQIA Committee

Briefly explain your reasons for being interested in serving your town in this capacity and note the qualifications you have which you think will be an asset to this Board or Commission.

I have lived in Cromwell for nearly 2 decades and found myself unable to express myself
a member of the LGBTQ community, especially in High School. I want to be a part of the
to help better Cromwell to be a supportive and diverse community that can allow others
to express themselves as uniquely and confidently as I express myself today.

Please include three (3) References with your application.

Name	Address	Phone Number
Allan Flores	202 Meetinghouse LnMiddle	860 357 8587
Jamie Chiaraluce	9 Brookwood Dr Rocky Hill	860 751 2923
Elle DiValentino	Hurd Park Rd East Hamptor	860 919 7597

Signature: Jordan Lane Date: 04/06/2024

Thank you for taking the time to fill out this application. Volunteers play a vital role in the Cromwell government and we appreciate your interest. Upon completing your application please forward to the Mayor's Office, 41 West Street, Cromwell, CT 06416.



**Town of Cromwell
Board & Commission Application Form**

Sandra Manning

29 Hawthorn Court

860-575-4329

Sandra Manning 24 Occupation: Media Replay Op II

If you are a registered voter in Cromwell, please register in the town of interest to serve on a board or commission. If you are registered, please indicate your party affiliation below. Thank you.

☒ Democrat

☐ Republican

☐ Unaffiliated

Area of Interest: LGBTQ committee

Describe your reasons for being interested in serving your town in this capacity and note any skills you have which you think will be an asset to this Board or Commission.

I am interested in being a part of the committee to

we are doing everything we can to have an

town. I will be an asset because I have a

perspective having a non-binary child and I am

bringing conversations of acceptance to the forefront in my current

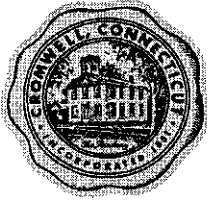
employment.

Provide (3) References with your application.

	Address	Phone Number
<u>400 Oakland Rd.</u>	<u>S. Windsor</u>	<u>860-310-7033</u>
<u>35 Pauls Run</u>		<u>860-212-6889</u>
<u>5 Goodrich Ave</u>		<u>860-836-1537</u>

Date: 4/4/2024

Volunteers play a vital role in the Cromwell government and we encourage you to fill out this application. Upon completing your application please forward to the Mayor's Office, 41 West Street, Cromwell, CT




Town of Cromwell Office of the Town Manager

Anthony J. Salvatore, Sr.
Town Manager

Phone: (860) 632-3412
Fax: (860) 632-3435

Memo

TO: TOWN MANAGER

FROM: ROSEY LEONARDO, EXECUTIVE ASSISTANT HR 

DATE: 4/3/2024

RE: WELLNESS INITIATIVE AND EMPLOYEE RECOGNITION UPDATE

Wellness Initiative: The goal of the Wellness Initiative is to promote wellness to Town employees through a variety of topics such as Nutritional, Physical, and Mindfulness.

A survey was sent out to employees on 2/29/2024 to better gauge what topics employees are interested in and what activities they would want to participate in. From this survey we learned that employees are most interested Physical and Nutritional topics.

Our first activity was centered around nutrition. A Healthy Snack Break was held on 4/1/2024 where employees could come down and grab a healthy snack along with two educational flyers on Healthy Eating and Antioxidants provided by Cigna. We had a great turn out with about 30 employees participating.

Our next focus will be on the physical side of wellness. We are hoping to have employees participate in a Walking Challenge sometime in the summer. More on this to come.

Employee Recognition: The Employee Recognition program was created to recognize employees when they hit milestone anniversaries in 5-year increments. Employees are invited down to the Human Resources office where they receive a Certificate of Appreciation and a gift directly from the Town Manager. We also share photos of the employees on Facebook to publicly acknowledge their great achievements.

This program was retro-ed back to January 2024 and so far, five (5) employees have been awarded for their years of service covering January through March. Those employees are listed below:

Salvatore Nesci – Public Health Dept: 5 Years on 1/2/2024

Emily Mills – Library: 5 Years on 1/2/2024

Danny Ouellette – Highway Dept: 15 Years on 2/9/2024

Shawna Baron – Assessor: 20 Years on 3/1/2024

Jeremy Perlini – Police Dept.: 10 Years on 3/24/2024

We look forward to continuing to recognize employees for their hard work and dedication to the Town of Cromwell.

From: Beland, Bianca <Bianca.Beland@ct.gov>
Sent: Wednesday, March 13, 2024 3:30 PM
To: Harriman, Jon <jharriman@cromwellct.com>
Cc: Winther, Darcy <Darcy.Winther@ct.gov>; Ifkovic, Diane <Diane.Ifkovic@ct.gov>; Sajimon, Joy <Joy.Sajimon@ct.gov>; Caiola, Jeff <Jeff.Caiola@ct.gov>
Subject: Cromwell Creek at South Street - Possible DEEP Permitting

Good Afternoon Jon,

Please see below for a summary the Land and Water Resources Division drafted given what was discussed during the meeting and the information and materials provided via email.

Town of Cromwell – Cromwell Creek at South Street - Possible DEEP Permitting

Should the Town of Cromwell decide to move forward with **dredging** of Cromwell Creek, please be aware that the following DEEP permit applications will likely be required. These are in addition to any local and/or federal permit applications. Complete applications do not guarantee unconditional approval. All projects are reviewed for consistency with the pertinent statutes and regulations and conditions may be added to restrict activities to prevent or offset impacts to water resources. Furthermore, depending on the extent of impacted wetland and watercourse area, compensatory mitigation may be required by both USACE and CT DEEP.

Non-Consumptive Water Diversion Application & Instructions

A DEEP Non-Consumptive Water Diversion permit is required when there is a physical alteration or modification of a surface water(s). When making a decision on a water diversion permit application, the DEEP must consider those factors listed in the authorizing statutes and regulations including, but not limited to, the environmental effects of the diversion and whether the proposed diversion: 1) is necessary, 2) is consistent with long-range water resource management, 3) is consistent with the state plan of conservation and development adopted pursuant to part I of Chapter 297 of the Connecticut General Statutes, and 4) will not impair proper management and use of the water resources of the State.

The application process includes a required 30-day public comment period. There is a cost associated with the publication of the Notice of Tentative Determination (NTD) in a newspaper of general circulation in the area to be impacted by the activity. In addition, the application fee for a Non Consumptive Water Diversion permit to dredge Cromwell Creek, which has an approximate watershed area of 0.82 square miles as measured in USGS StreamStats at the south end nearest the Mattabassett ROW, would be \$4000. With a 50% municipal discount, it would be \$2000. See below for the StreamStats Report.

401 Water Quality Certification (WQC)

A DEEP 401 WQC is required of any applicant for a federal license or permit who seeks to conduct an activity that may result in any discharge into navigable waters, including wetlands and watercourses. The applicant must obtain a 401 WQC from DEEP that the discharge is consistent with the federal Clean Water Act and the Connecticut Water Quality Standards. In deciding, DEEP must consider the effects of the proposed discharges on ground and surface water quality and existing and designated uses of waters of the state. As with the water diversion application process, a 401 WQC includes a required 30-day public comment period. While a WQC application has no fee, there is a cost associated with the publication of the NTD.

Per the USACE Water Quality Certification for the State of Connecticut, “activities within a FEMA established floodplain that would adversely affect the hydraulic characteristics of the floodplain” are not eligible for Section 401 WQC under the general permit certification and require an individual Section 401 WQC. An adverse effect to hydraulic characteristics includes an increase in flood water surface elevation, an increase in flood flow velocity or a restriction of flood flow conveyance in a manner that would impact upstream, downstream or adjacent property. For the purposes of the Section 401 review, you would use the same application form as the Non-Consumptive Water Diversion (see link above). A Section 404 application sent to USACE will also likely be required.

Flood Management Certification (FMC)

Should the Town pursue State funding to accomplish remediation of the flooding on South Street, it will require an application to be reviewed by an engineer in the Land and Water Resources Division to ensure consistency with the Flood Management Act. DEEP approval of a certification, or an exemption from such approval, is required for all State (funded) actions in or affecting floodplains or natural or man-made storm drainage facilities. In deciding to approve or reject an FMC, the DEEP must consider whether the proposed activity is consistent with state standards and criteria for preventing flood hazards to human life, health or property and with the provisions of the National Flood Insurance Program (NFIP) and municipal floodplain regulations; does not adversely affect fish populations or fish passage; and does not promote intensive use and development of flood prone areas. This application has the same instructions PDF as the Non-Consumptive Water Diversion application (see link above); but has no fee. FMC applications are typically completed and signed off by the State agency granting the funding.

FEMA Letter of Map Revision (LOMR)

Dredging, grading, and other man-made changes (e.g., a new culvert) to the mapped regulatory floodway and 100-year floodplain would require a letter of map revision (LOMR) from FEMA to officially document changes to conveyance, base flood elevations (BFE), and floodway and flood zone boundaries. Dredged materials cannot be deposited into the mapped regulatory floodway without appropriate engineering analysis to determine that the water surface elevation would not rise as a result of this encroachment. FEMA’s MT-2 form is used to apply for a LOMR, <https://www.fema.gov/flood-maps/change-your-flood-zone/paper-application-forms/mt-2>, with a fee of \$8,000 for review and processing, <https://www.fema.gov/flood-maps/change-your-flood-zone/status/flood-map-related-fees>. A LOMR would also require notification to adjacent property owners of any changes to the floodplain and BFE on their property as a result of this dredging project.

Other Requirements

Water Diversion, Section 401 WQC, and FMC applications all require a Fisheries Consultation and a Natural Diversity Database Determination. There is no cost associated with either of these consultations, but they may provide suggested conditions to protect species and habitat, which are typically incorporated as special conditions in any issued license. Coordination with the Remediation Division would be required to ensure any potentially contaminated sediments are properly handled and disposed of. The Eastern District contact is Tiziana.Shea@ct.gov. Side casting of sediments is not allowed in a FEMA floodplain.

StreamStats Report

Region ID: CT
Workspace ID: CT20240222212615279000
Clicked Point (Latitude, Longitude): 41.58810, -72.64881
Time: 2024-02-22 16:26:35 -0500



> Basin Characteristics

Parameter Code	Parameter Description	Value	Unit
DRNAREA	Area that drains to a point on a stream	0.82	square miles

Kind regards,

Bianca Beland

Environmental Analyst II
Regulatory – East Region
Land and Water Resources Division
Bureau of Water Protection and Land Reuse
Connecticut Department of Energy and Environmental Protection
79 Elm Street, Hartford, CT 06106-5127
P: 860.418.5951 | E: bianca.beland@ct.gov



Connecticut
Department of Energy &
Environmental Protection