

**TOWN OF CROMWELL
BOARD OF SELECTMEN
REGULAR MEETING
WEDNESDAY, JANUARY 9, 2008
7:10 P.M. TOWN HALL ROOM 224/5**

MINUTES

Present: First Selectman J. Shingleton, Deputy First Selectman F. Monnes, R. Newton,
A. Waters, D. Murphy, R. Waters, M. Johnson

Absent:

Also Present: Chief of Police A. Salvatore, Director of Finance M. Sylvester, Town Engineer J. Mazurek, Director of Human Resources T. Roohr, Public Works Director R. Jahn, Assessor S. O'Neil, Director of Planning and Development C. Minor, Economic Development Consultant C. Stevenson, Building Superintendent F. Thomas, Human Services Director T. Strong, Public and Press

A. CALL TO ORDER

First Selectman Shingleton called the meeting to order at 7:24 p.m.

B. APPROVAL OF AGENDA

In the future, First Selectman Shingleton would like to receive all items for the agenda 10 days before the date of the meeting so the packets could be mailed out a week ahead of time. This should eliminate the confusion that is caused by adding items a few hours before the meetings.

Additions to the agenda: Under F. Financial, #8. Discussion and possible action on OPM Regional Performance Incentive Program. Under I. Resignations, #1. Planning and Zoning Commission, a. Rob Townsend. Under J. Appointments, #9. Planning and Zoning, a. Vincent Faienza, Regular Member, term expires 11/09. Strike item J. 3.

Motion made by A. Waters to add Under J. Appointments J. #8. Zoning Board of Appeals, a. Al Spotts, Alternate and #8a. Conservation Commission, a. Ernest Pandolfe Jr.

After a short discussion, Motion made by F. Monnes seconded by R. Waters and *carried to add and then table #8 and #8a.*

Aye: F. Monnes, R. Waters, D. Murphy, M. Johnson, J. Shingleton

Nay: A. Waters, R. Newton

Motion to add and then table #8 and #8a. carried.

Motion made by R. Newton seconded by A. Waters and *unanimously carried* to approve the agenda as amended.

C. FIRST SELECTMAN'S REPORT

- Last month's meeting was an effective and efficient meeting. The board worked as a team and for the most part adhered to the formal process. First Selectman Shingleton would like to target a two-hour time frame for each of the meetings.

- The Property Tax exemption for Hybrid Vehicles and the Increase in Property Tax exemption for veterans are ready to go to Public Hearing.
- A code of ethics sub-committee was created in 1993. Two names are on tonight's agenda for appointment to the existing committee, one republican and one democrat. Another name will be brought forward some time in the future. The term will be for two years. Their sole purpose will be to create a code of ethics. The members of the committee will be asked to attend an Ethics and Conflicts of Interest workshop along with the First Selectman at the end of January. Any of the members of the board that are interested are welcome to attend the workshop.
- There are some issues with some of our committees. First Selectman Shingleton has done some research regarding conflict of interest but he doesn't have enough information to act on it at this time.
- Recently Fred Curtin our Emergency Management Coordinator had a meeting with all the major department heads, the school administration and the fire department. The focus of the meeting was to create a shelter plan in response to concerns from the senior community regarding planning what they would do in the event of an extended power outage.
- The Cromwell Landing sign should be completed sometime next week. The Parks Department is working on the sign at Watrous Park; they sanded and painted it and ordered new Plexiglas. They did an excellent job.
- The budgets are due the last week of January. The First Selectman will take a very active roll; it will be a tough year. People are stretched thin with the cost of gas and heating costs. Everyone has to tighten their belt this year. Guidelines have been given to non-union employees that the cost of living adjustment will be 2.4%. Unless a strong case can be given for new hires and a business case given for any new proposed projects they will not be approved. The cost of doing the project or not doing it should be given as well as how much it would cost to do the work internally. First Selectman Shingleton would like the Board of Education to follow suit and tighten their belt as well.
- The Board will be brought up to speed and updated on the Long Term Planning Committee's progress.
- A Human Resource update will be given during Executive Session regarding a proposed re-organization and the hiring process for a -new Public Works Director.
- A workshop will be held with H/R Director Roohr on Friday to set objectives for 2008. They will work on major initiatives to assign accountability to different department heads to take on a portion of responsibility. They will deal with operational excellence, which is doing more of what we are doing and doing a better job of it. Job descriptions will be reviewed to ensure that jobs are being done as prescribed. They will also work on career development that will include training and re-training and a secession plan to make sure that there is a next in line for all departments.
- Senior Center; they will continue to move forward but they didn't have enough information to include a new Center in the bonding issue.

- The Tax Office floor repair has been taken care of. Commercial grade carpeting was used because it lasts a lot longer and looks better. They will begin replacing carpeting in various offices and quarry tile will be installed in the hallways. This work will be completed out of the operating budget.
- CRRA -The Town received a check about a month ago for \$382,000 that can't be spent because of the on-going appeal.
- A letter was sent to CL&P advising them that the Town continues to be over charged for street lights and the settlement check that the Town received will not be considered to be payment in full. The town will go forward with an internal investigation to try and recover an additional refund from CL&P.
- Economic Development has a lot going on. First Selectman Shingleton met with the Chamber of Commerce regarding the Main Street Area and the north end of Town. The Town and the Chamber will partner together to improve the area and bring more jobs to Cromwell. He is also working with State Senator Doyle and Congressman Larson to obtain a commitment to bring funds to Cromwell
- The Town Engineer made some small modifications on the Waterfront Park plans. The Recreation Commission approved the plan. The next step is to go to Inland Wetlands and Planning and Zoning for approval. If everything goes as scheduled it should be ready for use by next summer.
- First Selectman Shingleton obtained an update from Recreation Director Schein regarding the Skate Park. The project is moving forward with the Rocky Hill Skate Park being used as a model, with some modifications for Cromwell's Skate Park. First Selectman Shingleton agrees with several people, including the Chief of Police, that Pierson Park would be a safer, more desirable location than Watrous Park for the Skate Park. In the past, Representative O'Rourke stated that the location of the Skate Park could be modified in the grant.
- The Town Engineer will give an update on the Christian Hill Road Bridge.

D. CITIZEN COMMENTS

1. Tom Madden, Windwood Drive –Vice-Chairman Planning and Zoning – Encouraged that a POCD Review Committee be appointed to monitor the implementation of the POCD.
2. Christine Trousdale, Timber Hill Road –Provided an update to the board regarding the ongoing request for a town pool. First Selectman Shingleton asked Selectman Johnson to put a sub-committee together and put a package together for the feasibility of a Town Pool.
3. March Young, River Park –Stated his opinion regarding Vision Appraisal and encouraged the board to get control over the Fire and Water District. Mr. Young felt that letting Middletown use the Mattabassett would be a great way to bring income to the Town. Mr. Young would also like to see a Long Range Plan for the Town of Cromwell and stated that Ethics Training should be mandatory for all boards and commission members and Town Employees.
4. Alice Kelly, Willowbrook Road – Ms. Kelly stated that a plan for a Town Pool was suppose to be brought back to the Board of Selectmen at the January 2008

- meeting. Ms. Kelly also advised that the POCD Committee would need to be re-appointed as a POCD Review Committee.
5. Ray Duffy, Oxford Lane – Spoke about the Snow Ordinance, Various Personnel Issues, the use of Town Vehicles by Town Employees and the Town web page. Mr. Duffy stated that current agenda's and minutes are not on the web page.
 6. Dick Coughlin, Glenwood Terrace – Called the Board's attention to a study that is being done by the U.S. Fish & Wildlife Service. There is an opportunity for the Town to provide input on Monday at Wesleyan University for a plan for the Silvio O. Conte National Wildlife Refuge. Mr. Coughlin would like to see a representative from the Town attend the meeting.
 7. Mertie Terry, Main Street – Spoke regarding a recent newspaper article that referred to a Culture of Corruption in Cromwell.
 8. Ann Halibozek, Christian Hill Road – advised a previous speaker that the minutes and agenda's are on the Town's Web page. Ms. Halibozek also spoke about the Christian Hill Road Bridge.
 9. Bob Jahn, Woodside Road – Requested an update regarding the Washington Street Sidewalks, inquired if the First Selectman would be getting a 2.4 COLA, the water coolers in Town Hall, regarding the process on taxing above ground pools and the renovations for the High School listed under the bond issue.
 10. Peter Keithan, Iron Gate Lane – Inquired regarding article in press regarding the Economic Development Commission.
 8. Julius Neto, Cannata Drive – Wished everyone a Happy New Year. Spoke regarding a newspaper article that referred to corruption in Cromwell.
 9. Al Spotts, Black Haw Drive – Asked for clarification regarding the Republican appointment to the Ethics Sub-Committee. Spoke regarding a newspaper article that referred to corruption in Cromwell.
 10. Dick Nobile, Hillside Road – Spoke regarding his participation on the Economic Development Commission over the years. Mr. Nobile also spoke regarding the newspaper article that referred to corruption in Cromwell.
 11. Barbara Cota, Washington Road – Stated that she is very disappointed with the way the sidewalks were installed on Washington Road.

E. STAFF AND COMMISSION CHAIRMAN REPORTS

1. Finance Director's Report
Finance Director Sylvester distributed the Comprehensive Annual Financial Reports to the Board of Selectmen and made a brief presentation.
2. Economic Development Report
Economic Development Consultant Stevenson submitted a written report to the board and provided additional information regarding item F. 4 on tonight's agenda.
3. Public Works
Public Works Director Jahn presented information to the board regarding Disaster Debris Management Services.
 - a. Draft technical specifications and bid pages for Disaster Debris Management Services.
 - b. Update Christian Hill Road Bridge Replacement.

Town Engineer J. Mazurek advised that the bridge replacement project stated on September 9th and was halted the end of December because of inclement weather. The project will resume in the spring.

c. Energy Conservation Report

Andy Morrello from the Connecticut Conference of Municipalities and a representative from Siemens presented the topic on Performance Contracting to the Board of Selectmen. Performance Contracting installs energy efficient facility improvements, with no up front costs, paid for out of guaranteed energy savings from the existing operating budget. First Selectman Shingleton thanked them for the informative presentation and advised that once a punch list of all the projects that they would like to do is complete they will discuss the matter further at a future meeting.

F. FINANCIAL

1. Budget Report

Finance Director Sylvester presented the budget reports.

No action necessary

2. Tax Refunds

a. Sold

1. Nissan Infiniti LT -\$263.62
2. Chase Man Auto Fin Corp. -\$91.73

b. Bank Overpayment

1. Alden and Rafet Beskovic -\$57.14

c. Trade in 12/06

1. Linn M. Shonta -\$10.52

Motion made by A. Waters seconded by R. Newton and *unanimously carried* to approve tax refunds a, b, and c.

3. Approve resolution to appropriate \$11,250,000 for various town infrastructure and facilities improvements and authorizing the issue of bonds and notes in the same amount to finance the appropriation.

- a. Authorize First Selectman to set time and date of Special Town Meeting and Referendum contingent on Board of Finance's recommendation.

4. Approve resolution to appropriate \$9,635,000 for renovations and improvements to Edna C. Stevens Elementary School, Cromwell Middle School and Cromwell High School and authorizing the issue of bonds and Notes in the same amount to finance the portion of the appropriation not defrayed by grants.

- a. Authorize First Selectman to set time and date of Special Town Meeting and Referendum contingent on Board of Finance's recommendation.

First Selectman Shingleton updated the board regarding the process that will be followed for items 3 and 4. A Special Town Meeting and Referendum will be scheduled sometime around the 1st week of March. One of the complications that came up, which is why they are not voting on the project tonight, are the sewers,

specifically with Nooks Hill Road. The town is planning to spend up to \$5,000,000 on putting new roads in and the First Selectman doesn't want to see the Sewer Commission tear up the road in a few years to put sewers through. Finance Director Sylvester gave the following timeline; The Cromwell Water Pollution Control Authority will hold a Public Hearing on January 14th. After the Public Hearing the CWPCA will need to finalize their recommendation on the project. After that we will be looking to get the Board of Selectman's authorization on the resolution to authorize the funding for the entire project for the 2008 bonding issue, the 2009 note and any related cost at the regular Board of Selectmen Meeting on February 13th. After the Board of Selectmen act on the resolution the Board of Finance would need to have a Special Meeting to make their recommendation to the Town Meeting. Then the Board of Selectmen would need to authorize the First Selectman to set the time and date of the Town Meeting.
No action is necessary at this time.

5. Authorize First Selectman to sign agreement with AT&T for Town and Police Department phone services.

Motion made by R. Newton seconded by A. Waters and *unanimously carried* to authorize First Selectman to sign agreement with AT&T for Town and Police Department Phone Services.

6. Approve request for Educational Assistance for Spring 2008 Semester from Officer Matthew McCarter -\$1,000.

Motion made by A. Waters seconded by R. Newton and *unanimously carried* to approve Education Assistance request from Officer McCarter for Spring 2008 Semester for \$1,000.

7. Re-adopt Resolution and authorize First Selectman Shingleton to execute and apply to the Connecticut Department of Economic and Community Development for \$945,000 in order to undertake Infrastructure Improvements to the Northern Tier. Adopted at Board of Selectmen Meeting 5/9/07 under previous First Selectman's name.

Motion made by R. Newton seconded by A. Waters and *unanimously carried* to authorize First Selectman Shingleton to execute and apply to the Connecticut Department of Economic and Community Development for \$945,000 in order to undertake Infrastructure Improvements to the Northern Tier.

8. Discussion and possible action on OPM Regional Performance Incentive Program. Chief Salvatore presented the request.

Motion made by R. Newton seconded by R. Waters and *unanimously carried* to approve resolution supporting Cromwell's participation in the OPM Regional Performance Incentive Program. The resolution is attached to the original minutes in the Town Clerk's Office

G. UNFINISHED BUSINESS

1. Various Personnel Matters for review and possible approval.

- a. Discussion and possible action for section 8-6, Workplace Privacy, Monitoring and Electronic Systems Use. - Removed

Human Resources Director T. Roohr presented the request.

Motion made by R. Newton seconded by F. Monnes and *carried* to approve section 8-6, Workplace Privacy, monitoring and Electronic Systems Use as revised. Copy of entire document on file in the Town Clerk's

Aye: A. Waters, R. Newton, J. Shingleton, F. Monnes, R. Waters, M. Johnson

Nay: D. Murphy

Motion carried.

- c. Job Description for new Development Compliance and Zoning Enforcement Officer position, approved in budget for January 2008 start. -Tabled

Left on table

H. NEW BUSINESS

1. Approve request from Director of Planning and Development to combine funds of \$25,000 in CNR for new zoning regulations and \$15,000 for new subdivision regulations as recommended by Planning and Zoning Commission.

Director of Planning and Development C. Minor presented the request.

Motion made by A. Waters seconded by F. Monnes and *unanimously carried* to approve request to combine funds of \$25,000 in CNR for new zoning regulations and \$15,000 for new subdivision regulations as recommended by Planning and Zoning Commission.

Finance Director Sylvester advised the board that this request must also go before the Board of Finance.

2. Authorize First Selectman to set time and date of Public Hearing for Tax Relief items.

- a. Property tax exemption for Hybrid Vehicles.

Motion made by R. Newton seconded by R. Waters and *unanimously carried* to authorize the First Selectman to set time and date of Public Hearing for Property tax exemption for Hybrid Vehicles

- b. Increase Property Tax exemption for Veterans.

Motion made by R. Newton seconded by R. Waters and *carried* to authorize the First Selectman to set time and date of Public Hearing for Property tax exemption for increase in Property Tax exemption for Veterans.

Aye: R. Newton, J. Shingleton, F. Monnes, R. Waters, M. Johnson

Abstained: A. Waters, D. Murphy

Motion carried

3. Personnel Matters

- a. Update regarding Organizational Chart.

- b. Approval of recently revised Job Descriptions.

Motion made by R. Newton seconded by F. Monnes to adjourn to Executive Session at 10:20 p.m. for the purpose of discussing Personnel Matters as listed.

H/R Director T. Roohr was invited into the executive session.

Motion made by A. Waters seconded by R. Waters and *unanimously carried* to come out of executive session at 11:00 p.m.

Motion made by R. Newton seconded by F. Monnes and *unanimously carried* to approve the revised job description from H/R Assistant to the Administrative Secretary 1 description.

4. Approve Affirmative Action Policies.

Human Resource Director T. Roohr presented the request.

Motion made by R. Newton seconded by R. Waters and *unanimously carried* to approve the Affirmative Action Policies.

5. Approve Public Work Director's recommendation to award contract for Sewer Garage Renovations to Martindale & Salisbury Construction Company for the base bid amount of \$23,062. Funds approved at Board of Selectmen's 10/10/07 Meeting, within the Town Improvement Fund.

Motion made by R. Newton seconded by D. Murphy and *unanimously carried* to approve Public Work's Director's recommendation to award contract for Sewer Garage Renovations to Martindale & Salisbury Construction Company for the base bid amount of \$23,062 and to authorize First Selectman to sign the contract.

I. RESIGNATIONS

1. Planning and Zoning Commission

a. Rob Townsend

Motion made by A. Waters seconded by R. Newton and *unanimously carried* to accept Mr. Townsend's resignation with regret.

J. APPOINTMENTS

1. Board of Finance

a. Jack Henehan, Alternate Member, Term expires 12/09

2. Inland Wetlands and Watercourses Agency

a. Julius Neto, Re-appt Regular Member, Term expires 12/11

b. Madeleine Lowry, Re-appt Regular Member, Term expires 12/11

~~3. Planning and Zoning Commission~~

~~a. Vincent Faienza, Re-appt Alternate Member, Term expires 12/09—removed~~

4. Recreation Commission

a. Richard Wemmell, Reappointment, Term expires 12/11

b. Patricia Madej, Reappointment, Term expires 12/09

c. Thomas Franklin, Reappointment, Term expires 12/11

d. Richard Nobile, Reappointment, Term expires 12/11

5. Code of Ethics Sub-Committee

a. Dorothy Meerbach, Term Expires 12/09

b. Richard Coughlin, Term Expires 12/09

6. Inland Wetlands and Watercourses Agency

a. Joseph E. Corlis, Alternate Member, Term expires 1/10

b. William Yeske, Regular Member, Term expires 2/11

7. Municipal Agent for the Elderly

- a. Cathy Jackson, Term expires 12/09
 - 8. Zoning Board of Appeals
 - a. Al Spotts, Alternate *-tabled*
 - 8a. Conservation Commission
 - a. Ernie Pandolfe *-tabled*
 - 9. Planning and Zoning Commission
 - a. Vincent Faienza, to fill vacancy of Regular Member, term expires 11/09
- Motion** made by R. Newton seconded by R. Waters and *unanimously carried* to approve appointments 1, 2, 4, 5, 6, 7, and 9.

K. APPROVAL OF MINUTES

- 1. Regular Meeting, December 12, 2007
 - Motion** made by R. Newton seconded by A. Waters and *unanimously carried* to approve the minutes of December 12, 2007.

M. SELECTMEN COMMISSION REPORTS

A. Waters –Advised the Board that there would be a meeting at the Mattabassett District Plant on 1/22/08 at 7:00 p.m. Selectman Waters also advised the Board that the Cromwell Outboard Association adopted the Welcome to Cromwell Sign on lower Main Street. They will take care of the upkeep and maintenance of the sign.

J. Shingleton – Advised the Board that he and the Town Attorney would be meeting with the Mayor of Middletown regarding Middletown joining the Mattabassett. Selectman A. Waters was invited to attend the meeting

F. Monnes- Park and Recreation Commission, Library Commission and Fire District

R. Waters –Planning and Zoning

M. Johnson- Zoning Board of Appeals and Economic Development

N. GOOD AND WELFARE

A. Waters –Stated for the record; *Dear Sir, after given this matter a great deal of thought I've decided not to accept your appointment to head up a sub-committee to investigate who's responsible for the problems at the Woodside Elementary School Fields. I feel that this by right should be handled by you as the First Selectman. Furthermore, I recommend to you and my fellow selectmen that the Attorney Generals Office be asked to conduct such an investigation due to the fact that the State of Connecticut has funded a great deal of cost for this project and they also have, unlike the town, the expertise to conduct such an investigation. It is very important to have this done right because there is a chance that we can end up in litigation. So, I recommend that somehow we hand this over to the Attorney General's Office.*

F. Monnes –Suggested that the Evergreen Hill pond should be flooded so it could be used for Ice-skating.

R. Newton – Stated that most Construction and Design Contracts have Arbitration Clauses, which must be invoked before you even think of about going to court. Recommended that Town Engineer Mazurek should be asked if there is Arbitration Clauses in the contract before you go to the Attorney General.

O. ADJOURNMENT

Motion made by R. Newton seconded by A. Waters and *unanimously carried* to adjourn the meeting at 11:30 p.m.

Respectfully submitted,

Re Matus
Secretary

Jeremy Shingleton
First Selectman