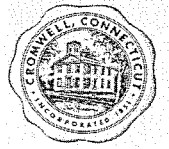


**TOWN OF CROMWELL  
ECONOMIC DEVELOPMENT COMMISSION**



*Regular Meeting*  
**7:00 P.M. Thursday December 15, 2011**  
**Room 224/5 Cromwell Town Hall**

**AGENDA**

1. Call to Order
2. Roll Call/Seating of Alternates
3. Approval of Agenda
4. Public Comments
5. New Business
6. Economic Developer's Report
7. Old Business:
  - a. Tax Abatement Program
  - b. EDC Budget Report and Update
  - c. "Business of the Month"
8. **Communications** (see attached P&Z Report; Zoning Enforcement Report; P&Z Minutes)
9. **Chairman's Comments/Commissioners' Comments**
10. **Approval of Minutes:**
  - a. November 17, 2011
11. **Annual Meeting and Election of Officers:**
  - a. Election of Officers
  - b. Budget Discussion for FY 2012-2013
  - c. Approval of Calendar of Meeting Dates for 2012
12. **Good & Welfare**
13. **Adjourn**

RECEIVED FOR FILING  
*12-9 2011* at *1:23* P.M.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

*Jan Alquist Asst.*  
TOWN CLERK



## News

# From State Rep. Christie Carpino

32nd General Assembly District: *Cromwell, Middletown, Portland*  
800-842-1423 – [christie.carpino@housegop.ct.gov](mailto:christie.carpino@housegop.ct.gov)

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## Small Business Assistance Programs

*(Adopted by legislature in Oct. 26, 2011 Special Session Initiatives)*

### **Small Business Express Package** *(Effective Immediately)*

- 1) **Revolving Loan Fund** provides loans to small businesses for the purchase of machinery and equipment, construction, relocation expenses, working capital and other business-related expenses. Amounts can range from \$10,000 to \$100,000 for each company.
- 2) **Job Creation Incentive Program (Loan Forgiveness)** provides loans for job creation to small businesses which may be used for training, marketing, working capital or other businesses expenses. Amounts can range from \$10,000 to \$250,000 for each company. Loans may be forgiven depending on the company's ability to create and maintain the new jobs.
- 3) **Job Creation Matching Grant Program (Loan Forgiveness)** requires businesses to provide matching grants to any state funds awarded under this program. Funds may be used for ongoing or new training, working capital, purchase of machinery and equipment, construction, relocation within state or other business related expenses. Amounts can range from \$10,000 to \$100,000 for each company. Loans may be completely or partially forgiven depending on the company's ability to create and maintain the new jobs.

**Eligibility:** A business with fifty full-time employees or less; CT based business with operations in CT; Business registered to do business in CT for at least 12 months; Business must be in good standing with payment of all state and local taxes

**Contact:** Department of Economic and Community Development: Michelle Lugo (860) 270-8052 [Michelle.lugo@ct.gov](mailto:Michelle.lugo@ct.gov)

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**STEP Program** - to assist small businesses and small manufacturers to pay a portion of an eligible employee's wages during the first 6 months of employment.

### **General Small Business STEP Program** *(Effective Immediately)*

**Grant Amounts:** 100% of employees' wages in the first month (up to \$20 an hour); 75% of employees' wages in the second and third month; 50% of employees' wages in the fourth and fifth month; 25% of employees' wages in the sixth month

**Business Eligibility:** A business with fifty full-time employees or less; Connecticut based business with operations in Connecticut; Business registered to do business in Connecticut for at least 12 months; Business must be in good standing with payment of all state and local taxes; Retail businesses are not eligible

**Employee Eligibility:** A person currently receiving unemployment benefits; A person living in a municipality with high unemployment (above state average); A person with a family income less than 250% of federal poverty level

### **Small Manufacturer STEP Program** *(Effective Immediately)*

**Grant Amounts:** Month one- \$2,500; Month two- \$2,400; Month three- \$2,200; Month four- \$2,000; Month five- \$1,800; Month six- \$1,600

**Eligibility:** A business with fifty full-time employees or less; Connecticut based business with operations in Connecticut; Business registered to do business in Connecticut for at least 12 months; Business must be in good standing with payment of all state and local taxes

**Contact:** Department of Labor, (860) 263-6000

**Manufacturing Reinvestment Accounts (MRA)** (*Effective Immediately*) allows manufacturers with 50 or fewer employees to deposit 100% of their revenue up to \$100,000 for up to five years in an interest-bearing MRA. The company may withdraw money from this account for training, developing, expanding their workforce or purchasing machinery, equipment or facilities. Corporation taxes on MRA funds are deferred until the company withdraws them for eligible purposes and the tax rate on the money withdrawn is 3.5% rather than the regular 7.5%.

Eligibility: Up to 100 small manufacturers to be determined by DECD

Contact: Department of Economic and Community Development, (860) 270-8000

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**Job Expansion Credit** provides tax credits for eligible companies against the insurance premium, corporation business, utility company or personal income tax for businesses that create new jobs and hire certain Connecticut residents to fill them. (*Effective January 1, 2012*)

Tax Credit Amounts: \$500 per new employee; \$900 per new employee if the person is receiving unemployment compensation benefits, veteran or person with disabilities

Eligibility: 50 or fewer employees qualify if they create at least one new job; Companies with 51-100 employees qualify if they create at least 5 jobs; Companies with over 100 employees qualify if they create at least 10 jobs; Connecticut based business with operations in Connecticut; Business registered to do business in Connecticut for at least 12 months; Business must be in good standing with payment of all state and local taxes

Contact: Department of Economic and Community Development, (860) 270-8000

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**Main Street Investment Fund** makes grants available to any private owner of commercial property who makes eligible expenditures for certain municipal redevelopment initiatives. The expenditures must be part of a plan previously adopted by a municipality's governing body. (*Effective Immediately*)

Reimbursement Grant Rates: 50% for up to \$50,000 and 25% for additional expenditures exceeding \$50,000 but not more than \$150,000

Eligible Projects: The improvements or renovations must contribute to the municipality's economic success and part of the municipality's overall development plan i.e. architectural features, exterior painting or surface treatment, etc.

Contacts:

**Portland**

Mary Dickerson, EDC Consultant  
860-342-6727  
[edcportland@yahoo.com](mailto:edcportland@yahoo.com)

**Cromwell**

Craig Stevenson, EDC Consultant  
860-306-8325  
[cstevenson@connectedtoct.com](mailto:cstevenson@connectedtoct.com)

Dick Noble, EDC Chairman  
860-635-5850

**BY-LAWS  
OF THE  
ECONOMIC DEVELOPMENT COMMISSION  
TOWN OF CROMWELL**

**ADOPTED: JANUARY 10, 1985**

Article I: Name of Commission

The name of this commission shall be the ECONOMIC DEVELOPMENT COMMISSION.

Article II: Objectives and Purpose

1. The Economic Development Commission shall work to encourage an atmosphere within the Town of Cromwell that is conducive to the profitable operation and expansion of business and industry.
2. The Commission shall publish printed materials, sponsor events and activities, and prepare such presentations that promote a wider public awareness of the Town of Cromwell and its advantages as a location for business and industry.

Article III: Membership

1. The Economic Development Commission shall consist of five members each of whom shall be an elector of the Town of Cromwell.
2. Each member of the Commission shall be appointed by a majority vote from the Board of Selectmen and shall serve a term of five years as set forth in the Town Charter.

Article IV: Officers

1. The officers of this Commission shall be a Chairman and a Vice-Chairman.
2. The Commission shall elect its officers from its membership. The election of any officer shall require a majority of the entire membership.
3. Officers shall be elected for a one-year term. The Commission shall elect its officers at its December meeting.

Article V: Duties of the Officers

1. The Chairman shall preside at Commission meetings and shall be an ex-officio member of all sub-committees of the Commission. The Chairman shall appoint such

sub-committees and their Chairmen as may be necessary to conduct the business of the Commission. The Chairman shall oversee the preparation of the annual budget. The Chairman shall be responsible for the submission of the annual report to the First Selectman.

2. The Vice-Chairman shall preside at Commission meetings in the absence of the Chairman and shall assume other duties of the Chairman if the Chairman cannot, for some reason, perform them.

Article VI: Commission Clerk

1. The Commission may hire a clerk to keep the minutes of the meetings and to prepare all correspondence.
2. The Clerk shall not have to be a member of the Commission.

Article VII: Duties of Members

1. Members shall attend all meetings or notify the Commission if unable to attend.
2. Members shall serve on sub-committees to which they have been appointed.

Article VIII: Meetings

1. The Commission shall schedule at least one meeting per month and may schedule additional meetings as its business may require.
2. All members of the Commission shall be notified in advance of the time and place of all meetings.

Article IX: Voting

1. Any matter voted on by the Commission shall require a majority of the quorum for approval.

Article X

The Commission shall abide by all State and Local Ordinances.

Article XI: Amendments

1. Any amendment to these by-laws shall be adopted by a majority vote of the quorum.

# Memo

**To:** Economic Development Commission  
**From:** Craig Minor, AICP  
Town Planner *CM*  
**Date:** December 8, 2011  
**Re:** 2012 Proposed Meeting Dates for the EDC

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The proposed meeting dates for the EDC in 2012 are as follows:

ECONOMIC DEVELOPMENT COMMISSION (third Thursday at 7:00 pm in Room 224/5)

January 19	February 16	March 15	April 19
May 17	June 21	July 19	August 16
September 20	October 18	November 15	December 20
January 17, 2013			

cc:  
file

DEPARTMENT- ACCOUNT	APPROVED BUDGET 2011-2012	PROPOSED BUDGET 2012-2013
<b>4. ECONOMIC DEVELOPMENT</b>		
PART-TIME WAGES	900	900
PROFESSIONAL SERVICES	2,000	13,000
DEPARTMENTAL EXPENSES	150	200
MIDDLESEX EXPO	1,500	1,500
ECO. DEV. COORDINATOR	31,000	31,000
<b>TOTAL</b>	<b>35,550</b>	<b>46,600</b>
<b>Part-time Wages</b>		
This budget line funds the wages paid to the Commission Clerk for the Economic Development Commission. The request is based on 12 meetings per year at \$75 per meeting, using the same methodology and rate as other boards.		
<b>Professional Services</b>		
Includes specialized professional services, marketing, and technical resources (\$6,300), CERC Sitefinder (\$450), and marketing, advertising, and promotion including the annual golf tournament (\$6,250)		
<b>Departmental Expenses</b>		
Included in the line item are office items not provided by Central Purchasing, registration fees to attend local economic development seminars; subscriptions to economic development periodicals and other publications; membership in COC and statewide economic development associations.		
<b>Middlesex Chamber Expo</b>		
This budget line covers the basic charges for a booth, advertisement in the program book, promotional activities and related expenses.		
<b>Economic Development Coordinator</b>		
Part-time consultant to coordinate business recruiting and retention and promote economic development.		

12/09/2011 11:48  
goconnel

TOWN OF CROMWELL, CT  
ECONOMIC DEVELOPMENT

PG 1  
glytdbud

FOR 2012 13

JOURNAL DETAIL 2012 1 TO 2012 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 GENERAL FUND						
00101005 ECONOMIC DEVELOPMENT						
71200 PART-TIME WAGES						
00101005 71200 PART-TIME WAGES		900.00	325.00	0.00	575.00	36.1%
2012/01/000113 07/28/2011 PRJ	25.00 REF 201130 WARRANT=201130					
2012/02/000115 08/25/2011 PRJ	75.00 REF 201134 WARRANT=201134					
2012/03/000082 09/22/2011 PRJ	75.00 REF 201138 WARRANT=201138					
2012/04/000080 10/27/2011 PRJ	75.00 REF 201143 WARRANT=201143					
2012/06/000002 12/01/2011 PRJ	75.00 REF 201148 WARRANT=201148					
TOTAL PART-TIME WAGES		900.00	325.00	0.00	575.00	36.1%
73300 PROFESSIONAL SERVICES						
00101005 73300 PROFESSIONAL SERVICES		2,000.00	1,750.00	0.00	250.00	87.5%
2012/04/000086 10/26/2011 API	1,750.00 VND 003131 PO 20120748 CERC					94305
TOTAL PROFESSIONAL SERVICES		2,000.00	1,750.00	0.00	250.00	87.5%
75100 DEPARTMENTAL EXPENSES						
00101005 75100 DEPARTMENTAL EXPENSES		150.00	3.00	0.00	147.00	2.0%
2012/04/000058 10/19/2011 API	3.00 VND 003105 PO CBS/BLOOM					94213

FOR 2012 13


JOURNAL DETAIL 2012 1 TO 2012 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL DEPARTMENTAL EXPENSES	0.00	150.00	3.00	0.00	147.00	2.0%
78265 MIDDLESEX EXPO						
00101005 78265 MIDDLESEX EXPO	0.00	1,500.00	0.00	400.00	1,100.00	26.7%
TOTAL MIDDLESEX EXPO	0.00	1,500.00	0.00	400.00	1,100.00	26.7%
78266 ECONOMIC DEVEL COORDINATOR						
00101005 78266 ECONOMIC DEVEL COORDINATOR	0.00	31,000.00	23,000.00	7,000.00	1,000.00	96.8%
2012/01/000011 07/01/2011 API	9,000.00	VND 003425 PO	20120382 CONNECTED TO CO #1; 2011-2012			93052
2012/02/000120 08/24/2011 API	7,000.00	VND 003425 PO	20120382 CONNECTED TO CO 2nd installment			93638
2012/05/000082 11/22/2011 API	7,000.00	VND 003425 PO	20120382 CONNECTED TO CO INSTALLMENT # 3			94562
TOTAL ECONOMIC DEVEL COORDINATOR	0.00	31,000.00	23,000.00	7,000.00	1,000.00	96.8%
TOTAL ECONOMIC DEVELOPMENT	0.00	35,550.00	25,078.00	7,400.00	3,072.00	91.4%
TOTAL GENERAL FUND	0.00	35,550.00	25,078.00	7,400.00	3,072.00	91.4%
TOTAL EXPENSES	0.00	35,550.00	25,078.00	7,400.00	3,072.00	91.4%
GRAND TOTAL	0.00	35,550.00	25,078.00	7,400.00	3,072.00	91.4%

\*\* END OF REPORT - Generated by greta oconnell \*\*

# Memo

To: Planning and Zoning Commission

From: Fred Curtin 

Date: 11/22/2011

Re: November 2011 Activity Report

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199 Shunpike Road; SBC Plaza: Comcast will be moving. Tom's Studio will be moving to this location.

310 Main Street: The property owner has cleaned up this lot.

540 Main Street; Marandino: A notice to revoke the Special Permit was issued and a copy hand delivered to the tenant. There were no calls regarding the Air Soft Activity.

257 Main Street; Imperial Roofing: They will be moving some of their operation to 41 South Street. They will park the employee and company vehicles at 41 South Street.

47 Coles Road; Beaulieu: A Cease and Desist order was issued for the third recreational vehicle and the box truck which exceeds the 200 cubic feet limit. The property owner has removed one recreational vehicle and the box truck.

I've received a complaint about two boats along the edge of River Road. A notice was sent to the property owner.

Cobblestone: They are working on the drainage system.

Jennifer Lane: The trees have been planted and lot pins installed. The concrete monuments will be installed on Friday 12/2/11.

29 New Lane: The property owner has applied for a 3 to 4 family conversion. This was converted by a past property owner and the Fire Marshall has approved the four family plans.

Newbury Estates: The Developer has submitted an invoice for the removal of trees on the undeveloped lots. All lot pins are completed and the addition of a fire hydrant.

**P&Z permit report 2011**

<b>Permit#</b>	<b>Name of Applicant</b>	<b>Site Location</b>	<b>Type of Activity</b>	<b>Decision Date</b>	<b>Status</b>
11-01	All Pallet Recycling Special Conditions: NONE	40 Commerce Drive	Mfg. & Rebuilding pallets	Withdrawn	
11-02	All Pallet Recycling Special Conditions: NONE	40 Commerce Drive	Mfg. & Rebuilding pallets	Withdrawn	
11-03	Robert J. Ouellet Special Conditions: NONE	34 Shunpike Road	AAA Driving School Classroom Activities	Approved 1/11/11 by staff	Business Operating
11-04	First Selectman Special Conditions: NONE	Riverview Place	Extend road	Denied 3/1/11	
11-05	P & Z Special Conditions: NONE	Town wide	Incentive Housing Zone	Will not pursue	
11-06	Douglas Dorsey Accelerated Fitness Solutions Special Conditions: NONE	77 Berlin Road	Personal Training	Approved 2/8/11 by staff	Business Operating
11-07	Adam Wallace Carey Mfg. Co. Special Conditions: NONE	30 Sebethe Drive	Warehouse & Sales Office	Approved 2/11/11 by staff	Business Operating
11-08	H & C Developers Special Conditions: One year extension	Woodside Road	Newbury Estates Extension 1 year	Approved 3/1/11	Homes being built

**P&Z permit report 2011**

<b>Permit#</b>	<b>Name of Applicant</b>	<b>Site Location</b>	<b>Type of Activity</b>	<b>Decision Date</b>	<b>Status</b>
11-09	Greater Hartford Community Foundation, Inc. Special Conditions: All conditions as outlined at the 4/5/11 P&Z meeting.	100 Golf Club Road	Travelers Championship	Approved 4/5/11	Event over
11-10	H & C Developers, LLC Special Conditions: NONE	16 & 20 Newbury Road	Rear lot	Approved 4/19/11	No Activity
11-11	H & C Developers, LLC Special Conditions: An additional fire hydrant shall be provided by the applicant, as directed by the Cromwell Fire District.	16 & 20 Newbury Road	Resubdivision	Approved 4/19/11	No Activity
11-12	Cromwell Recreation Dept. Special Conditions: NONE	Woodside School	Storage shed	Approved 3/15/11	Shed installed
11-13	Ryan Ahlquist Special Conditions: NONE	97 Berlin Road	Patti-Wagon - Breakfast & lunch vending truck	Approved 4/5/11	Closed
11-14	Matthew Bryers Special Conditions: NONE	227 Shunpike Road	Jiu-Hitsu Academy Martial arts & fitness training	Approved 4/11/11 by staff	Open for Business
11-15	Cromwell Fire Dist/Water Div. Special Conditions: NONE	Main Street	Well No. 4 Pumping Station Development in SFHA	Approved 5/24/11	Working on site

**P&Z permit report 2011**

<b>Permit#</b>	<b>Name of Applicant</b>	<b>Site Location</b>	<b>Type of Activity</b>	<b>Decision Date</b>	<b>Status</b>
11-16	Cromwell Fire Dist/Water Div. Special Conditions: NONE	Main Street	Pump house, gravel road	Approved 5/24/11	Working on site
11-17	Thomas Manente Special Conditions: Applicant must submit a site plan prepared by a licensed land surveyor.	62 Coles Road	Construct accessory bldg.	Approved 6/7/11	Building Complete
11-18	Cobblestone LLC Special Conditions: NONE	Cobblestone Plaza	Modify condition of approval	Approved 5/3/11	Working on drainage system
11-19	Paul N. Brown Special Conditions: NONE	150 Sebethe Drive	Pro Golf Academy	Approved by ZEO 4/29/2011	Open for Business
11-20	Kim Serignese Special Conditions: NONE	4 Willowbrook Road	ZERIO'S Restaurant	Approved by ZEO 5/2/2011	Did not move
11-21a	Wal-Mart Special Conditions: All work shall be in accordance with the site plan submitted in connection with this application, as revised per Site Plan Approval #11-22.	161 Berlin Road	Big Box Retail	Approved 6/21/11	No Activity

**P&Z permit report 2011**

<b>Permit#</b>	<b>Name of Applicant</b>	<b>Site Location</b>	<b>Type of Activity</b>	<b>Decision Date</b>	<b>Status</b>
11-21b	Wal-Mart Special Conditions: That section 5.6c of the zoning regulations be met.	161 Berlin Road	Tail Parking Lot Lights	Approved 6/21/11	No Activity
11-22	Wal-Mart Special Conditions: Applicant will post a performance maintenance bond in accordance with 9-3 of the zoning regs.	161 Berlin Road	Expansion of existing store	Approved 6/21/11	No Activity
11-23	Myron P. Johnson Special Conditions:	16 Pleasant Street	Rescind trailer restriction	Approved 5/24/11	
11-24	Easter Seal/Goodwill Industries Special Conditions: NONE	77 Berlin Road	Donation Center	Approved 6/7/11	Open for Business
11-25	Melissa Goduti/TNT Fireworks Special Conditions:	45 Shunpike Road	Sales of Fireworks	Approved 6/17/11 by ZEO	Closed
11-26	Joe Dudash Special Conditions:	Shadow Lane	Outdoor Airsoft Field	Withdrawal accepted 11/15/11	
11-27	Cromwell Growers Special Conditions: NONE	Main Street	Greenhouse & office bldg.	Approved 7/5/11	Started to install footings walls, and frames
11-28	Joe Tine Special Conditions: NONE	42 Field Road	Construct oversized garage	Approved 7/5/11	No Activity

**P&Z permit report 2011**

<b>Permit#</b>	<b>Name of Applicant</b>	<b>Site Location</b>	<b>Type of Activity</b>	<b>Decision Date</b>	<b>Status</b>
11-29	Brian Bouffard Special Conditions: No outside sale of plants	11 Berlin Rd-Unit 2	Nursery/plants & produce	Approved 6/20/11 by ZEO	Open for Business
11-30	Pine Street Carpenters Special Conditions: NONE	51-26 Shunpike Road	Weight Watchers	Approved 6/17/11 by ZEO	Open for Business
11-31	Reed Builders Special Conditions Road waiver approval by Bd. Of Selectman; 2. Fee in lieu of open space; 3. Pavement markings as required by Police; 4. Legal documents submitted within 30 days of approval; 5. Performance bond required.	Pasco Hill Road	"Sunset Ridge" Subdivision	Approved 9/6/11	No Activity
11-32	Edward Marti Special Conditions: NONE	538 Main Street	TPC tickets	Approved 6/21/11 by ZEO	Closed
11-33	Cynthia Lynn Special Conditions NONE	336 Main Street	Big Deals-Consignment	Approved 6/29/11 by ZEO	Open
11-34	Beavek, Inc. Special Conditions: NONE	50 Sebethe Drive	Moving & storage	Approved 6/30/11 by ZEO	Open
11-35	Arborio Brothers, LLC Special Conditions: NONE	231 Shunpike Road	Change definition of "Contractor yard"	Approved 10/4/11	No Activity

**P&Z permit report 2011**

<b>Permit#</b>	<b>Name of Applicant</b>	<b>Site Location</b>	<b>Type of Activity</b>	<b>Decision Date</b>	<b>Status</b>
11-36	Reed Builders, LLC Special Conditions: 1. Build a platform for the rollout garbage containers; 2. Defer 4 parking spaces; 3. Comply to fire hydrant requirements as requested by Fire Department	19 Pasco Hill Road	Commercial Building	Approved 9/6/11	No Activity
11-37	P & Z Commission Special Conditions NONE	Town-wide	Hired road inspector	Approved 9/6/11	
11-38	Jimmy Pauris Special Conditions NONE	136 Berlin Road	Metro PCS Cell Phone Retail Sales	Approved 8/8/11 by ZEO	Business open
11-39	Lori Labbadia Special Conditions: NONE	Pierson Park-West St.	Riverport Festival	Approved 8/16/11	Event over
11-40	Conservation Commission Special Conditions NONE	Open Space Parcels	Description for POCD	Ph continued	
11-41	Sandra Wallowitz Special Conditions: Rescind items #1 and 3 of the original conditions of approval.	West Street	Playmates Children's Center	Approved 9/6/11	Business open
11-42	Noel Greaves Special Conditions: Applicant shall obtain all other required permits.	Adjacent to Quality Inn	Food wagon	Approved 9/6/11	Open for Business

**P&Z permit report 2011**

<b>Permit#</b>	<b>Name of Applicant</b>	<b>Site Location</b>	<b>Type of Activity</b>	<b>Decision Date</b>	<b>Status</b>
11-43	P & Z Commission Special Conditions: NONE	town wide	Corrections to New Zoning Regulations	Approved 11/15/11	
11-44	Enzo Faienza Special Conditions: NONE	199 Shunpike Road	Cromwell Republican Town Committee	Approved 8/24/11 by ZEO	
11-45	P & Z Commission Special Conditions: NONE		Revisions to P&Z By-laws	Approved 9/6/11	
11-46	Rocky Hill Development, LLC Special Conditions: 1) all staff comments are addressed, 2) a performance bond in an amount to be determined at the next meeting	10 County Line Drive	Commercial Building	Approved 10/18/11	No Activity
11-47	Joe Stefano Special Conditions: Signs need zoning approval.	50 Sebethe Drive	Beau Ex Courier Service	Approved 9/19/11 by ZEO	Business open
11-48	First Tee Connecticut Special Conditions: 1) Legal document conveying parking rights shall be submitted for Town Attorney review, and subsequent filing by applicant; (2) Plans shall be revised to address the Town Engineer's recommendation of 10/3/11.	55 Golf Club Road	Training Facility	Approved 10/4/11	No Activity

**P&Z permit report 2011**

<b>Permit#</b>	<b>Name of Applicant</b>	<b>Site Location</b>	<b>Type of Activity</b>	<b>Decision Date</b>	<b>Status</b>
11-49	Dale & Margaret Evans Special Conditions: NONE	2 Highridge	Oversized garage	Approved 11/15/11	No Activity
11-50	Kelly Leanos Special Conditions: NONE	4 Willowbrook	Comcast Xfinity Store	Approved 10/18/11	Working on Building by ZEO
11-51	Brenda Reilly Special Conditions: NONE	134 Berlin Road	Baci Grill/porch enclosure	Approved 9/23/11	No Activity by ZEO
11-52	Pat Snow Special Conditions: NONE	Cobblestone Plaza	Extension for detention	Approved 10/4/11	Working on drainage system
11-53	David Carmody Special Conditions: NONE	93 Washington Road	3 family conversion	Ph on 12/6/11	Pending
11-54	Joseph S. Eddy Special Conditions: NONE	199 Shunpike Road	Comcast Public Access Studio	Approved 10/10/11	No Activity by ZEO
11-55	Matt Walsh Special Conditions: NONE	127 Berlin Road	Verizon Wireless	Approved 10/18/11	Open for business by ZEO
11-56	Barbara Puorro Special Conditions: NONE	75 Berlin Road	National Real Estate Inst.	Approved 10/21/11	Open for Business by ZEO
11-57	John Kutsukos Special Conditions: None	34 Shunpike Road	Silas Pawn Shop	Approved 10/27/11	No Activity by ZEO

**P&Z permit report 2011**

<b>Permit#</b>	<b>Name of Applicant</b>	<b>Site Location</b>	<b>Type of Activity</b>	<b>Decision Date</b>	<b>Status</b>
11-58	Brian Michaud Special Conditions: NONE	80 Shunpike Road #204	Larry Janer - therapist	Approved 11/3/11 by ZEO	
11-59	Brian Michaud Special Conditions: NONE	80 Shunpike Road #205	Mind, Body & Soul	Approved 11/3/11 by ZEO	
11-60	Brian Michaud Special Conditions: NONE	80 Shunpike Road #206	Jaime Guilmetta, therapist	Approved 11/3/11 by ZEO	
11-61	Brian Michaud Special Conditions: NONE	80 Shunpike Road #207	Advanced Therapys	Approved 11/3/11 by ZEO	
11-62	Arborio Brothers, LLC Special Conditions:	231 Shunpike Road	Processing concrete, etc.	Ph 12/6/11	
11-63	Michael Zampini Special Conditions: NONE	29 New Lane	Single family conversion	Ph 12/6/11	
11-64	P & Z Commission Special Conditions: NONE	town wide	Zoning Amendment - donation bins	Ph 1/3/12	
11-65	Denise Bishop Special Conditions: NONE	4 West Tract Drive	Massage Therapy	Approved 11/14/11 by ZEO	

Summary of Code Enforcement Activities

DATE	LOCATION NO.	STREET	ACTIVITY	Notice Of Decision			Notice Of Violation	CEASE & DESIST ORDER (C&D)	REMARKS	Date	Citation. FINE	DECISION	DATE
				ZEO	E&S	ZBA							
4-Nov-10		Alcap Ridge	Filling		X				Forward to Town Attorney	1/25/2011		Closed	
4-Nov-10	57	Washington Rd	Home Occupation		X			12/17/2010	No Violation	11/5/2010		Closed	11/05/10
4-Nov-10	4	Shawnee Ct	Home Occupation		X				No Violation	11/24/2010		Closed	11/24/10
23-Nov-10	47	Coles Rd	Unregistered Vehicles		X				Vehicles Removed	12/10/2010		Closed	12/10/10
5-Jan-11	6	Crest Drive	Commercial Trailer				X		Equipment Removed	1/7/2011		Closed	1/07/11
5-Jan-11	2	Mystique Lane	Foundation Location				X	1/5/2011	Cut Foundation Wall	1/26/2011		Closed	2/18/11
14-Jan-11	1	Mystique Lane	Side yard Distance				X		Cut Foundation Wall	1/26/2011		Closed	1/26/11
12-Feb-11	16	Pleasant Street	Commercial Vehicles				X		Notice of conditions of Special Permit	3/16/2011		Closed	5-24-11
22-Feb-11	6	West St. Hgls.	Unregistered Vehicles				X		Vehicles Moved	3/25/2011		Closed	3/25/11
22-Feb-11	112	Washington Rd	Unregistered Vehicles				X		Vehicles Moved	3/28/2011		Closed	3/28/11
12-Apr-11	41	South Street	Dismantled vehicles		X				Moved			Closed	7/22/11
12-Apr-11	80	County line Dr.	Outside storage		X				Pipes removed	4/18/2011		Closed	4/22/11
18-Apr-11	161	Shunpike Road	Boats in front yard		X				Owner unknown	4/20/2011		Closed	5/27/11
19-Apr-11	16	Pleasant Street	Question on condition		X				Submit request to remove	4/19/2011		Closed	5/24/11
19-Apr-11	501	Rook Road	Erosion - Silt fencing		X				Second Notice Sent	4/19/2011		Closed	7/20/11
20-Apr-11	8	South Street	Commercial Equipment		X				Commercial Equipment	4/20/2011		Closed	4/26/11
5-May-11	519	Main Street	Erosion Control		X				Silt fence failure	5/6/2011		Closed	5/10/11
10-May-11	80	County line Dr.	Fencing				X		Sent letter to install gate	5/10/2011		Open	
26-May-11	464	Main Street	Unregistered Vehicle				X		Sent letter to Homeowner	5/26/2011		Closed	5/30/11
8-June-11	130	Shunpike Road	Commercial Equipment				X	Building	Sent letter to Homeowner	6/14/2011		Closed	
9-June-11	624	Main Street	Unregistered Vehicles				X		Will remove vehicles	7/22/2011		Closed	
24-June-11	93	Washington Rd	3 unit Conversion				X		Convert 2 to 3 units	6/24/2011		Open	8/4/11





**Town of Cromwell  
Planning and Zoning Commission**

**REGULAR MEETING  
7:00 P.M. TUESDAY, OCTOBER 18, 2011  
ROOM 224 CROMWELL TOWN HALL, 41 WEST STREET**

**Minutes**

Present: Vincent Faienza, Joseph Garafalo, Michael Cannata, Doug Sienna, Alice Kelly, Thomas Madden, Richard Waters, Peter Keithan, Nicholas Demetriades, Brian Dufresne

Also Present: Town Planner Craig Minor, BOS Liaison Anthony Varricchio, Sr

**1. Call to Order**

The meeting was called to order at 7:00pm by Chairman Vincent Faienza.

**2. Roll Call**

The presence of the above members was noted.

**3. Seating of Alternates**

No alternates were seated.

**4. Approval of Agenda**

A **motion** was made by Doug Sienna and **seconded** by Joseph Garafalo to approve the agenda. *All were in favor; the motion was passed.*

**5. Public Comments**

Kathy Senecal of 6 Shady Brook Drive came forward and read her letter dated 10/16/11 addressed to the Planning and Zoning Commission and Mr. Craig Minor regarding the Cromwell Air Soft Facility.

Mike Slifer of 2 Pond View Drive came forward and wanted to make sure the Commission used the right kind of wording when writing the Arborio amendment. He wanted them to be very careful when writing the regulation.

RECEIVED FOR FILING  
*10/24/2011 at 3:20 P.M.*  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

*Carlene A. DiProta*  
TOWN CLERK

**6. Development Compliance Officer Report:**

a. Activity Report

Fred Curtin came forward and read his report dated October 11, 2011. He also said that he issued a Cease and Desist order on October 7, 2011 to Cromwell Airsoft. He said that the bridge has been removed but the stairs and sign are still there. Based on the comments of Ms. Senecal they are still shooting back there. Mr. Curtin said he wasn't sure what else to do except tell the owner of Airsoft that this Commission will revoke the special permit they were issued for the indoor use. Chairman Faienza said that he was in agreement with that and wanted to know what the rest of the Commission felt about that. Alice Kelly showed the article in the Hartford Courant which had a picture of someone in a ski mask while playing there. She said that it was very alarming and she sent the picture over to Chief Salvatore. Ms. Kelly said that anyone who saw someone like this in their backyard would think they were being invaded. She also said the guns look very real. Ms. Kelly said that she would like to see them fined but that she was in agreement that we should begin the process of revoking the special permit they were issued. Nick Demetriades asked what the next steps would be. Mr. Curtin said he will send a notice that the special permit could be revoked and send a notice of violation to the property owner whose property this is actually occurring on. He said that he will then know that a monetary fine will be issued. Chairman Faienza thought this would put pressure on the business to stop. He said it has to stop since this is a danger and a hazard and they are not following procedure.

Mr. Curtin said that they will start with enforcement at 310 Main Street. He also reported that there has been no activity at Cobblestone. Town Planner Craig Minor said that he got a call from the supplier asking if a bond release check could be made payable directly to them, but he thinks that deal has fallen through since the supplier could not be ensured the check would be paid to directly to them. The supplier said he will pursue some other way to guarantee getting paid.

Mr. Curtin also reported on 29 New Lane. He said it was a legal 3 family that was turned into a 4 family at some point with no P&Z approval. He said the company who did the re-evaluation for the Town in 1998 found 4 apartments and the Tax Assessor has been taxing it that way ever since. He said once the extra apartment was discovered it should have been kicked out of the system but it never was. He said the new owner will be coming in for a permit.

Joseph Garafalo asked Mr. Curtin about the roofing place on Main Street. He said that they have 9 years total on the permit and he is concerned that area is only going to get worse as time goes on. He said they have 5 gallon buckets on pallets outside but one of the conditions was that everything is kept on skids. He said he would be concerned if the river flooded and all of that stuff ended up in the wetlands. Mr. Curtin is going to look into this.

Chairman Faienza asked Mr. Curtin about 47 Coles Road. He said there are more campers in the

yard. Mr. Curtin said they are going in front of the Wetlands on November 1<sup>st</sup>. He also said he would look into it as well.

Kathy Senecal of 6 Shady Brook Road came back up and asked the Commission to accurately advise them of what to do if they hear more shooting behind their house. The Police said that there is nothing they can do. Mr. Curtin came forward and said that only the First Selectman, Fire or Police can call him out on weekends. He is going to let the Police know that they can call him to respond on the weekend. Chairman Faienza said that he hoped the notice that they might revoke his special permit will help stop this. Ms. Kelly asked Mr. Curtin what he is legally allowed to do. Mr. Curtin said that he is allowed to document and take pictures of a violation but that he could be told to get off the property. He said the activity is not illegal. Mike Cannata asked if the property owner, where some of this is taking place, has given Dudash permission to do this. Mr. Curtin said yes but he didn't know if the adjacent property owner (Mrs. Weidler) where the activity has spread out onto knew about it. There was discussion on whether Mr. Curtin could immediately revoke the special permit and Mr. Minor said the Commission can't revoke it unilaterally; it has to give Mr. Dudash the opportunity to defend himself first. Chairman Faienza asked Mr. Minor to make sure this is on the agenda for the next meeting.

**7. Town Planner Report:**

a. Public Hearings to be Scheduled:

1. Application #11-53: Special Permit (Single Family Conversion to Multi-Family) at 93 Washington Road. David Carmody, owner/applicant.

Town Planner Craig Minor said that this is a three-family house which was only approved as a 2-family. The owner said it was marketed to him as a 3-family when he purchased the house. Mr. Minor pointed out that the lot is technically too small under the current zoning regulations, but since there is a history he wanted to let the commission decide on whether the application should go forward or not. The applicant also has not prepared a formal site plan but only submitted a floor plan. He said that he is in communication with the Fire Department to make sure they are in compliance with any fire codes they may need to adhere to.

A **motion** was made by Alice Kelly and **seconded** by Joseph Garafalo to hold a public hearing on December 6, 2011 for application #11-53. *All were in favor; the motion was passed.*

b. Performance Bond Approvals: none.

**8. Public Hearing and Possible Action:** none.

9. **Old Business:**

- a. P&Z Application #11-46: Site Plan Approval (Commercial Building) at 10 County Line Drive. Rocky Hill Development LLC, owner/applicant.

Jim Cassidy from Hallisey, Pearson and Cassidy came forward and recapped what he told the Commission at the last meeting. He said the lot is a 112,800 square foot rear industrial lot. He said there is an existing 10,000 square foot building with a parking lot for 34 cars. They would like to add a 14, 145 square foot building with an additional 71 parking spaces. The Hanger Corporation is planning on occupying this space. Mr. Cassidy said that the Wetlands Commission has approved their application. He also said that all of the concerns that Joe Mazurek had have been addressed.

Chairman Faienza asked the Commissioners if they had any questions. Doug Sienna asked Mr. Cassidy why the application still wasn't complete after he had brought it to his attention at the last meeting. Mr. Cassidy said he simply forgot and they could finish it up now. The questions 1-5 at the end of the application were reviewed and Mr. Cassidy initialed the answers that Town Planner Craig Minor completed at his direction.

Joseph Garafalo asked about an STC permit. Mr. Cassidy said that they still aren't sure if they will need an STC permit, but they are in communication with the STC. Tom Madden asked how many employees would be at the new building and when would the project start. Mr. Cassidy said there will be about 40 and the project will start in November.

Alice Kelly started a discussion about parking spaces in the front yard. Mr. Cassidy replied that this is actually a rear lot and the frontage is actually Shunpike Road, so that rule doesn't really apply here. Ms. Kelly said that the old regulations had this rule with the wording, "whenever possible" but the new regulations do not have those words. Mr. Minor agreed with Ms. Kelly as to the wording of the regulations but said that since this is a rear lot it is not appropriate to enforce that regulation here. He thought the Commission should really think of changing it back to use the words "whenever possible". Chairman Faienza asked that this should be added back in to the new regulations. The rest of the Commission agreed.

Mr. Minor also reminded the Commission that the application would be subject to a performance bond that will be determined at the next meeting.

A **motion** was made by Michael Cannata and **seconded** by Tom Madden to approve application #11-46 with the following two conditions: 1) all staff comments are addressed, and 2) a performance bond in an amount to be determined at the next meeting. *All were in favor; the motion was passed.*

**10. New Business:** none.

**11. Communications**

Chairman Faienza reminded the Commissioners that the Cobblestone site walk was scheduled for October 19, 2011 at 10:00am for those who could attend.

**12. Commissioners' Comments**

Rich Waters discussed 16 Pleasant Street. He said that the owner still has construction equipment there and it isn't right. Chairman Faienza reminded him that it was agreed that the Commission would modify/clarify the regulations, and once that was done, the Commission would revisit the property and determine what is allowed to be there. He said until then it is still a gray area. Ms. Kelly said that once the new regulations are in effect he will have to follow whatever that says.

a. Implementation of the 2007 POCD

Tom Madden said he is volunteering to be the chairperson of the POCD Implementation Committee. Mr. Minor said he will work with him on this.

Mr. Minor wanted the Commission to understand that they can't amend the zoning regulations next week with the new parking lot item that came up during the application request tonight, because of the law that says all proposed amendments have to be sent to the surrounding regional planning agencies first. He said there are no commercial site plans in the works so it should not be a problem to leave the rule as is for now.

**13. Approval of Minutes:**

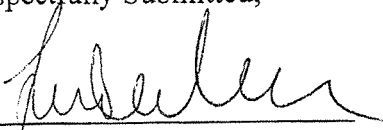
a. October 4, 2011

A **motion** was made by Alice Kelly and **seconded** by Doug Sienna to approve the minutes of October 4, 2011. *All were in favor; the motion was passed.*

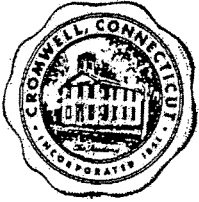
**14. Adjourn**

A **motion** was made by Alice Kelly and **seconded** by Joseph Garafalo to adjourn at 7:56pm. *All were in favor; the motion was passed.*

Respectfully Submitted,



Linda Imme  
Recording Clerk



RECEIVED FOR FILING  
11/22/2011 at 5:51 P.M.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

**Town of Cromwell  
Planning and Zoning Commission**

*Carlene A. DiStasio*  
TOWN CLERK

**PUBLIC HEARING AND REGULAR MEETING  
7:00 P.M. TUESDAY, NOVEMBER 15, 2011  
ROOM 224 CROMWELL TOWN HALL, 41 WEST STREET**

**Minutes**

Present: Joseph Garafalo, Michael Cannata, Alice Kelly, Thomas Madden, Richard Waters, Nicholas Demetriades, Brian Dufresne (alternate).

Absent: Peter Keithan

Also Present: Town Planner Craig Minor, BOS Liaison Vincent Faienza

**1. Call to Order**

The meeting was called to order at 7:00pm by Vice Chairman Alice Kelly.

**2. Roll Call**

The presence of the above members was noted.

**3. Seating of Alternates**

A **motion** was made by Joseph Garafalo and **seconded** by Thomas Madden to seat Brian Dufresne. *All were in favor; the motion passed.*

**4. Approval of Agenda**

A **motion** was made by Joseph Garafalo and **seconded** by Richard Waters to approve the agenda as revised to include Executive Session and Annual Meeting. *All were in favor; the motion was passed.*

**5. Public Comments**

Enzo Faienza of 183 Coles Road came forward and said he wanted to thank the commission for all working together the last 4 years. He said he takes his new responsibility as a liaison very highly and will be here for the Commission.

Alice Kelly said she appreciated all Mr. Faienza has done for bringing the Planning and Zoning Commission to great organization.

Doug Sienna of 7 Lincoln Road also came forward and said that he would like to thank the members of the Planning and Zoning Commission for his time on the Commission and wanted to let them know that he has still concerns as a citizen of Cromwell. He said that he noticed one rod on the slope at Cobblestone has shifted to the west and that vegetation is growing. He said he thought the rock should be deep enough so vegetation should not be growing. Alice Kelly thanked Mr. Sienna for all of his endeavors. She also said that a site walk for Cobblestone will happen soon.

Attorney Salvatore Petrella of 630 Main Street came forward and said he wanted to talk about the changes being made to the new zoning regulations. He said he was concerned that the Commission keeps finding things they want to change and then it has to go through a process to get it corrected, and wondered if there wasn't some way to streamline the amendment process. He said the Cromwell Fire Department contacted him about getting permission for some electronic signage, but the zoning regulations are unclear and he is concerned with how long it will take to get it amended. He said he also wanted to talk about inconsistent enforcement of the regulations. He said he was retained by a client for a violation on Coles Road. He said he does not believe there is a standardized process for handling violations. He thought some were fast tracked and some were not. He said there are processes in place that can be utilized. He thought if they did not start doing this they may be singling people out unfairly.

**6. Development Compliance Officer Report:**

a. Activity Report

Alice Kelly asked if the Commission thought they should proceed with the "show cause" hearing regarding 540 Main Street even though ZEO Fred Curtin isn't here. Mr. Madden thought that without Fred Curtin they are missing information. Nick Demetriades said that we can hear people today and discuss with Fred Curtin later. Rich Waters said he agreed with Nick Demetriades and Michael Cannata said it was a good idea to get the comments from Mr. Dudash on record and go from there. He said that Mr. Curtin could always listen to the tape at a later date.

b. "Show Cause" Hearing to Possibly Revoke Special Permit #10-02 at 540 Main Street. Joseph Dudash, permittee.

Joseph Dudash of 104 Berkley Street New Britain came forward and handed out packages to the members of the Commission. One was an article about the business that appeared recently in the Hartford Courant, and one was a police report which found no wrong doing and the last was a recap of his first letter to the Commission. He said they are no longer proceeding with the outdoor field zoning application.

Nick Demetriades said the facility was licensed to conduct indoor play and people were coming to us complaining that the area behind your building was being used as an outdoor shooting field. Mr. Demetriades also said that stairs were constructed without prior P&Z approval. He went on to say that the Zoning Enforcement Officer made several attempts to let you know it's not appropriate. Mr. Dudash replied that people are standing on the back porch at 540 Main Street and shooting at a dumpster behind the building in an attempt to adjust their "guns". He said the residents may have heard this shooting because they have never allowed people to use the outside area for playing. Mr. Cannata asked Mr. Dudash if he were to go down the stairs would he find these pellets out in the woods. Mr. Dudash replied that he would not. Mr. Waters asked if it was possible that kids have gone back there when the business was not open. Mr. Dudash replied that it was possible but he did say that the pellets being shot from the back porch would not go further than the stairs. Mr. Garafalo asked how far the back porch was from the closest property line. Mr. Dudash replied that it was at least 300 feet and he didn't know how those people could have heard the gunfire. Mr. Dufresne asked if it was necessary to adjust the guns outside. Mr. Dudash said it is easier in daylight but they have stopped doing it since the complaints. Mrs. Kelly reminded Mr. Dudash that it was explained on the site walk that nothing could be built without the surveyor's report which you never came back with. Mr. Dudash said he misunderstood and thought they wanted him to build the stairs for a safer access for the people coming to view the site. Ms. Kelly told Mr. Dudash that they will have Mr. Curtin listen to the tape and close this at the December meeting. She told him that as a businessman he needs to follow the rules and parameters and know where your customers are at all times.

A **motion** was made by Joseph Garafalo and **seconded** by Brian Dufresne to continue the show cause hearing for permit #10-02 until December 6<sup>th</sup>. *All were in favor; the motion passed.*

#### 7. **Town Planner Report:**

- a. Withdrawal of Special Permit Application #11-26 (Cromwell CQB Airsoft Outdoors).

A **motion** was made by Joseph Garafalo and **seconded** by Thomas Madden to accept the withdrawal of permit #11-26. *All were in favor; the motion passed.*

- b. Public Act 11-79 (An Act Concerning Bonds and Other Surety for Approved Site Plans and Subdivisions).

Town Planner Craig Minor went over the highlights of this new law. He said that the Commission can no longer make a subdivision developer post a performance bond before filing the mylars; only before they start to sell the lots. He also said that we can't require a letter of credit bond anymore; the developer can give us an insurance company bond if he wants. No more 5% in cash. We can require erosion and sediment control bonds prior to map filing. Mr. Demetriades asked Mr. Faienza to bring this to the Board of Selectmen as well as to the Town's

legislative delegation. Mr. Faienza said he would do that. Ms. Kelly said that we need to put something in the land records that there is no bond. Mr. Minor said that they will put a big warning on the plans that these lots may not have not been bonded.

c. Performance Bond Approvals:

1. Erosion Bond at "Northwoods Estates" subdivision

Town Planner Craig Minor said that the developer proposed the amounts that are in the packages and the Engineering Department did confirm the prices as appropriate. Ms. Kelly asked if in the future the Town Engineer could actually sign off on the numbers.

A **motion** was made by Thomas Madden and **seconded** by Joseph Garafalo to approve the erosion bond at Northwoods Estate subdivision phase 1 for \$31,500. *All were in favor; the motion passed.*

2. Erosion Bond at "Sunset Ridge" subdivision

Town Planner Craig Minor said that the actual number was \$12,000 not the \$9,000 shown in the spreadsheet. Mr. Minor said he verified the quantities based on the plans, and Bob Niesyn of the Engineering Department confirmed the average costs.

A **motion** was made by Thomas Madden and **seconded** by Brian Dufresne to approve the erosion bond at Sunset Ridge for \$12,000 and to inform the applicant that we prefer cash or Letter of Credit. *All were in favor; the motion passed.*

d. Public Hearings to be Scheduled:

1. P&Z Application #11-62: Special Permit (Processing of Concrete, Asphalt, Masonry and Related Material) at Parcel 00326300 behind 231 Shunpike Road. Arborio Brothers LLC, owner/applicant.

Attorney Salvatore Petrella of 630 Main Street came forward and said that all requirements will be addressed at the public hearing. A site walk was scheduled for Sunday, December 4, 2011 at 9:00am.

A **motion** was made by Joseph Garafalo and **seconded** by Nick Demetriades to schedule the public hearing for application #11-62 for December 6, 2011. *All were in favor; the motion passed.*

2. P&Z Application #11-63: Special Permit (Single-Family Conversion) at 29 New Lane. Michael Zampini, owner/applicant.

Town Planner Craig Minor explained that the applicant recently purchased this house under the understanding that it was a legal four-family. However, Town Hall records only show three units as approved. He needs this special permit to make the fourth unit legal.

A **motion** was made by Thomas Madden and **seconded** by Joseph Garafalo to schedule a public hearing for application #11-63 for December 6, 2011. *All were in favor; the motion passed.*

#### **8. Public Hearing and Possible Action:**

a. P&Z Application #11-49: Special Permit (Oversized Garage) at 2 Highridge Road. Dale and Margaret Evans, owner/applicant.

Joseph Garafalo reads the public notice dated November 1, 2011.

Dale Evans of 2 Highridge Road came forward and explained their application. Mrs. Kelly told Mr. Evans that she noticed several "huts" on his property. He said they will be moved once the garage is built. She asked if they would go into the new oversized garage. He said they would not but would be moved behind the new garage. Mr. Minor said that the only special requirement is for a site plan showing sufficient screening. He said that he doesn't think they need any additional screening since the proposed garage fits into the character of the neighborhood. Mr. Waters asked how many portable garages there were. Mr. Evan said there were 3. Ms. Kelly asked if portable garages are regulated and Mr. Minor said they do not meet the zoning definition of "structure". Mr. Waters asked if they can suggest they be moved and Mr. Evans said they have to be moved for the existing garage.

Mrs. Kelly asked if there were any public comments in favor of, against or neither for or against. No one came forward.

A **motion** was made by Michael Cannata and **seconded** by Joseph Garafalo to close the public hearing for application #11-49. *All were in favor; the motion passed.*

A **motion** was made by Michael Cannata to approve application #11-49 with the suggestion that the existing portable garages be moved out of sight behind the new garage and **seconded** by Richard Waters. *All were in favor; the motion passed.*

b. P&Z Application #11-40: Amendment to POCD (Open Space Plan). Conservation Commission, applicant.

Town Planner Craig Minor said that this needs additional work by the Conservation Commission and recommended the hearing be continued to next month.

A **motion** was made by Joseph Garafalo and **seconded** by Nick Demetriades to continue the public hearing for application #11-40. *All were in favor; the motion passed.*

c. P&Z Application #11-43: Corrections to New Zoning Regulations. Planning and Zoning Commission, applicant.

A motion was made by Michael Cannata and seconded by Joseph Garafalo to open the public hearing for application #11-43. *All were in favor; the motion passed.*

Attorney Salvatore Petrella of 630 Main Street came forward and said he wanted to discuss whether the new zoning regulations allow illuminated signs. He said the Cromwell Fire Department asked him to look into this. He said they are referring to the signs at the Rocky Hill fire station on Rout 99 which allow the Town to communicate important information during storms or other emergencies. He said the regulations say "no illuminated signs shall be permitted". He wants to know how we can address this type of issue with the zoning regs as they come up, without taking up too much time every time. Mrs. Kelly pointed out that we didn't allow them in the old regulations either. She did say there are some illuminated signs around town. Attorney Petrella said he will forward some suggestions to Town Planner Craig Minor and propose an amendment with specific language. Mr. Demetriades said that we need to close the books on these regulations and deal with future issues one by one as they come up. We need to attend to them as quickly as possible and have a process in place for future issues. Mr. Minor remarked that there is a petition process in place to amend the regulations that people just need to follow.

Mrs. Kelly asked if there were any public comments in favor of this application and no one came forward. She asked if there were any public comments against this application and no one came forward. She asked if there were any comments neither for nor against.

Al Diaz of 15 Thistle Down came forward and said the signs in Rocky Hill were put there with a grant from Homeland Security. He said the purpose was to alert residents when there is an emergency or to make announcements when there are situations that need to be addressed.

Jay Polke of 15 Harrison Drive came forward and said that his business has flashing signs called "information signs". He said they had to go to ZBA for approval. Mr. Cannata said that those are time and temp signs and would be a special permit so they wouldn't have to go to the ZBA.

A motion was made by Michael Cannata and seconded by Thomas Madden to close the public hearing for application #11-43. *All were in favor; the motion passed.*

A **motion** was made by Michael Cannata to approve application #11-43 and **seconded** by Nick Demetriades. *All were in favor; the motion passed.*

9. **Old Business:** none.

10. **New Business:**

- a. P&Z Application #11-64: Zoning Amendment (Donation Drop-off Bins). Planning and Zoning Commission, applicant.

A **motion** was made by Joseph Garafalo to schedule a public hearing for application #11-64 for January 3, 2012 and **seconded** by Thomas Madden. *All were in favor; the motion passed.*

11. **Executive Session** to Discuss Status of "Senator Drive" Open Space Litigation

A **motion** was made by Thomas Madden to go into Executive Session and **seconded** by Richard Waters. BOS liaison Vincent Faienza was asked to attend. *All were in favor; the motion passed.* The Commission went into Executive Session at 8:41 pm.

A **motion** was made by Michael Cannata to leave Executive Session and **seconded** by Joseph Garafalo. *All were in favor; the motion passed.* The Commission left Executive Session at 8:50 pm.

12. **Communications:**

- a. *Planning Commissioners Journal*, Fall 2011.

13. **Commissioners' Comments**

Tom Madden said he will get moving soon on the POCD Implementation Committee.

Joseph Garafalo asked if members of the Commission would mind picking up their agenda packages in Town Hall, instead of having them mailed to their homes. He thought it would amount to a huge savings. Mr. Minor said he was happy to start a process if people wanted to pick them up. It was discussed that there would be a plastic bin in the hall outside the Public Works Department office in which he would leave the packages for people who have said they want to pick them up, and send them an email telling them that the packages are ready for pickup. If they don't pick them up in a timely manner he would then mail them. Commissioners Demetriades, Garafalo, Kelly, Madden, Cannata and Dufresne and BOS liaison Faienza said they would like to do this.

**14. Approval of Minutes:**

a. October 18, 2011

A **motion** was made by Joseph Garafalo to approve the minutes of October 18, 2011 and **seconded** by Michael Cannata. *All were in favor; the motion passed.*

**15. Annual Meeting and Election of Officers:**

a. Reading of By-laws Article VI

A **motion** was made by Michael Cannata to waive the reading the of By-laws Article VI and **seconded** by Joseph Garafalo. *All were in favor; the motion passed.*

b. Election of Officers

A **motion** was made by Thomas Madden and **seconded** by Alice Kelly to nominate Joseph Garafalo for the temporary chairman position. There were no other nominations. *All were in favor; the motion passed.*

A **motion** was made by Michael Cannata and **seconded** by Thomas Madden to nominate Alice Kelly for the position of Chairman. There were no other nominations. *All were in favor; the motion passed.*

A **motion** was made by Michael Cannata and **seconded** by Nick Demetriades to close the nominations for the position of Chairman. *All were in favor; the motion passed.*

A **motion** was made by Alice Kelly and **seconded** by Rich Waters to nominate Michael Cannata for the position of Vice Chairman. There were no other nominations. *All were in favor; the motion passed.*

A **motion** was made by Alice Kelly and **seconded** by Nick Demetriades to close the nominations for the position of Vice Chairman. *All were in favor; the motion passed.*

A **motion** was made by Rich Waters and **seconded** by Thomas Madden to elect Joseph Garafalo for the position of Secretary. There were no other nominations. *All were in favor; the motion passed.*

A **motion** was made by Michael Cannata and **seconded** by Alice Kelly to close the nomination for the position of Secretary. *All were in favor; the motion passed.*

c. Budget Discussion for FY 2012-2013

Town Planner Craig Minor presented a draft budget to the Commissioners. Mrs. Kelly asked about software updates and Mr. Minor said that would be in his "Town Planner" budget. It was decided that they should round it up from \$3,990 to \$4,000.

A **motion** was made by Michael Cannata and **seconded** by Brian Dufresne to approve the budget at \$4,000 for FY2012-2013. *All were in favor; the motion passed.*

f. Midstate Regional Planning Agency appointment

Myron Johnson of 16 Pleasant Street came forward and said that he tried to get this appointment 2 years ago. He said that he is a lifetime resident of Cromwell and this agency was set up to get information from people who were on the road. He said that he is always on the road and would be a good fit for the agency. Mrs. Kelly told him that the town appoints two people to this agency and that one appointment is made by Planning and Zoning and the other is made by the Board of Selectman. Mr. Cannata told Mr. Johnson that although he respects his request he thinks Al Diaz knows this commission and has done nothing but good in the past.

A **motion** was made by Michael Cannata and **seconded** by Nick Demetriades to reconfirm Al Diaz' appointment to the Midstate Regional Planning agency for the next 2 years. *All were in favor; the motion passed.*

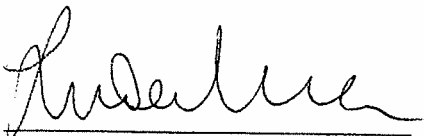
g. Approval of Calendar of Meeting Dates for 2012

A **motion** was made by Joseph Garafalo and **seconded** by Michael Cannata to approve the calendar of meeting dates for 2012 as presented. *All were in favor; the motion passed.*

16. Adjourn

A **motion** was made by Nick Demetriades and **seconded** by Thomas Madden to adjourn at 9:28pm. *All were in favor; the motion passed.*

Respectfully Submitted,



Linda Imme  
Recording Clerk

TOWN OF CROMWELL  
ECONOMIC DEVELOPMENT COMMISSION  
REGULAR MEETING  
7:00 P.M. THURSDAY NOVEMBER 17, 2011  
ROOM 224 CROMWELL TOWN HALL  
MINUTES

RECEIVED FOR FILING  
11/22/2011 at 8:59 AM.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

*Gloria Pundigast, Asst.*  
TOWN CLERK

**1. Call to Order**

Chairman Nobile called the meeting to order at 7:04 PM.

**2. Roll Call/Seating of Alternates**

Present: Chairman Richard Nobile, Robert Jahn, Joe Fazekas, Stanley Stachura  
Also Present: BOS Liaison Al Waters, Craig Stevenson

**3. Approval of Agenda**

S. Stachura made a motion to approve the agenda, 2<sup>nd</sup> by R. Jahn.  
All in Favor. Motion Passed.

**4. Public Comments**

Jay Polke said "Hello" to those assembled.

**5. New Business**

None

**6. Economic Developer Report**

C. Stevenson reported that he checked with OPM and found that no STEAP grants have been award for 2011 and that is it is unusual at this juncture. D. Nobile asked him to continue to lobby for grants for Cromwell. He said that the Northern Industrial Tier, Route 3 corridor study, is on-going and that the planners took future growth into consideration as they studied the area. He said the future growth analysis is completed and the next step is to develop possible improvements.

He reported that GNK Services wants to expand their parking lot. They are waiting to receive the conceptual design plan from the property owner. 10 County Line Drive has leased space to a high-tech medical device manufacturer that makes cutting edge prosthetics. He said that David Jolley is asking for a clearance letter for DOT-STC to issue building permits. He said the end user will require that the building be completed by May of 2012. 14 Alcap Ridge progress is excellent, the tax lien conveyance agreement needs to be reviewed by the 1<sup>st</sup> Selectwoman and then she will present it to the BOS to review and put on their meeting agenda. He said there seems to be an issue over the language the developer wants included for the Town to subordinate the old liens. He said the developer is eager to get up and running on the rehabilitation of the dilapidated building and site reclamation.

He said that the website is up and running and that the address is [www.gotocromwell.com](http://www.gotocromwell.com). He also said that the Business/Visitor's Guide is moving forward but businesses have been slow to pay for the advertising they signed up for. He said it is supposed to be published in conjunction with opening of the military base in Middletown. He reported that the Middlesex Chamber Business Expo went well. Discussion was held regarding whether the money would be better spent elsewhere. S. Stachura said he felt that the booth is needed to represent Cromwell and it is important networking

tool. C. Stevenson said that Bob and Joe manned the booth all day while he walked around networking with people. He noted that the trade show booth needs repairs. Discussion was held on hosting a hospitality suite or other ways to promote Cromwell's businesses.

**7. Old Business:**

a. Tax Abatement Program  
No discussion was held.

b. EDC Budget Report and Update  
There were no questions on the budget reports.

c. "Business of the Month"  
S. Stachura said that they really need to get the program up and running. He said other towns such as Portland have had success with this kind of business friendly program.

**8. Communications** (see attached P&Z Report; Zoning Enforcement Report; P&Z Minutes)  
There were no comments under Communications.

**9. Chairman's Comments/Commissioners' Comments**

D. Nobile congratulated 1<sup>st</sup> Selectwoman Mertie Terry on her win and said that he thinks it will be a great term as she is pro-business and there is a very positive air in Town Hall. He also asked that since there are a lot of irons in the fire if Craig Stevenson would call him with an update each week or every 3 or 4 days. He then welcomed Jay Polke as the next new member to serve on the Economic Development Commission.

**10. Approval of Minutes:**

a. October 20, 2011

J. Fazekas made a motion to approve the minutes as presented, 2<sup>nd</sup> by R. Jahn.  
All in Favor. Motion Passed.

**11. Good & Welfare**

J. Fazekas said that a letter of intent was received to occupy the 1<sup>st</sup> floor of 80 Shunpike Rd making that building 100% occupied.

**12. Adjourn**

S. Stachura made a motion to adjourn the meeting at 7:33 PM, 2<sup>nd</sup> by R. Jahn.  
All in Favor. Motion Passed.

Respectfully Submitted By,



Sarah A. Voog  
Commission Clerk