

**TOWN OF CROMWELL
BOARD OF SELECTMEN
REGULAR MEETING
WEDNESDAY, JUNE 11, 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 (left at 9:50 p.m.), M. Johnson

Absent:

Also Present: Chief of Police A. Salvatore, Town Clerk/Treasurer D. DiProto, Tax Collector S. Ramsay, Director Developmental Services J. Mazurek, Public Works Director E. Hood, Director of Senior and Human Services T. Strong, Human Resource Director T. Roohr, Public and Press

A. CALL TO ORDER

First Selectman Shingleton called the meeting to order at 7:23 p.m.

B. APPROVAL OF AGENDA

Motion made by A. Waters seconded by F. Monnes to approve the agenda.

First Selectman added the following items; Under I. Resignations, 3. School Roofs and Solar Panels, a. Jaime Green. Under J. Appointments, 4. School Roofs and Solar Panels, a. Ian King.

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

C. FIRST SELECTMAN'S REPORT

- All goals and objectives have been finalized for Department Heads.
- 90 day review complete for Public Works Director.
- Everyone has a clear understanding of what they need to do to improve the day-to-day operations of the Town and well as to support some of the overall strategic initiatives. We are moving forward as a team.
- Work has been done with the H/R and Public Works Director to improve some of the deficiencies of the Parks Maintenance. Part of the problem is that they are understaffed and a skeleton crew to begin with. They are trying to do what they can to make use of the resources available and prioritize the needs of the community. The Highway Department is taking care of the Town Greens so the Highway Department can focus on working on the fields for upcoming events. The Public Works Director is looking for additional assistance from Prison Parolees and people that need community service hours.
- Work is being done to formalizing some of the fiscal policies. This comes from the presentation that the Town made to Standard and Poors showing the financial management of the town. Although they were very supportive of what the town is doing Standard and Poors made the point there is a sense of urgency that the town formally implement these things so the town has consistency from one

- administration to the next. The Economic Incentives Policy, the Debt Management and the Capital Planning policies are on tonight's agenda. Finance Director Sylvester and the First Selectman are working on a fund balance policy; it should be ready for next month's meeting.
- The Town is required to look at a Charter Revision every five years. The last time something actually went thought was in 1993. The Town Attorney has been asked to create a bullet list of the gray areas in the Charter. An example of this is when the Board of Education Budget referendum vote ended up in a tie, the charter was ambiguous as to the proper procedure that should be followed. This will be funded by transferring funds from legal expense to the Town Attorney line. The Town Attorney will present a list of things that we should do to clean up the Charter since we don't have the resources or time to do any major changes. A Charter Revision Commission will be appointed next month or in August. Hopefully something will be ready to put on the ballot in November. If not it will be looked at again next year.
 - The Town is required to do an Annual Report every year. The last time an Annual Report was published was in 1997. A team has been put together and the report will be done in-house. All Department Heads and Chairmen of the boards and commissions have been asked to put together a one-page report. Upon completion copies will be distributed in various locations within the Town Hall and the business community as well as being available on the web page.
 - The road improvement bond projects went out to bid. Black Haw Drive and Willowbrook and 372, across from Willowbrook Plaza, will be done in-house utilizing the operating budget.
 - Park Improvements; the irrigation project has already begun. The Rose Garden is nearly complete with the exception of the finishing one quadrant and putting the stone dust in.
 - Thanks to Building Maintenance Department for working on the Town Greens in time for the Memorial Day Ceremony.
 - River Front Park is the most visible project. Two separate soil analyses were done, they both checked out. Topsoil will be brought in so the soil won't need to be screened. Paths are in and the conduits and water lines have been run. The electrical work will be done and the park will be hydro-seeded soon.
 - Safety and Security received all of the RFQ's. Hopefully they will start shortly after school gets out.
 - Solar Panel Committee received 13 responses from their RFP. Applications have to be in by the end of the month. The Solar Panels will be installed next year in June after school gets out.
 - The Skate Board Park is just about complete, the paving and the fencing is done. The Public Works Director has the list of equipment that needs to be ordered as soon as funding the funding is in place. Hopefully the play scape equipment for Pierson Park and additional bleachers for the football field will be included in the order so a bulk discount will be received.
 - The Main Street Revitalization Committee is waiting for bid documents from the design firm. They expect them mid-June. They are proceeding with negotiations for the purchase of a site for downtown parking.

D. CITIZEN COMMENTS

1. Lori McKnight, MacDonald Avenue, Chairman of the Riverport Festival – Provided an update regarding the Riverport Festival. The festival will be held on Thursday, Friday and Saturday, September 18th – 20th. Thirty volunteers attended the last meeting.
2. Joyce Heidorn, Coles Road – Stated concern regarding the effect on neighbor wells due to blasting in the area.
3. Patricia Dickerson, Coles Road – Stated the same concerns as Ms. Heidorn.
4. Ann Halibozek, Christian Hill Road – Pleased with the progress made with all the initiatives in town especially the new park. Asked if there is a formal name for the park or if a contest to name the park would be held? Spoke as a resident regarding the blasting at the Lowe's property site.
5. Alice Kelly, Willowbrook Road – Stated that people should bring issues to the proper boards and commissions.
6. Keith Sobieski, 105 Evergreen Road – Spoke about the Evergreen Road Project.
7. Bob Jahn, Woodside Road – Spoke regarding recycling at the Town Parks and the need to have drainage in the Town Park's waste containers to avoid mosquito breeding.
8. Victor Harpley, Wildwood Road – Spoke about publicizing the future savings to the town because of the Bond rating. Stated that the town is doing a great job with the new park and also spoke regarding the blasting issue.

E. STAFF AND COMMISSION CHAIRMAN REPORTS

1. Economic Development Report
Economic Development Coordinator C. Stevenson submitted a written report.
2. Public Works
Public Works Director E. Hood presented an update on Public Works activities and accomplishments.
3. Developmental Services Report
Developmental Services Director J. Mazurek updated the board regarding the Developmental Services Department. Copy of the written report is attached to minutes that are on file in the Town Clerk's Office.

F. FINANCIAL

1. Budget Report
No action necessary
2. Tax Refunds
 1. First American Real Estate Tax Service -\$830.67
 2. Bruce E. Dworak -\$133.74
 3. Michael T. Cornett -\$42.81
 4. Powell Avarita Debeatham -\$91.17
 5. Robert Dillon -\$389.87

Motion made by A. Waters seconded by F. Monnes and *unanimously carried* to approve tax refunds 1 – 5.

3. Authorize the First Selectman to execute the application and contract for Historic Document Preservation Grant and designate Town Clerk DiProto as applicant.

Motion made by A. Waters seconded by F. Monnes and *unanimously carried* to authorize the First Selectman to execute the application and contract for Historic Document Preservation Grant and designate Town Clerk DiProto as applicant.

4. Approve Inter-Departmental Transfer Request of \$2,000 from Transportation to Senior Services.

Motion made by A. Waters seconded by R. Newton and *unanimously carried* to approve Inter-Departmental Transfer Request of \$2,000 from Transportation to Senior Services.

5. Approve fee reduction request from Salvatore F. Branciforte for Shadow Hill Farm LLC Inland Wetland Application.

Motion made by A. Waters seconded by F. Monnes for purpose of discussion. First Selectman Shingleton advised that this item should be tabled since Mr. Brancifort's attorney has not yet provided additional information as requested.

Motion made by A. Waters seconded by R. Newton and *unanimously carried to table*.

6. Discussion regarding amending the Purchasing Procedures.

First Selectman Shingleton requested that this item be tabled until next month.

Motion made by R. Newton seconded by F. Monnes and *unanimously carried to table*.

7. Approve extension of EDC services for 1 month (\$4,526.67, which is 1/12 of the full years budget).

Motion made by A. Waters seconded by F. Monnes and *unanimously carried* to approve extension of EDC services for 1 month (\$4,526.67, which is 1/12 of the full years budget).

8. Approve minor changes in Paragraphs 6 and 15 in the Cromwell Outboard Association Lease.

First Selectman Shingleton requested that this item be tabled until next month.

Motion made by R. Newton seconded by A. Waters and *unanimously carried to table*.

G. UNFINISHED BUSINESS

1. Adopt new Tax Abatement Policy -Tabled

Motion made by A. Waters seconded by R. Newton and *unanimously carried* to remove from the table.

Motion made by F. Monnes seconded by R. Newton and *unanimously carried* for purpose of discussion.

A lengthy discussion followed.

Motion Amended by F. Monnes seconded by D. Newton and *carried to strike #7.*

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

Abstained: A. Waters

Main Motion *carried* to adopt new Tax Abatement Policy, striking #7 on page 5.

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

Nay: A. Waters

H. NEW BUSINESS

1. Approve updated Senior Guide.

Motion made by R. Newton seconded by F. Monnes to approve updated Senior Guide.

Motion made by J. Shingleton seconded by A. Waters to amend the motion to approve the updated Senior Guide with the addition of the Woodside Intermediate School's phone number on the Town Municipal Phone Number page.

Main Motion *unanimously carried as amended.*

2. Update Firefighter's Parade and Convention.

Event Organizer Doug Logan presented the schedule of events for the Firefighter's Parade and Convention.

3. Authorize First Selectman to designate Colchester's Emergency Communications as recipient of Cromwell's regional emergency telecommunications service credit for Coordinated Medical Emergency Direction (CMED) services for fiscal year 08/09.

Motion made by R. Newton seconded by A. Waters and *unanimously carried* to Authorize First Selectman to designate Colchester's Emergency Communications as recipient of Cromwell's regional emergency telecommunications service credit for Coordinated Medical Emergency Direction (CMED) services for fiscal year 08/09.

R. Waters left the meeting at 9:50 p.m.

4. Approve revised Mechanic's and Assistant Mechanic's Job Descriptions and change of job titles.

Motion made by D. Murphy seconded by M. Johnson and *unanimously carried* to approve revised Mechanic's and Assistant Mechanic's Job Descriptions and change of job titles.

5. Public Works Directors 90 day Performance Review.

No action necessary.

6. Adopt Debt Management & Capital Planning Policy.

Motion made by R. Newton seconded by F. Monnes and *unanimously carried* to adopt Debt Management & Capital Planning Policy.

7. Status Report, discussion and possible action regarding NRG Energy Proposal. Developmental Services Director J. Mazurek spoke about NRG's Energy Proposal and advised that board that NRG was here this evening because they would like to get an indication from this board of the interest to re-negotiated this contract at some future date and introduced John Gordon from NRG and Anthony Scierello from Malone and McGrewn NRG 's technical support.

Discussion followed.

Motion made by R. Newton seconded by F. Monnes and *unanimously carried* to negotiate with NRG for renewal of the Municipal Pipeline Agreement.

8. Approve appropriation of \$250,000 from General Fund-Fund Balance to pre-fund a State Grant for Skate Board Park-\$67,000, Playground Equipment in Pierson Park-\$25,000, Little League Building Improvements-\$125,000 and Football Field Bleachers \$33,000.

Motion made by M. Johnson seconded by F. Monnes and *unanimously carried* to approve appropriation of \$250,000 from General Fund-Fund Balance to pre-fund a State Grant for Skate Board Park-\$67,000, Playground Equipment in Pierson Park-\$25,000, Little League Building Improvements-\$125,000 and Football Field Bleachers \$33,000.

I. RESIGNATIONS

1. Parks Improvement Committee
 - a. Tony Villaggio
2. Committee to Support People with Disabilities
 - a. Sonya Kunkel
3. School Roofs and Solar Panels Committee
 - a. Jaime Green

Motion made by R. Newton seconded by A. Waters and *unanimously carried* to accept resignations 1 & 2 and 3 with regret.

J. APPOINTMENTS

1. Water Pollution Control Authority
 - a. Tom Gunn, Regular Member, Reappointment, Term expires 1/12
2. River Front Park Steering Committee
 - a. Tony Villaggio
3. Committee to Support People with Disabilities
 - a. Betty Gaulton, Regular Member, Reappointment, Term expires 6/10
4. School Roofs and Solar Panels Committee
 - a. Ian King

Motion made by R. Newton seconded by A. Waters and *unanimously carried* to approve appointments 1, 2, 3 and 4.

K. APPROVAL OF MINUTES

1. Regular Meeting, May 14, 2008

Motion made by D. Murphy seconded by R. Newton and *unanimously carried* to approve minutes of May 14th regular meeting.

L. SELECTMEN COMMISSION REPORTS

- A. Waters –Economic Development, Historical Society and Cromwell Outboard Association
- F. Monnes –Senior Services and Cromwell Fire Department
- D. Murphy- Board of Education, Cromwell Water Pollution Control Authority and Inland Wetlands
- M. Johnson-Zoning Board of Appeals and Downtown Meeting

M. GOOD AND WELFARE

- A. Waters –Spoke about the gold leaf being different colors on the Town Hall Sign. Requested an update regarding Alcap Ridge. Inquired about the green car and asked if the town had a lock-in for fuel prices?

N. ADJOURNMENT

Motion made by M. Johnson seconded by R. Newton and *unanimously carried* to adjourn the meeting at 11:15 p.m.

Respectfully submitted,

Re Matus
Secretary

Jeremy Shingleton
First Selectman