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TOWN CLERK'S OFFICE  
CROMWELL, CONN.

**TOWN OF CROMWELL  
NOTICE OF SPECIAL TOWN MEETING  
January 10, 2018**

  
TOWN CLERK

A special town meeting of the electors and citizens qualified to vote in town meetings of the Town of Cromwell, Connecticut, will be held in Room 224/5 of Cromwell Town Hall at 41 West Street, in the Town of Cromwell, Connecticut, on Wednesday, January 10, 2018 at 6:15 p.m. for the following purposes:

1. To consider and act upon a resolution to approve an appropriation of \$3,660,000, to be funded from borrowings to the extent not funded from grants, donations or other sources, for costs related to expansion of and renovations to Cromwell Belden Public Library located on the Cromwell Town Hall complex site at 39/41 West Street in Cromwell, contemplated to be implemented substantially in accordance with schematic designs entitled "Schematic Design Layout/Schematic Design Phase," dated June 16, 2017 and prepared by Silver/Petrucelli & Associates, and to include, but not be limited to, an approximately 4,395 square foot expansion to and approximately 14,045 square feet of renovation of the existing facility; and various costs of the financing thereof (estimated cost of approximately \$146,000); as approved by resolution of the Board of Finance adopted at meeting held July 27, 2017. The Town anticipates receiving a State of Connecticut library grant in the estimated amount of \$1,000,000, a Middlesex County Foundation grant in the estimated amount of \$7,000, and donations in the estimated amount of \$41,438 with respect to the project, to be applied to defray in part the appropriation.

A copy of the full text of the resolution of the Board of Finance referenced in item 1 above is on file at the office of the Town Clerk and available for public inspection during normal business hours.

Dated at Cromwell, Connecticut, this 28<sup>th</sup> day of December, 2017.

  
Enzo Faienza, Mayor  
For the Cromwell Town Council

01-05-18A10:07 RCVD

TOWN OF CROMWELL  
TOWN COUNCIL  
REGULAR MEETING  
WEDNESDAY JANUARY 10, 2018  
7:00 PM TOWN HALL ROOM 224/5

RECEIVED FOR FILING  
1-5 2018 at 10:07A.M.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

*Luigi Conacchia, Asst.*  
TOWN CLERK

AGENDA

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF AGENDA
- D. COMMISSION CHAIRMAN REPORTS/LIASON REPORT
- E. CITIZEN COMMENTS
- F. MAYOR'S REPORT
- G. TOWN MANAGER'S REPORT
- H. CHIEF OF POLICE'S REPORT
- I. PUBLIC WORK DIRECTOR'S REPORT
- J. FINANCIAL
  - 1. Distribution 2018/19 Budget time line.
  - 2. Set dates and times for 2018-19 Budget workshops.
  - 3. Authorize Mayor to set date/time for public hearing on the Capital Improvement Program.
  - 4. Discussion and action to appoint audit firm for June 30, 2018 audit.
  - 5. Tax Refunds
- K. FINANCE DIRECTOR'S REPORT
  - 1. Budget Reports
- L. STAFF REPORTS
- M. NEW BUSINESS
  - 1. Discussion and possible action to appropriate funds within CNR for Cromwell Landing Parks Project.
  - 2. Discussion and action on:
    - a. Youth Services Administrator Job Description
    - b. Director of Recreation Job Description

c. Senior Center and Human Services Job Description

3. Presentation of Town Manager's 2018 Goals and Objectives.

**N. APPROVAL OF MINUTES**

1. Regular Meeting, December 13, 2017
2. Special Meeting, December 28, 2017

**O. APPOINTMENTS**

1. Town Historian
  - a. Richard Donohue

**P. TOWN COUNCIL COMMISSION LIAISON REPORTS**

**Q. ADJOURNMENT**

**Rules for Citizen Comments**

1. Each speaker will have a total of 3 minutes to speak on the issues of their choice;
2. The Mayor shall recognize only one speaker at a time;
3. The purpose of the Citizen Comment period is to give the residents of Cromwell, or others, the opportunity to make comments regarding matters of public concern, town policies or actions of the town, and to ask questions of the Council of Town Staff. All questions and comments will be taken under advisement and questions raised may be answered this evening or addressed at a later date. There will be no open debate with the Council members during the public comment period and all questions and comments shall be directed to the Mayor;
4. The Mayor shall have the right to discontinue recognition of any speaker whom the Mayor believes is not using proper decorum for a public meeting; is verbally abusive of a member, or members of the Council, Town staff, or the public; becomes belligerent; or uses profanity.

# TOWN OF CROMWELL

## MEMORANDUM

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TO: ANTHONY SALVATORE

DATE: DECEMBER 31, 2017

CC: MAYOR ENZO FAIENZA

FROM: MARIANNE SYLVESTER

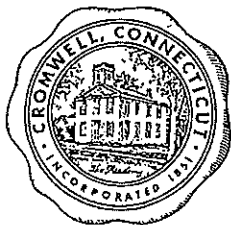
RE: 2018-2019 BUDGET TIME FRAME

Presented below is the time frame for the upcoming budget process. It takes into account Charter requirements, legal notice requirements, preparation time, holidays, regular meeting schedules, etc. It is based on the Annual Budget Referendum being held on the first Tuesday in May.

<u>ACTIVITY</u>	<u>TIME FRAME</u>
Dept. Requests to Town Manager (Submitted to Finance for compilation by Jan. 26 <sup>th</sup> prior to going to Town Manager)	February 1 <sup>st</sup> (Charter)
Town Council -- Set workshop dates (Tentatively scheduled – 1 <sup>st</sup> /2 <sup>nd</sup> week in March)	Regular February 14 <sup>th</sup> meeting
Board of Finance--Set Hearing Dates	Regular February 23 <sup>rd</sup> meeting
Town Council -- Finish Work	By March 14 <sup>th</sup> (time constraint)
Town Council budget to Board of Finance	Regular March 22 <sup>nd</sup> meeting (Charter)
Board of Ed. budget to Board of Finance	Regular March 22 <sup>nd</sup> meeting (Charter)
Earliest possible Public Hearing	March 29 <sup>th</sup> - Monday
Last Possible Hearing	April 12 <sup>th</sup> - Thursday (Charter)
Board of Finance--Finish Work	April 21 <sup>st</sup> - (time constraint or 10 days after hearing - Charter) (Reg Mtg – April 26 <sup>th</sup> )
Annual Budget Referendum	May 1 <sup>st</sup> -- 1 <sup>st</sup> Tuesday in May

NOTE 1: Other dates to remember:

Feb. 19	Presidents Day	April 9-13	School Vacation
Feb. 22	Board of Finance Meeting	April 11	Town Council Meeting
March 13	Board of Education Meeting	April 17	Board of Education Meeting
March 14	Town Council Meeting	April 26	Board of Finance Meeting
March 22	Board of Finance Meeting		
March 27	Board of Education Meeting		
March 30	Good Friday		



# Town of Cromwell

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NATHANIEL WHITE BUILDING  
41 WEST STREET  
CROMWELL, CONNECTICUT 06416

DATE: January 3, 2018  
TO: Cromwell Town Council  
FROM: Marianne Sylvester, Finance Director  
RE: Appointment of Auditor

I am recommending the Town Council re-appoint RSM US, LLP as the auditing firm for the Town of Cromwell for fiscal year ending June 30, 2018.

The proposed cost for this service is \$47,000, an increase of \$1,900 over this past audit. The Board of Education shares this cost at 25%. In an informal survey of similar or proximate towns, our cost is one of the lowest for towns that produce a full comprehensive annual financial report (CAFR). Also, in recent years, the Governmental Accounting Standards Board (GASB) has added a number of reporting requirements, such as reporting for pension and OPEB funds.

Scott Bassett has been the auditor in charge of Cromwell's audit since we started working with this firm in 2009, however our on-site team has been different each year. The continuity of Mr. Bassett's knowledge base and guidance is appreciated, however it is also important to have "fresh eyes" view our work from an objective standpoint. RSM US, LLP is large enough to accomplish this for our town while also providing the "small town" perspective.

Thank you for your consideration of this recommendation.



# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT

FOR 2018 13

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 TOWN MANAGER'S OFFICE	355,302	0	355,302	138,573.64	871.14	215,857.22	39.2%
002 TOWN CLERK'S OFFICE	208,223	0	208,223	93,015.29	19,947.29	95,260.42	54.3%
003 REGISTRAR OF VOTERS	75,477	0	75,477	31,304.18	6,512.69	37,660.13	50.1%
004 PLANNING COMMISSION	3,225	0	3,225	1,167.99	209.45	1,847.56	42.7%
005 ECONOMIC DEVELOPMENT	13,336	0	13,336	2,101.69	220.00	11,014.31	17.4%
006 BOARD OF FINANCE	1,350	0	1,350	150.00	.00	1,200.00	11.1%
008 CHARTER REVISION COMM	1,501	0	1,501	2,005.92	.00	504.92	133.6%
009 BOARD OF ASSESSMENT APPEALS	3,200	0	3,200	331.11	55.02	2,813.87	12.1%
010 ZONING BOARD OF APPEALS	1,535	0	1,535	523.95	99.02	912.03	40.6%
011 INLAND WETLANDS	2,200	0	2,200	764.97	.00	1,435.03	34.8%
012 COMM. FOR DISABLED PEOPLE	100	0	100	.00	.00	100.00	.0%
013 DONATIONS AND DUES	46,042	0	46,042	33,541.30	12,500.00	.70	100.0%
014 TOWN COUNCIL	36,730	0	36,730	30,452.73	4,575.00	1,702.27	95.4%
015 LEGAL EXPENSE	222,764	0	222,764	53,954.00	144,890.00	23,920.00	89.3%
016 CENTRAL SERVICES	140,300	0	140,300	69,625.42	54,382.07	16,292.51	88.4%
017 INSURANCE EXPENSE	595,400	0	595,400	404,331.70	122,979.97	68,088.33	88.6%
018 GENERAL EXPENSE	761,002	0	761,002	749,354.83	6,000.00	5,647.17	99.3%
019 DEVELOPER/PLANNER	142,781	0	142,781	68,818.51	.00	73,962.49	48.2%
020 FINANCE DEPARTMENT	387,996	0	387,996	189,733.61	4,992.40	193,269.99	50.2%
021 TAX COLLECTOR	144,537	0	144,537	63,913.06	35.00	80,588.94	44.2%
022 ASSESSOR'S OFFICE	231,901	0	231,901	105,119.80	919.00	125,862.20	45.7%
030 PUBLIC WORKS ADMIN.	270,884	0	270,884	124,011.20	11,609.59	135,263.21	50.1%
031 ENGINEERING	230,480	0	230,480	109,122.09	8,832.35	112,525.56	51.2%
032 SOLID WASTE REMOVAL	648,334	0	648,334	242,525.63	249,832.11	155,976.26	75.9%
033 BUILDING INSPECTION	193,277	0	193,277	91,282.96	1,282.16	100,711.88	47.9%
034 HIGHWAY DEPT.	1,352,627	0	1,352,627	464,919.22	197,488.69	690,219.09	49.0%
035 BUILDING MAINTENANCE	591,585	0	591,585	262,258.61	55,652.81	273,673.58	53.7%
036 PARKS & GROUNDS	397,055	0	397,055	177,749.30	27,987.17	191,318.53	51.8%
037 PUBLIC WORKS-OTHER	400,795	0	400,795	184,672.81	171,183.41	44,938.78	88.8%
038 VEHICLE MAINTENANCE	336,888	0	336,888	130,981.02	56,920.65	148,986.33	55.8%
040 POLICE DEPARTMENT	3,360,449	14,302	3,374,751	1,453,846.44	31,831.93	1,889,072.63	44.0%
041 EMERGENCY MANAGEMENT	19,950	0	19,950	5,750.00	.00	14,200.00	28.8%
042 ANIMAL CONTROL	79,638	0	79,638	41,020.85	.00	38,637.15	51.5%
050 HEALTH DEPARTMENT	185,277	0	185,277	90,389.92	27,715.83	67,171.25	63.7%
051 HUMAN SERVICES	118,139	0	118,139	55,862.34	1,355.00	60,921.66	48.4%
053 SENIOR SERVICES	95,862	0	95,862	47,957.87	8,063.92	39,840.21	58.4%
054 YOUTH SERVICES	110,364	0	110,364	26,526.39	3,837.74	79,999.87	27.5%
055 TRANSPORTATION SERVICES	118,427	0	118,427	55,619.68	4,397.25	58,410.07	50.7%
060 RECREATION DEPARTMENT	259,076	0	259,076	126,887.53	6,463.11	125,925.36	51.4%
061 LIBRARY	590,579	0	590,579	281,318.83	16,928.71	292,331.46	50.5%
070 BONDED DEBT	3,687,524	0	3,687,524	441,216.46	.00	3,246,307.54	12.0%
080 EMPLOYEE BENEFITS	3,381,867	-14,302	3,367,565	1,523,771.96	1,124,366.64	719,426.40	78.6%
090 BOARD OF EDUCATION	29,343,702	0	29,343,702	10,072,488.51	.00	19,271,213.49	34.3%
119 DEVELOPMENT COMPLIANCE	103,117	0	103,117	51,476.05	498.01	51,142.94	50.4%

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



FOR 2018 13

120	CONSERVATION COMMISSION	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
120	CONSERVATION COMMISSION	1,510	0	1,510	140.00	.00	1,370.00	9.3%
	GRAND TOTAL	49,252,328	0	49,252,328	18,100,379.37	2,385,435.13	28,766,513.50	41.6%

\*\* END OF REPORT - Generated by marianne sylvestre \*\*



# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



FOR 2018 13

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
002 TOWN CLERK'S OFFICE	-287,600	0	-287,600	-168,894.82	-118,705.18	58.7%
021 TAX COLLECTOR	-42,803,034	0	-42,803,034	-26,899,566.71	-15,903,467.29	62.8%
022 ASSESSOR'S OFFICE	-500	0	-500	-132.50	-367.50	26.5%
030 PUBLIC WORKS ADMIN.	-40,300	0	-40,300	-18,050.84	-22,249.16	44.8%
033 BUILDING INSPECTION	-150,100	0	-150,100	-122,077.61	-28,022.39	81.3%
040 POLICE DEPARTMENT	-84,450	0	-84,450	-23,499.70	-60,950.30	27.8%
042 ANIMAL CONTROL	-750	0	-750	.00	-750.00	.0%
050 HEALTH DEPARTMENT	-25,100	0	-25,100	-3,955.00	-21,145.00	15.8%
053 SENIOR SERVICES	-1,500	0	-1,500	-2,049.00	-3,549.00	136.6%
054 YOUTH SERVICES	-4,000	0	-4,000	-360.00	-3,640.00	9.0%
061 LIBRARY	-9,000	0	-9,000	-3,992.20	-5,007.80	44.4%
206 BOARDS & COMMISSIONS	-5,750	0	-5,750	-13,777.20	8,027.20	239.6%
207 STATE OF CONNECTICUT	-4,720,905	0	-4,720,905	-1,254,564.62	-3,466,340.38	26.6%
208 MISCELLANEOUS SOURCES	-429,339	0	-429,339	-389,985.72	-39,353.28	90.8%
999 FUND BALANCE	-690,000	0	-690,000	.00	-690,000.00	.0%
GRAND TOTAL	-49,252,328	0	-49,252,328	-28,900,905.92	-20,351,422.08	58.7%

\*\* END OF REPORT - Generated by marianne sylvestre \*\*



## Town of Cromwell Office of the Town Manager

Nathaniel White Building  
41 West St  
Cromwell, CT 06416

Anthony J. Salvatore, Sr.  
Town Manager

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

To: Mayor Enzo Faienza

Copy: Town Council Members  
Michelle Hodge, Union President

From: Anthony J. Salvatore  
Town Manager

Re: Youth Services Administrator

Currently, and since 2009, there has been a position in Town entitled "Director of Recreation and Youth Services". Prior to 2009, the Senior Center and Human Services Director also served as the Director of Youth Services. I am proposing to again have the Senior Center and Human Services Director serve as the Director of Youth Services. When Youth Services was added to the Director of Recreation in 2009, the pay rate for the position increased significantly because of the added responsibilities. I am proposing to return the Youth Services responsibilities to the Senior Center Director and Human Services Director position. If this occurs, the Director of Recreation wage rate would be reduced from E5 to E4 and the Senior Center and Human Services Director pay rate would remain unchanged because it was never adjusted down when the youth services responsibilities were removed. In accordance with Article 9, Section 3 of the White Collar Collective Bargaining Agreement, "the qualifications, duties and responsibilities of each job classification shall be defined and approved by the Town Council. Changes in job classification will not be made without allowing input from affected employees. If the Town makes any changes to a job description, the Town shall furnish a copy of the revised job description to the Union and any affected employee. In those cases where a change in job classification or a material change in a particular position's job duties and responsibilities occurs, over which the Municipal Employee Relations Act would require impact/secondary effects bargaining, the Town and Union shall bargain those substantial secondary effects." I have approached the White Collar Union and the Union President is in agreement with what is described above. I have included proposed changes to the respective job descriptions for your review, consideration and approval.

It should be noted that the Town Charter and Ordinances refer to the position as the "Director of Recreation and Youth Services" – Charter Sections 4.03, 4.10 and 4.17 and Ordinance Section 40-1-4. Conn. Gen. Stat. § 474(f), within the Municipal Employee Relations Act, provides as follows:

(f) Where there is a conflict between any agreement reached by a municipal employer and an employee organization and approved in accordance with the provisions of sections 7-467 to 7-477, inclusive, on

matters appropriate to collective bargaining, as defined in said sections, and any charter, special act, ordinance, rules or regulations adopted by the municipal employer ... the terms of such agreement shall prevail;"

As a result, this negotiated change, would have the effect of amending the Charter and Ordinance.

## **Town of Cromwell**

**Title**            **Director of Recreation and Youth Services**

### **Objectives**

Under the general direction of the Town Manager, plans, organizes and directs a comprehensive recreation, cultural and leisure program for the community including special programs and activities. Coordinates therapeutic recreational activities offered by the Town. Administers the business affairs of the Department of Recreation and Youth Services.

### **Essential Functions**

Plans, organizes and directs policies, operations and activities in the department.

Evaluates present programs and activities, evaluates department needs and requests for new recreation facilities, programs or activities, and develops short-term and long-range planning for such programs determined to be feasible.

Oversees the operation of indoor and outdoor recreation programs and facilities, including the scheduling of events and activities; determines and recommends priorities for repairs and maintenance, and projects the ability for programs to generate revenue.

Reviews and approves or develops as warranted, operating procedures for the use of athletic fields, recreation facilities, department programming and activities; maintains, sets up and removes program facilities.

Administers personnel policies for the department and coordinates the employment, training and evaluation of seasonal employees.

Coordinates and performs work in the registering of program participants, including the collection of program fees.

Coordinates departmental activities, events, and programs with parking maintenance, other Town departments, schools and outside agents as warranted.

Develops brochures, flyers, web page, new releases and other informational material about department programs and activities.

Receives and investigates complaints and takes necessary action as warranted.

Prepares specifications for equipment, materials and supplies.

Provides staff assistance to the advisory Parks and Recreation Board and ~~Youth Advisory Board~~.

Prepares and presents statistical and narrative reports and provides consultation, advice and assistance as requested to Town staff and officials on issues or matters relating to recreation and parks.

Assigns, trains and supervises seasonal employees and volunteers.

Prepares and administers an operating budget for the department.

Teaches various recreation classes as needed.

### **Required Knowledge, Skills and Abilities**

Thorough knowledge of the principles and practices of recreation programming, municipal recreation administration, and parks maintenance and ~~state youth services administration policies and procedure~~.

Knowledge of arts, crafts, aquatics, and other sports and social activities are usual in public recreation program.

Knowledge of and ability to coordinate the operation and the maintenance of indoor and outdoor facilities.

Knowledge of social trends and indicators and their impact on recreational policy.

Ability to develop short-term and long-range comprehensive plans for programs and activities, and to implement and evaluate such programs and activities.

Ability to prepare and present statistical and narrative reports in oral and written form.

Ability to prepare and administer an annual operating budget.

Ability to assign, train, and supervise department supervisors, permanent part time, seasonal and volunteer staff.

Ability to deal effectively with Town staff and officials, the public and the media.

### **Required Equipment Operation**

Operates standard office and recreation equipment, personal computer; drives a motor vehicle.

### **Required Physical Effort**

Must be able to sit at a desk, stand or move within the building and facilities, and work continuously for extended periods of time, physically inspect and supervise operation, construction and maintenance of specialized recreation facilities.

### **Required Qualifications (Minimum)**

Graduation from an accredited college or university with a Bachelor's degree in Recreation or Youth Services and three (3) years of increasingly responsible work in recreation or an equivalent combination of education, training and experience.

### **Special Requirements**

Obtain First Aid/CPR certification within six (6) months of employment.

Must possess a valid motor vehicle driver's license.

Adopted by the Board of Selectmen Town Council June 13th, 2009 January \_\_\_\_\_, 2018.

## Town of Cromwell

**Title**      **Senior Center and Human/~~Services~~ Services Director**

### **Objectives**

Under the general direction of the Town Manager, plans, organizes and directs a community social services program, including emergency assistance, information, and referral services. Plans and administers elderly and youth services and programs for the Town. Supervises all operations of the Cromwell Senior Center and Transportation Division, including staff and volunteers. Supervises the Youth Services Administrator and the corresponding divisional staff; responsible for all youth services operations.

**Comment [r1]:** This job description still has the reference to supervising the Youth Services Administrator but I made some additional changes as well.

### **Essential Functions**

Identifies Town needs for social services, senior center, youth services and transportation programming and plans for anticipated future needs in these areas as well. Plans work according to assessment needs of the Town.

**Comment [r2]:** See comment above

Supervises, schedules, assigns, and oversees the Senior Center Assistant, Youth Services Administrator, Full Time Driver/Dispatcher, Part Time Drivers, Part Time Department Clerk, and all other employees, instructors, or volunteers associated with either the Human Services Department, Youth Services, Senior Center & Transportation Division; responsible for all human services, youth services, elderly services, and transportation operations.

Provides necessary discipline to employees supervised via verbal or written warnings and makes recommendations for suspension or termination of employees to the Town Manager.

Has authority to enforce Town policies, procedures, and provisions of collective bargaining agreements that apply to employees supervised as well as the authority to adjust and resolve employee grievances.

Participates in the development of collective bargaining strategies, participates in collective bargaining strategy sessions and negotiations, and cost out any collective bargaining proposals that impact the department.

Prepares, administers, and monitors budgetary expenditures for the annual operating budgets for the Human Services, Senior Services, Youth Services and Transportation Services departments.

Acts as intake site for various entitlement programs for town residents that include the statewide energy assistance program, operation fuel, and the renters rebate program.

Prepare any grant applications to secure funding from state, federal and private sources as necessary. Responsible for maintaining any and all requirements necessary related to the State Department of Transportation 5310 and Apportionment Grants.

Provides all services to the elderly as defined in the Municipal Agent law.

Acts as the ADA Coordinator and Fair Housing Official for the Town of Cromwell.

Conducts interviews and determines eligibility for fuel assistance and emergency assistance with food, shelter, etc. through local assistance programs and donated funds. Offers referrals to clients of any possible state or federal resources and services that might be available to them during crisis or emergency situations.

Accepts referrals from, and provides consultation and informational services to public and private organizations, as well as Town departments and agencies.

Makes appropriate referrals to state agencies on reports of possible abuse, neglect, and/or abandonment involving children, adults or senior/disabled residents of the Town; Coordinates eviction activities for the Town including working with the State Marshal, offering referrals for early eviction prevention, and scheduling auctions, if applicable.

Represents Town on advisory boards and commissions, if needed, including the Youth Advisory Board; maintains contact with various state, regional and social service agencies.

Interacts with community and civic organizations as the outreach worker for the Town.

Attends any necessary town or state meetings, conferences, or workshops as needed.

Performs other work as required.

#### **Required Knowledge, Skills and Abilities**

Knowledge of the philosophy, principles, and practices of public human services administration, and municipal elderly services and state youth services administration policies and procedures.

Knowledge of federal, state, and local laws and regulations relating to eligibility requirements for public assistance and aging programs; ability to interpret and apply related laws and regulations.

Knowledge of available Town, state, federal, and private resources available to all program applicants.

Ability to prepare and administer operating budgets for municipal departments.



Ability to effectively organize and supervise subordinate staff and volunteers, and maintain good working relationships with commissions, officials or other agencies, and the general public.

Ability to maintain confidential data.

**Required Equipment Operation**

Operates a computer and network system, financial and database programs, printer, copier and other standard office equipment.

**Required Physical Effort**

Sitting at a desk and working continuously for extended periods of time; walking; some lifting, bending and filing.

**Required Qualifications (Minimum)**

Associates Degree from an accredited college or university in social work or related field and ten years of responsible social service experience or equivalent combination of education, training, and experience.

**Special Requirements**

Approved by the Board of Selectman April 11th, 2007 Town Council January \_\_\_\_\_, 2019.

**Town of Cromwell**

**Title**            **Youth Services Administrator**

**Objectives**

Under the direction of the Director of Human Services, provides short-term counseling to youth and their families, working with community, social, civic and religious groups to assist young people and to improve conditions leading to delinquency.

**Comment [r1]:** This job description appears to have not been updated to reflect the change in supervision in 2009 to the Director of Recreation

**Essential Functions**

Provides direct services to youth and their families.

Establishes priorities and adjusts schedule to meet emergencies.

Interviews referrals from schools, police departments, courts and outside agencies; assesses needs of person. Determines program required.

Provides brief counseling to youths and families as needed.

Coordinates Town youth services with state, federal and local programs.

Facilitates activities of various adventure-based activities, and coordinates and leads programs; involves young people in planning and assuming responsibility; participates in planning for referred youthful offenders.

Conducts education (i.e., motivation, decision-making, leadership, coping with divorce) groups with youth.

Provides crisis intervention services to youths upon referrals from police, hospitals, schools, families and others.

Represents Town on advisory boards and commissions; serves as a liaison between the department and outside youth service agencies and organizations.

Develops and facilitates parent education programs.

**Required Knowledge, Skills and Abilities**

Knowledge of the principles and practices utilized in the community, family and youth services work.

Knowledge of government and private resources available to youth and families

Knowledge of therapeutic techniques as applied to groups, families and individuals.

Knowledge of the state criminal justice system as it pertains to youthful offenders.

Ability to assess/diagnose manifest and latent difficulties presenting problems for youth and families.

Ability to interview and establish rapport with youths and their families.

Ability to maintain confidential records.

Ability to read, interpret and apply program rules and regulations to clients.

Ability to develop, implement, lead and participate in youth service programs.

Ability to deal effectively with Town staff and officials, clients and the public.

**Required Equipment Operation**

Operates a motor vehicle, personal computer and standard office equipment.

**Required Physical Effort**

Climbing stairs in order to accomplish home visits; sitting at a desk and working continuously for extended periods of time; getting in and out of an automobile.

**Required Qualifications (Minimum)**

Graduation from an accredited college or university with a degree in Social Work, Human Services or Psychology and one (1) year of experience in youth services work, or an equivalent combination of education, training and experience.

**Special Requirements**

Must possess a valid motor vehicle driver's license.

Adopted by the Board of Selectmen June 2002.

**TOWN OF CROMWELL  
TOWN COUNCIL  
REGULAR MEETING  
WEDNESDAY DECEMBER 13, 2017  
7:00 PM TOWN HALL ROOM 224/5**

RECEIVED FOR FILING  
12-22 2017 at 2:44M. P  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

*Jean Allquist*  
TOWN CLERK

**MINUTES**

Present: Mayor E. Faienza, Deputy Mayor R. Newton, Councilors F. Emanuele, S. Slade, J. Demetriades, M. Johnson

Absent: A. Waters

Also Present: Town Manager A. Salvatore, Chief of Police D. LaMontagne, Finance Director M. Sylvester, Tax Collector D. Sienna, Director of Planning and Development S. Popper, Town Engineer J. Harriman also attended as Acting Public Works Director, Public and Press

**A. CALL TO ORDER**

Mayor Faienza called the Regular Meeting to order at 7:00 p.m.

**B. PLEDGE OF ALLEGIANCE**

J. Demetriades led the Pledge of Allegiance.

**C. APPROVAL OF AGENDA**

Mayor Faienza added the following to the agenda:

M. New Business #5. Accept Bucks Crossing and Fawn Run as Town Roads subject to the Town Manager executing MOA with developed over road repairs.

Motion made by R. Newton seconded by F. Emanuele and *unanimously carried* to amend the agenda as requested.

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

**D. COMMISSION CHAIRMAN REPORTS/LIASON REPORT**

Board of Education liaison P. Sousa presented an update on Board of Education activities.

**E. CITIZEN COMMENTS**

1. B. Jahn, Woodside Rd - Advised that under Appointments some of the term ending dates are incorrect.

**F. MAYOR'S REPORT**

Mayor Faienza reported:

- Presented a Pension Committee meeting update.
- Cromwell retained their AAA Bond Rating.
- They are monitoring the State very closely as with this new deficit number of \$200 Million. Governor is once again proposing to cut municipal aid.

- The Manager's 2017 goals and objectives will be discussed in January.
- This month's business visits were made to Mosaic and Molly Maids.
- The first Town Forum will be scheduled the end of January or the beginning of February.
- The Christmas Tree Lighting & Holiday Stroll was very successful. Kudos to Heather Polke for her work with the Holiday Stroll.
- The procedure for appointing a Town Historian will be investigated.
- The Cromwell Division of the Chamber will be tomorrow in the Arch Room.
- Attended the Police Chief's Winter Meeting hosted by Chief LaMontagne. He gave welcoming remarks.
- Stuff a cruiser was a huge success, thanked Chief Lamontagne, Captain LaMontagne and all those other officers and department staff that helped out.
- Mentioned the Public Service commercial featuring Chief LaMontagne and Officer Tolton.
- We received a Certificate of Appreciation from the High School to the town employees for participating in the Cromwell High School Work Experience.
- Wished everyone a Happy Holiday Season.

#### **G. TOWN MANAGER'S REPORT**

Town Manager Salvatore reported:

- Updated the Council regarding the lawsuits, Haughton, Gorski and Gilead.
- Officer Alicia is on light duty; and Federal Mediation continues.
- Cromwell Landing; permits are at a higher cost than anticipated. A presentation will be held at the January meeting.
- Frisbee Park had a gate and fence installed. DOT wants the guard rails down.
- Staff in Recreation and Social Services did an outstanding job with the Holiday Programs.
- A concert was held in the Belden Library; it was a well attended event.
- The Christmas Tree lighting and Holiday Stroll was very successful and well attended.
- The Public Works Director is on sick-leave. Jon Harriman has been appointed Acting Public Works Director.
- Presented Budget information and his expectations at the last Staff Meeting.

#### **H. CHIEF OF POLICE'S REPORT**

Chief LaMontagne reported:

- Monthly Incident Reports were distributed for October and November
- Officer Wobrock is in the last phase of FTO.
- Narcam training was held early in November. Chief has obtained a prescription to outfit 4 cruisers.

- Fill-a-Cruiser was held on December 2<sup>nd</sup> at Stop and Shop. It was one of the best collections both for food and cash donations. Chief gave Kudos to Lori Ouellette and Officer Steve Dorais.
- Sgt. Kogut, Detective Pietraroia, Officer Carlson (with K-9 Bane), Officers Perricone and Augenstein participated in the Reach Foundation Shop with a Cop Program on December 7<sup>th</sup>.
- On November 29<sup>th</sup> the Department went out with the DEMAS Tobacco Prevention Team. One Cromwell business was sighted for selling tobacco to a minor.
- Detective Jones was recently assigned to the Detective Division. She is doing an exceptional job; solving 3 out of 4 larcenies at Lowes.

#### **I. PUBLIC WORKS DIRECTOR'S REPORT**

Acting Public Works Director J. Harriman presented the following:

- The Town Crew did 2 or 3 passes to collect leaves. They also sanded and plowed because of the snow storm.
- The Raymond Place project has been completed.
- Willowbrook Road is in Winter Shutdown.
- Presented update on Coles Road and North Road Culverts.
- Rocky Hill is going before their P&Z for County Line Drive.

#### **J. FINANCIAL**

##### **1. Tax Refunds**

Motion made by S. Spade seconded by F. Emanuele and *unanimously carried* to approve tax refunds 1 - 24.

#### **K. FINANCE DIRECTOR'S REPORT**

Finance Director Sylvester reported:

##### **1. Update on Budget Reports**

- Spoke regarding the Town's AAA rating.
- Pricing for refunding will take place on Tuesday the 19<sup>th</sup>.
- The Audit reports will be delivered next week. They will be distributed and placed on line.

#### **L. STAFF REPORTS**

S. Popper, Director of Planning submitted a written report.

#### **M. NEW BUSINESS**

##### **1. Grievance -UPSEU -Town Hall Union**

- a. Sarah Voog
- b. Action if necessary

Union Attorney, Christine Sweet, presented the Union's side of the Grievance.

Tax Collector, Doug Sienna presented the Town's side of the Grievance.

The Councilors were given the opportunity to ask questions of each side.

Attorney Sweet stated that she feels that this and the other problems happened due to a lack of communication between the employee and the Department Head. She also stated that the employee feels that she had not received adequate training to perform her job duties that are listed in her job description.

Tax Collector Sienna stated that this was progressive discipline and other discipline is in the employees' personnel file. He feels that the employee refuses to perform her job as he asks and doesn't recognize his authority. He has an open door policy and is available for his employees to come and ask for assistance. This employee seldom uses this resource.

A very lengthy discussion followed among the Council regarding a possible lack of communication and training within the Tax Department. Mr. Sienna asked if he would be willing to have meetings with his employee with a third party present to open the line of communication. He replied in the affirmative.

Ms. Voog was given the opportunity to speak. She stated that she had a very difficult time in the beginning but now recognizes the Tax Collectors authority and is willing to perform her duties based on the Tax Collector's procedures. She stated that she would like to start fresh as of tonight and be cross-trained in the Tax Department so she is able to be a productive member of the department when her co-workers are absent.

Motion made by R. Newton seconded by S. Slade and *unanimously carried* to approve the grievance.

Mayor Faienza called for a short recess at 8:51 p.m.

Mayor Faienza called the meeting back to order at 9 p.m.

2. Grievance - NIPSEU - Police Union
  - a. Sgt. Pamela Young
  - b. Action if necessary

Union Attorney Josephine Miller presented the Unions side of the grievance.

Chief Denise LaMontagne presented the Town's side of the grievance.

The Councilors were given the opportunity to ask questions of each side.

Attorney Miller maintained that Sgt. Young didn't disregard a direct order given by Captain VanderSloot by sending an email to the other Sergeants but was only to provide information to them.

Chief LaMontagne and Captain VanderSloot spoke regarding the importance of following a direct order especially in a militaristic environment. Sgt. Young was ordered by Captain VanderSloot "not to do anything" and sending out an e-mail to other Sergeants went against his order.

After a very lengthy discussion the Council determined that the grievance should be denied because Sgt. Young did not follow a direct order.

**Motion** made by S. Slade seconded by R. Newton and *unanimously carried* to deny the grievance.

3. Discussion and action to approve attached resolution to authorize the Town Manager to sign the FFY 2017 State Homeland Security Grant Program Region 3 Memorandum of Agreement.

**Motion** made by R. Newton seconded by F. Emanuele and *unanimously carried* to approve attached resolution to authorize the Town Manager to sign the FFY 2017 State Homeland Security Grant Program Region 3 Memorandum of Agreement.

4. Discussion and action to approve Exchange of Properties at 100 and 120 County Line Drive and 161 Coles Road.  
Director of Planning and Development/EDC Co-coordinator S. Popper presented the request.  
S. Slade stated that this land swap will allow Scannell to wrap up and get this process started and done and allow us to have enough land to accomplish what we need to do.  
M. Johnson believes that a few years ago the Town had a vote on purchasing land for a new Public Works facility. The public was against purchasing land. He is against this and it is news to him and he believes it will be news to the public.  
Mayor Faienza stated that this has been discussed over the past 18 months. We are just going through the process of obtaining the land. We will still have to go through the process for any plans for the property.  
M. Johnson said in the interest of transparency for the Cromwell taxpayers they should be aware that you are making plans for spending of millions of dollars.  
E. Faienza completely disagreed and for the record stated that this has been in the 5 year Capital Expenditure Program and discussed for the past 18 months. All they are doing tonight is swapping land that would benefit Scannell and the Town. It is a land swap with no monies changing hands.



Before anything is done to spend money to build a facility it would have to go through the Town Council and Board of Finance and then a Town Meeting.

M. Johnson stated that in his opinion he hasn't heard anyone beating the drum for a new public works facility.

J. Demetriades stated that it is now on the record that there will be a complete process to build a facility. This land exchange will bring more tax dollars to the Town and it will benefit the tax payers.

Further discussion followed.

**Motion** made by R. Newton seconded by S. Slade and *carried* to approve Exchange of Properties at 100 and 120 County Line Drive and 161 Coles Road and authorize the Mayor to call a Public Hearing.

Aye: S. Slade, E. Faienza, R. Newton, F. Emanuele, J. Demetriades

Nay: M. Johnson

Motion carried

5. Accept Bucks Crossing and Fawn Run in Northwood Estates as Town Roads.

S. Popper presented the item.

**Motion** made by R. Newton seconded by F. Emanuele and *unanimously carried* to accept Bucks Crossing and Fawn Run as Town Roads subject to the Town Manager executing MOA with developed over road repairs.

#### **N. APPROVAL OF MINUTES**

1. Regular Meeting October 11, 2017

**Motion** made by R. Newton seconded by F. Emanuele and *carried* to approve the minutes of October 11, 2017.

Aye: S. Slade, E. Faienza, R. Newton, F. Emanuele

Abstained: M. Johnson and J. Demetriades (They were not on the Council)

Motion carried

2. Special Meeting November 13, 2017

**Motion** made by F. Emanuele seconded by J. Demetriades and *unanimously carried* to approve the minutes of November 13, 2017.

#### **P. RESIGNATIONS**

1. Park and Recreation

a. Mark Carroll

**Motion** made by R. Newton seconded by F. Emanuele and *unanimously carried* to accept Mr. Carroll's resignation with regret.

#### **O. APPOINTMENTS**

1. Zoning Board of Appeals

a. John Whitney, to fill a 2 year vacancy, Term expires 11/19.

b. Brian Fisk, reappointment, alternate, term expires 11/19.

c. Steven Wygonowski, reappointment, alternate, term expires 11/19.

**Motion** made by S. Slade seconded by R. Newton and *unanimously carried* to approve appointments a, b, and c.

2. Sub-Registrars
  - a. Jay Doolittle, Cromwell Funeral Home, Term expires 11/19.
  - b. Louis Sarno, D'Angelo's Funeral Home, Term expires 11/19.
3. Board of Finance
  - a. Allan Spotts, Alternate, Expires 12/19.
  - b. Daniel Kelly, reappointment, Term expires December 2019
4. Municipal Agent for the Elderly
  - a. Amy Saada, reappointment, Expires 12/19.
5. Comcast Advisory Council
  - a. Paul Duren, reappointment, Term expires December 2019
  - b. Marco Iacoveillo, reappointment, Term expires December 2019
  - c. Jay Polke, reappointment, Term expires December 2019
6. Civil Preparedness Director
  - a. Chief Denise LaMontagne, Director, reappointment, Term expires 12/19
  - b. Captain Kevin VanderSloot, Deputy, , reappointment, Term expires 12/19
7. EMS (North Central EMS)
  - a. Charles Epstein, reappointment, term expires 10/19
8. Planning and Zoning Commission
  - a. John Keithan, reappointment, alternate, term expires 12/19
  - b. David Fitzgerald, reappointment, alternate, term expires 12/19
9. Park and Recreation Commission
  - a. Michael Holcomb, Term expires 12/19
  - b. Ruth Checko, Term expires 12/21
  - c. Dan Brission, Term expires 12/21
  - d. John Schmaltz, Term expires 12/21
10. CWPCA
  - a. Allan Spotts, to fill a vacancy, term expires 1/18

**Motion** made by R. Newton seconded by J. Demetriades and *unanimously carried* to approve appoints 2-10

#### **Q. TOWN COUNCIL COMMISSION LIAISON REPORTS**

M. Johnson -P&Z

S. Slade -Fire District and ZBA

R. Newton -I/W and CWPCA

F. Emanuele -Board of Education

#### **R. ADJOURNMENT**

**Motion** made by S. Slade seconded by J. Demetriades and *unanimously carried* to adjourn the Regular Meeting at 11:05 p.m.

Respectfully submitted,

Re Matus

Re Matus  
Secretary

Run Time: 16:43

## Incident Statistics Report

10/01/2017 00:00 Thru 10/31/2017 23:59

Call Type Description	Total for Period
911 Hang Up Call	15
Administrative Matter	14
Alarm - All types	37
ALARM-FALSE BILLABLE	46
All Other Offenses	2
Animal Complaint	29
Assault, Simple	1
Assist Motorist	26
Assist Other Agency	29
Burglary	1
Car Seat Installation	1
Civil Matter	1
Credit Card/ATM Fraud	1
Criminal Mischief / Vandalism	3
Dis Conduct/BOP	3
Domestic Incident	3
DUI	3
Escort	1
Fight/Disturbance	1
Fingerprinting	21
FV Protocol / P.A.	5
Harrassing Phone Calls	1
Identity Theft	6
Impaired / Intox Person	2
Juvenile Incident	4
K-9 Assist	2
Larceny - From Building	3
Larceny - From MV	4
Larceny -Shoplifting	7
Larceny- Other	2
Medical Emergency	54
Missing Person	1
MV Accident	50
MV Parking Violation	7
MV Theft	1
MV Violation	138
MVA NR PRIV PROP	8
Noise Complaint	5
Nursing Home Fax Report	3

## Incident Statistics Report

10/01/2017 00:00 Thru 10/31/2017 23:59

Call Type Description	Total for Period
Patient Dispute	1
Property Check	60
Property Lost/Found	10
Property Seized	1
Record Only Call	7
Road Cond/TCS Out	45
See Complainant	31
Sex Assault Rape	1
Suspicious Activity	44
TEST CALL	2
Threaten/Harass/Intimidation	1
Traffic Assignment	20
Trespassing	1
Unfounded Complaint	12
Untimely Death	1
Unwanted Person	4
Well Being Check	17
<b>Total:</b>	<b>799</b>

## Incident Statistics Report

11/01/2017 00:00 Thru 11/30/2017 23:59

Call Type Description	Total for Period
911 Hang Up Call	14
Administrative Matter	5
Alarm - All types	26
ALARM-FALSE BILLABLE	43
All Other Offenses	3
Animal Complaint	23
Assist Motorist	24
Assist Other Agency	28
Burglary	2
Car Seat Installation	1
Civil Matter	3
Criminal Mischief / Vandalism	1
Dis Conduct/BOP	2
Domestic Incident	7
Drug/Narcotic Violation	1
DUI	7
Escort	2
False Pretenses/Swindling	1
Family Offenses, Nonviolent	1
Fight/Disturbance	2
Fingerprinting	41
FV Protocol / P.A.	6
Harrassing Phone Calls	1
Identity Theft	2
Impaired / Intox Person	1
Juvenile Incident	2
K-9 Assist	2
Larceny - From Building	2
Larceny - From MV	1
Larceny -Shoplifting	3
Larceny- Other	3
Medical Emergency	56
MV Accident	35
MV - Recovered	1
MV Parking Violation	17
MV Theft	2
MV Violation	126
MVA NR PRIV PROP	11
Noise Complaint	3

## Incident Statistics Report

11/01/2017 00:00 Thru 11/30/2017 23:59

Call Type Description	Total for Period
Nursing Home Fax Report	7
Property Check	124
Property Lost/Found	7
Property Seized	2
Record Only Call	10
Road Cond/TCS Out	15
ROBBERY	1
Runaway	1
See Complainant	37
Suspicious Activity	42
TEST CALL	3
Threaten/Harass/Intimidation	4
Tobacco Sales	13
Traffic Assignment	17
Trespassing	2
Unfounded Complaint	3
Untimely Death	1
Unwanted Person	8
Well Being Check	8
<b>Total:</b>	<b>816</b>

**AUTHORIZING RESOLUTION OF THE**

**Cromwell Town Council**

**CERTIFICATION:**

I, Re Matus, the Secretary of The Cromwell Town Council, do hereby certify that the following is a true and correct copy of a resolution adopted by Cromwell Town Council at its duly called and held meeting on December 13, 2017, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Town of Cromwell may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Anthony J. Salvatore, as Town Manager of the Town of Cromwell, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Cromwell and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Anthony J. Salvatore now holds the office of Town Manager and that he has held that office since August 17, 2015.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 14th day of December 2017.

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Re Matus  
Secretary, Cromwell Town Council

PLACE  
SEAL HERE  
(or "L.S." if  
no seal)



TOWN OF CROMWELL  
TOWN COUNCIL  
SPECIAL MEETING  
THURSDAY, DECEMBER 28, 2017  
6:15 PM TOWN HALL ROOM 224/5

RECEIVED FOR FILING  
1-2 2018 at 2:45 M.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

Jean Ahlgren  
TOWN CLERK

MINUTES

Present: Mayor E. Faienza, Deputy Mayor R. Newton, Councilors, S. Slade, J. Demetriades, A. Waters, M. Johnson

Absent: F. Emanuele

Also Present: Town Manager A. Salvatore, Director of Planning and Development S. Popper, Town Engineer J. Harriman

A. CALL TO ORDER

Mayor Faienza called the meeting to order at 6:27 p.m.

B. APPROVAL OF AGENDA

Motion made by A. Waters seconded by S. Slade and *unanimously carried* to approve the agenda.

C. NEW BUSINESS

1. Discussion and action regarding the transfer of a portion of town owned property located at 100 and 120 County Line Drive to Scannell Properties, LLC in exchange for a portion of its property located at 161 Coles Road. Town Engineer J. Harriman asked for a correction in the Resolution to show the correct addresses in paragraph 1 and 2. Resolution is attached to minutes.

Mayor Faienza advised that the present owner is now paying approximately \$2,000 per year on the property as it is being taxed as farm land. When the developer takes possession of the land the taxes will be approximately \$60,000 per year. This alone is a plus to the tax-payers.

Discussion followed. M. Johnson stated that he originally voted against the land swap because he didn't understand. Now that additional information has been received he is now in favor of the exchange.

Motion made by A. Waters seconded by J. Demetriades and *unanimously carried* to approve the Resolution with the corrected addresses.

2. Discussion and action to amend Chapter 125, Excavations, §125-4 Fees. Town Engineer/Acting Public Works Director J. Harriman presented the item. J. Harriman reported that Public Works Director Spina presented this at the October 2017 meeting because Cromwell has been charging \$10.00 for the permits for a very long time. He polled ten other communities and found that the average fee is \$35.00. Mr. Spina did not recommend an

amount that Cromwell should be charging and left it up to the Council. Mr. Harriman advised that the utilities are the ones that usually pull the permits so it would have little impact on the residents.

S. Slade asked what it costs the town to issue the permits and stated that we shouldn't raise the cost of our fees simply because we can.

J. Harriman advised that Town Staff has to make several inspections to the site that is being excavated and just the time and salaries would warrant a increase in the fees.

J. Demetriades stated that since the information for this topic was not distributed until tonight he is not prepared to vote and felt the item should be tabled until S. Slade's questions could be researched.

M. Johnson stated that the \$10.00 fee is low and should be raised.

R. Newton agreed and felt that Cromwell should be charging the average fee of \$35.00.

**Motion** made by R. Newton seconded by M. Johnson and *carried* to establish Excavation Fee for the Town of Cromwell at \$35.00 with additional increments of \$35.00 based on square footage.

Aye: M. Johnson, A. Waters, E. Faienza, R. Newton

Nay: S. Slade, J. Demetriades

3. Discussion and action to Amend Code of the Town of Cromwell by adding Illicit Discharge and Connection Stormwater Ordinance.

Town Engineer/Acting Public Works Director Harriman presented this item. He advised the Council that this is State Mandated and every town operating under the MS4 General Permit shall create the legal authority to eliminate illicit discharges by July 1, 2018.

A short discussion followed. J. Harriman advised that the wording for the suggested Ordinance was adopted by the Town of Oxford and amended to fit Cromwell's needs. The State found Oxford's wording acceptable.

**Motion** made by A. Waters seconded by R. Newton and *unanimously carried* to Amend Code of the Town of Cromwell by adding Illicit Discharge and Connection Stormwater Ordinance.

**D. ADJORNMENT**

**Motion** made by S. Slade seconded by J. Demetriades and *unanimously carried* to adjourn the Special Meeting at 7:10 p.m.

Respectfully submitted,



Re Matus  
Secretary

RESOLUTION AUTHORIZING TRANSFER OF PROPERTY AND EXECUTION OF  
LAND EXCHANGE AGREEMENT

WHEREAS, the Town owns certain property located at 100 County Line Drive and 161 Coles Road (the "Property"); and

WHEREAS, Scannell Properties, LLC ("Scannell") owns certain property located at 120 County Line Drive within the Town of Cromwell;

WHEREAS, Scannell intends to develop its property in a manner that will support the commercial and economic development of the Town;

WHEREAS, to facilitate the proper development of its property, Scannell seeks to exchange a portion of its property with portions of the abutting Property that is currently owned by the Town (the portions subject to exchange referred to hereafter as the "Parcels");

WHEREAS, the Town has received a written offer from Scannell to exchange the Parcels;


WHEREAS, the Town has held a public hearing to determine if the Parcels should be exchanged; and

WHEREAS, it is determined that it is in the Town's best interest to enter into an agreement, approved by the Town Attorney, and to exchange the Parcels.

NOW, THEREFORE, BE IT RESOLVED:

After due consideration and public comment, the Town of Cromwell hereby grants its permission for the Town to enter into an agreement to exchange the Parcels and authorizes the Town Manager, Anthony J. Salvatore, to execute that agreement and all other documents necessary to facilitate the property exchange under the terms and conditions contemplated thereby.

Respectfully submitted,

  
\_\_\_\_\_  
Secretary of the Town Council