

**TOWN OF CROMWELL  
TOWN COUNCIL MEETING  
SPECIAL MEETING  
NOVEMBER 7, 2018  
7:00 P.M. TOWN HALL COUNCIL CHAMBERS**

RECEIVED FOR RECORD  
Nov 05, 2018 09:57A  
JOAN AHLQUIST  
TOWN CLERK  
CROMWELL, CT



**AGENDA**

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. APPROVAL OF AGENDA**
- D. COMMISSION CHAIRMAN REPORTS/LIASON REPORT/STAFF REPORTS**
- E. CITIZEN COMMENTS**
- F. MAYOR'S UPDATE**
- G. TOWN MANAGER'S UPDATE**
- H. CHIEF OF POLICE'S UPDATE**
- I. PUBLIC WORKS DIRECTOR'S UPDATE**
- J. FINANCE DIRECTOR'S UPDATE**
  - 1. Budget Reports
- K. FINANCIAL**
  - 1. Tax Refunds
- L. NEW BUSINESS**
  - 1. Set dates for 2019 Council Meetings.
  - 2. Discussion and action to authorize the Town to apply for and receive the DUI Law Enforcement grant.
    - a. Appropriate \$19,600 within the Capital/Non-Recurring Fund (The Town will receive 100% reimbursement).
  - 3. Discussion and action to approve an increase in Senior Yoga Instructor's hourly pay.
  - 4. Discussion and possible action on whether to grant Tax Abatement for 76 Berlin Road.
  - 5. Discussion and possible action on Cromwell Creek drainage issues.
  - 6. Discussion and possible action on LGBTQ Advisory Committee.

7. Discussion and possible action to approve a resolution with respect to the funding from available unencumbered General Fund balance a portion, as shall be determined by the Board of Finance, of the \$3,660,000 appropriation for the Cromwell Belden Public Library expansion and renovations project, as approved by the Board of Finance at meeting held July 27, 2017 and the Special Town Meeting held January 10, 2018, not funded from grants, donations or other sources, in lieu of issuing bonds and notes of the Town for such purpose; and, if approved, referring such recommendation to the Board of Finance for its consideration.

- a. Authorize Mayor to set date and time for a special town meeting to consider and act upon a resolution with respect to the funding of the Library Renovation/Expansion project.

8. Discussion and possible action regarding amending Chapter 97, Blight or Unsafe Premises Ordinance.

**M. Executive Session**

1. Personnel Matter
  - a. Town Manager's Annual Performance Review
  - b. Action if necessary

**N. APPROVAL OF MINUTES**

1. Special Meeting, October 10, 2018
2. Regular Meeting, October 10, 2018
3. Special Meeting, October 18, 2018

**O. APPOINTMENTS**

1. Committee to Support People with Disabilities -tabled
  - a. Joe Morin -Tabled

**P. COUNCIL LIAISON REPORTS**

**Q. ADJOURN**

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



FOR 2019 04

JOURNAL DETAIL 2018 1 TO 2018 13

	ORIGINAL APPROP.	TRANSFRS/ ADJUSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 TOWN MANAGER'S OFFICE	365,585	0	365,585	109,969.52	894.44	254,721.04	30.3%
002 TOWN CLERK'S OFFICE	211,541	0	211,541	60,276.38	22,905.89	128,358.73	39.3%
003 REGISTRAR OF VOTERS	71,423	0	71,423	28,527.14	7,273.96	35,621.90	50.1%
004 PLANNING COMMISSION	3,525	0	3,525	705.90	326.34	2,492.76	29.3%
005 ECONOMIC DEVELOPMENT	24,761	0	24,761	1,276.68	.00	23,484.32	5.2%
006 BOARD OF FINANCE	1,350	0	1,350	.00	.00	1,350.00	.0%
008 CHARTER REVISION COMM	2	0	2	.00	.00	2.00	.0%
009 BOARD OF ASSESSMENT APPEALS	1,700	0	1,700	375.90	.00	1,324.10	22.1%
010 ZONING BOARD OF APPEALS	1,235	0	1,235	354.63	126.34	754.03	38.9%
011 INLAND WETLANDS	2,300	0	2,300	1,252.24	95.00	952.76	58.6%
012 COMM. FOR DISABLED PEOPLE	100	0	100	.00	.00	100.00	.0%
013 DONATIONS AND DUES	48,860	0	48,860	37,801.00	10,500.00	559.00	98.9%
014 TOWN COUNCIL	38,155	0	38,155	15,470.20	20,755.00	1,929.80	94.9%
015 LEGAL EXPENSE	212,764	0	212,764	46,508.04	151,373.50	14,882.46	93.0%
016 CENTRAL SERVICES	140,300	0	140,300	56,566.66	63,048.47	20,684.87	85.3%
017 INSURANCE EXPENSE	606,340	0	606,340	277,521.61	249,289.32	79,529.07	86.9%
018 GENERAL EXPENSE	593,002	0	593,002	577,672.57	9,750.00	5,579.43	99.1%
019 DEVELOPER/PLANNER	127,220	0	127,220	45,504.05	242.00	81,473.95	36.0%
020 FINANCE DEPARTMENT	399,405	0	399,405	130,259.82	4,889.55	264,255.63	33.8%
021 TAX COLLECTOR	144,691	0	144,691	43,440.55	246.60	101,003.85	30.2%
022 ASSESSOR'S OFFICE	232,032	0	232,032	83,303.76	3,881.00	144,847.24	37.6%
030 PUBLIC WORKS ADMIN.	272,252	0	272,252	82,696.70	14,850.67	174,704.63	35.8%
031 ENGINEERING	232,660	0	232,660	67,315.75	12,489.00	152,855.25	34.3%
032 SOLID WASTE REMOVAL	639,977	0	639,977	143,814.04	316,219.76	179,943.20	71.9%
033 BUILDING INSPECTION	193,938	0	193,938	59,820.68	2,117.73	131,999.59	31.9%
034 HIGHWAY DEPT.	1,380,563	0	1,380,563	260,018.38	268,997.18	851,547.44	38.3%
035 BUILDING MAINTENANCE	611,146	0	611,146	173,001.16	71,390.58	366,754.26	40.0%
036 PARKS & GROUNDS	415,380	0	415,380	111,356.77	43,212.12	260,811.11	37.2%
037 PUBLIC WORKS-OTHER	400,525	0	400,525	64,039.58	211,564.62	124,920.80	68.8%
038 VEHICLE MAINTENANCE	336,264	0	336,264	92,786.08	69,907.11	173,570.81	48.4%
040 POLICE DEPARTMENT	3,399,842	0	3,399,842	1,032,730.36	62,731.36	2,304,380.28	32.2%
041 EMERGENCY MANAGEMENT	19,950	0	19,950	3,500.00	1,000.00	15,450.00	22.6%
042 ANIMAL CONTROL	87,237	0	87,237	26,815.12	.00	60,421.88	30.7%
050 HEALTH DEPARTMENT	188,362	0	188,362	76,335.70	24,645.82	87,380.48	53.6%
051 HUMAN SERVICES	124,930	0	124,930	38,491.29	692.32	85,746.39	31.4%
053 SENIOR SERVICES	98,736	0	98,736	24,991.14	9,434.55	64,310.31	34.9%
054 YOUTH SERVICES	100,902	0	100,902	25,566.43	2,227.21	73,108.36	27.5%
055 TRANSPORTATION SERVICES	124,829	0	124,829	45,830.65	3,783.73	75,214.62	39.7%
060 RECREATION DEPARTMENT	237,062	0	237,062	64,866.77	13,261.76	158,933.47	33.0%
061 LIBRARY	574,539	0	574,539	196,883.76	19,462.33	358,192.91	37.7%
070 BONDED DEBT	3,687,300	0	3,687,300	170,025.00	.00	3,517,275.00	4.6%
080 EMPLOYEE BENEFITS	3,563,379	0	3,563,379	1,157,418.86	1,234,931.01	1,171,029.13	67.1%
090 BOARD OF EDUCATION	29,724,214	0	29,724,214	5,703,906.24	.00	24,020,307.76	19.2%
119 DEVELOPMENT COMPLIANCE	95,333	0	95,333	28,622.18	.00	66,710.82	30.0%

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



FOR 2019 04		JOURNAL DETAIL 2018 1 TO 2018 13						
120	CONSERVATION COMMISSION	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
120	CONSERVATION COMMISSION	1,210	0	1,210	140.00	.00	1,070.00	11.6%
GRAND TOTAL		49,736,821	0	49,736,821	11,167,759.29	2,928,516.27	35,640,545.44	28.3%
** END OF REPORT - Generated by marianne sylvester **								

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

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



FOR 2019 04 JOURNAL DETAIL 2018 1 TO 2018 13

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
002 TOWN CLERK'S OFFICE	-334,600	0	-334,600	-85,258.71	-249,341.29	25.5%
021 TAX COLLECTOR	-43,450,321	0	-43,450,321	-23,909,949.17	-19,540,371.83	55.0%
022 ASSESSOR'S OFFICE	-500	0	-500	64.00	-436.00	12.8%
030 PUBLIC WORKS ADMIN.	-40,300	0	-40,300	-14,225.65	-26,074.35	35.3%
033 BUILDING INSPECTION	-150,100	0	-150,100	-249,014.60	98,914.60	165.9%
040 POLICE DEPARTMENT	-88,700	0	-88,700	-18,513.13	-70,186.87	20.9%
042 ANIMAL CONTROL	-750	0	-750	-300.00	-450.00	40.0%
050 HEALTH DEPARTMENT	-25,500	0	-25,500	-3,025.00	-22,475.00	11.9%
053 SENIOR SERVICES	-1,500	0	-1,500	-1,016.00	-484.00	67.7%
054 YOUTH SERVICES	-4,000	0	-4,000	-80.00	-3,920.00	2.0%
061 LIBRARY	-8,000	0	-8,000	-1,724.89	-6,275.11	21.6%
206 BOARDS & COMMISSIONS	-4,720	0	-4,720	-15,076.70	10,356.70	319.4%
207 STATE OF CONNECTICUT	-4,517,124	0	-4,517,124	-148,381.91	-4,368,742.09	3.3%
208 MISCELLANEOUS SOURCES	-481,706	0	-481,706	-273,071.76	-208,634.24	56.7%
999 FUND BALANCE	-629,000	0	-629,000	.00	-629,000.00	.0%

GRAND TOTAL -49,736,821 0 -49,736,821 -24,719,701.52 49.7%

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

Posted Refund Transaction (s)	TOWN OF CROWMELL	Int Date: 10/31/2018	Date: 10/31/2018	Page: 1	Prop Loc/Vehicle Info.	UniqID/Reason	Paid Date	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2016-03-0052916 DAIMLER TRUST 13650 HERITAGE FWKY FORT WORTH TX 76177					2017/4JGDF6E4HA816962 52926	2017/4JGDF6E4HA816962	7/25/2017	0.00	0.00	0.00	0.00	-1,680.62
2016-04-0080846 GURANOV VIADISLAV 10 MOUNTAIN LAUREL CT CROWMELL CT 06416-1732					2014/5TFUY5F14EX383513 80846	2014/5TFUY5F14EX383513	12/15/2017	339.17 349.08	0.00 0.00	0.00 0.00	339.17 349.08	-9.91
2016-04-0082407 GURANOV VIADISLAV 10 MOUNTAIN LAUREL CT CROWMELL CT 06416-1732					2006/5TDBA23C86S076787 82407	2006/5TDBA23C86S076787	7/6/2018	13.65 103.97	0.00 12.20	0.00 0.00	13.65 116.17	-90.32
2017-03-0050002 GURSVC LLC 2 WILLOWBROOK RD CROWMELL CT 06416-2505					2009/JTKDE16759298080 50002	2009/JTKDE16759298080	10/16/2018	123.12 143.17	0.00 5.85	0.00 5.00	123.12 154.02	-20.05
2017-03-0052543 CONNELL DENNIS F 22 PROSPECT HILL RD CROWMELL CT 06416-2028					2007/1N4AL21EX7N484263 52548	2007/1N4AL21EX7N484263	9/7/2018	56.73 66.32	0.00 0.00	0.00 0.00	56.73 66.32	-9.59
2017-03-0053804 EAST COAST CONFERENCE 52 MISSIONARY RD CROWMELL CT 06416-2170					2017/5J6RW2H99HLC58780 53810	2017/5J6RW2H99HLC58780	9/17/2018	0.00 774.46	0.00 23.46	0.00 5.00	0.00 802.92	-774.46
2017-03-0053931 ESTATE OF FREDERICK E SEMROW 57 EVERGREEN RD CROWMELL CT 06416-1638					2007/1GCHK24D37E191948 53937	2007/1GCHK24D37E191948	9/17/2018	330.21 440.26	0.00 0.00	0.00 0.00	330.21 440.26	-110.05
2017-03-0056290 JP MORGAN CHASE BANK NA PO BOX 901098 FORT WORTH TX 76101-2098					2015/JN3KE2BE8F044256 56296	2015/JN3KE2BE8F044256	9/20/2018	0.00 344.06	0.00 0.00	0.00 0.00	0.00 344.06	-344.06
2017-03-0057178 LEE LORRAINE 3 HEATHER CT CROWMELL CT 06416-1837					2007/1HGCX56357A074424 57183	2007/1HGCX56357A074424	10/1/2018	157.58 168.95	0.00 0.00	0.00 0.00	157.58 168.95	-11.37
2017-03-0057449 LONG LISA J 120R WASHINGTON RD CROWMELL CT 06416-1209					2001/4T1BG22K91U105186 57454	2001/4T1BG22K91U105186	9/25/2018	85.03 1,445.81	0.00 4.36	0.00 0.00	85.03 1,450.17	-1,360.78
2017-03-0062667 TOYOTA LEASE TRUST 3200 W RAY RD CHANDLER AZ 85226-2455					2015/5TDJRRF2FS121067 62679	2015/5TDJRRF2FS121067	9/28/2018	60.38 727.51	0.00 0.00	0.00 0.00	60.38 727.51	-667.13
2017-03-0062725 TOYOTA LEASE TRUST 3200 W RAY RD CHANDLER AZ 85226-2455					2015/JTEBU5JRLF5241225 62737	2015/JTEBU5JRLF5241225	9/27/2018	0.00 728.50	0.00 0.00	0.00 0.00	0.00 728.50	-728.50
2017-03-0063722 WOOD DOUGLAS A + WOOD CARLEEN A 1 HICKORY LN CROWMELL CT 06416-1510					2013/1GC2KYCG5D2326033 63733	2013/1GC2KYCG5D2326033	10/16/2018	442.32 663.17	0.00 0.00	0.00 0.00	442.32 663.17	-220.85
2017-03-0063723 WOOD DOUGLAS A + WOOD CARLEEN A 1 HICKORY LN CROWMELL CT 06416-1510					2013/4X4FWCG20DV026862 63734	2013/4X4FWCG20DV026862	10/16/2018	351.67 527.25	0.00 0.00	0.00 0.00	351.67 527.25	-175.58
2017-03-0064028 MARCONI ALEXANDER E 174 TORRINGTON HEIGHTS RD TORRINGTON CT 06790					2002/1J4FA29P02P702987 64028	2002/1J4FA29P02P702987	9/28/2018	86.15 147.74	0.00 0.00	0.00 0.00	86.15 147.74	-61.59
2017-03-0064194 SIMEONE MICHAEL G 3 LEIGHORN LANE CROWMELL CT 06416					2017/2T1BURHE8EC922406 64194	2017/2T1BURHE8EC922406	10/12/2018	340.78 417.44	0.00 0.00	0.00 0.00	340.78 417.44	-76.66
TOTAL								2,386.79 8,728.31	0.00 45.87	0.00 10.00	2,386.79 8,784.18	-6,341.52



# CROMWELL POLICE DEPARTMENT

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*Denise Lamontagne*  
*Chief of Police*

To: Anthony J. Salvatore  
Town Manager

From: Chief Denise Lamontagne *DL*

Subject: DUI Law Enforcement Grant

Date: October 22, 2018

I am requesting that you add the above grant to your Town Council Agenda, November 7, 2018, to apply for and receive the above Expanded DUI Law Enforcement Grant.

Sergeant Bengtson has prepared the grant application (copy attached) of which includes one (1) checkpoint and thirty five (35) roving patrols.


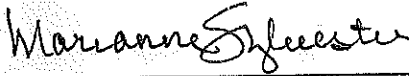
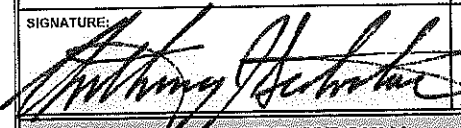
Based on the figures that I have received, I am requesting an appropriation of \$19,600 from Capital Non-Recurring of which 100% will be reimbursed back to the Town.

I will be making a request to the Board of Finance at their November 15, 2018 meeting for their approval of funding.

Attachment

cc: Captain Kevin VanderSloot  
Marianne Sylvester, Finance Director

*Approved*  
*[Signature]*  
*10/24/18*

SHADED AREA FOR HSO USE ONLY		
Project No:	<input type="checkbox"/> Project Initiation <input type="checkbox"/> Project Revision	<input type="checkbox"/> Project Cancellation <input type="checkbox"/> Project Continuation
Program Area:	Date Approved: P	
Program Description:	Alcohol Enforcement	
FY 2019 HIGHWAY SAFETY PROJECT APPLICATION		
ACCEPTANCE – IT IS UNDERSTOOD AND AGREED BY THE UNDERSIGNED THAT FUNDS RECEIVED AS A RESULT OF THIS APPLICATION IS SUBJECT TO THE REGULATIONS GOVERNING HIGHWAY SAFETY PROJECTS. THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTY IN ACCORDANCE WITH THE HIGHWAY SAFETY OFFICE POLICY. COPY OF POLICY OBTAINED UPON REQUEST.		
PROJECT TITLE: FY 2019 Comprehensive DUI Enforcement Program for Municipal Police Department		
GOVERNMENTAL UNIT: Town of Cromwell	ADDRESS OF GOVERNMENTAL UNIT: 41 West Street, Cromwell CT 06416	
APPLICANT: Cromwell Police Department	ADDRESS OF APPLICANT: 5 West Street, Cromwell CT 06416	
FEIN: 06-600-1978	DUNS NUMBER: 08-506-6439	ANTICIPATED PROJECT STARTUP DATE: December 1, 2018
APPROVED PROJECT PERIOD: (mo/date/yr) FOR HSO USE ONLY		
FROM:	THROUGH: September 7, 2019	
PROJECT DIRECTOR: Denise Lamontagne	TITLE: Chief of Police	TELEPHONE NUMBER: 860-635-2256 ext. 12 FAX NUMBER: 860-613-2934
SIGNATURE: 	ADDRESS & ZIP CODE: 5 West Street, Cromwell CT 06416	E-MAIL ADDRESS: chief.lamontagne@cromwellpd.com
FINANCIAL OFFICER: Marianne Sylvester	TITLE: Finance Director	TELEPHONE NUMBER: 860-632-3416 FAX NUMBER: 860-632-3491
SIGNATURE: 	ADDRESS & ZIP CODE: 41 West Street, Cromwell CT 06416	E-MAIL ADDRESS: msylvester@cromwellct.com
AUTHORIZING OFFICIAL: Anthony Salvatore	TITLE: Town Manager	TELEPHONE NUMBER: 860-632-3412 FAX NUMBER: 860-632-3435
SIGNATURE: 	ADDRESS & ZIP CODE: 41 West Street, Cromwell CT 06416	E-MAIL ADDRESS: townmanager@cromwellct.com
APPROVAL FOR HSO USE ONLY		
FISCAL REVIEW COMPLETED BY: Christine Biske	PROJECT MANAGER REVIEW COMPLETED BY: Eugene Interlandi	DATE:
DATE:	PROGRAM COORDINATOR REVIEW COMPLETED BY: Joseph T. Cristalli, Jr.	DATE:
THIS ACTION:	GOVERNOR'S HIGHWAY SAFETY REP: Thomas J. Maziarz	DATE:
PREVIOUS ACTION:		
TOTAL OBLIGATED:		

<b>PROJECT TITLE</b>	<b>APPLICANT</b>
<b>FY 2019 Comprehensive DUI Enforcement Program for Municipal Police Department</b>	<b>Cromwell Police Department</b>
	<b>PAGE 1 OF 3</b>

## **STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION**

Alcohol-impaired driving fatalities in Connecticut averaged 106 per year for the 2006-2015 ten year period. The year 2011 had the lowest reported total (94) and the year 2013 had the highest reported total (126). Alcohol-impaired driving fatalities for the latest available three years are: **2013** - 126, **2014** - 97, **2015** - 103. Alcohol-impaired driving fatalities for the 2006-2015 ten year period averaged 38% of total fatalities for the period.

DUI crashes for the latest available three years are: **2015** - 3002, **2016** - 3238, **2017** - 3108.  
DUI injuries for the latest available three years are: **2015** - 1590, **2016** - 1889, **2017** - 1739.

67% of fatally injured drinking drivers (BAC  $\geq$  0.01) occurred in crashes between the hours of 8 PM and 6 AM.

The number of statewide DUI arrests for the latest available three years are:  
**FY 2014/2015** - 10,438, **FY 2015/2016** - 10,265, **FY 2016/2017** - 9,659.

**NOTE: For roving patrol activities, the number of enforcement officers allowed per vehicle at any one time is one per vehicle. However, core enforcement hours may be split by more than one officer. All officers who will be assigned to DUI activities should be trained in the most current Standardized Field Sobriety Test (SFST) course curriculum.**

**NOTE: The operation of this DUI enforcement project shall be above and beyond regular patrol activities scheduled during the program parameter times.**

## **OBJECTIVES**

To reduce the number of crashes, injuries and fatalities from impaired driving through increased high-visibility DUI enforcement activities. To communicate with the public, through media venues, the increased levels of DUI enforcement activities so drivers will realize the risks and consequences of operating a vehicle while under the influence and therefore deter that behavior.

## **ACTIVITIES AND PROCEDURES**

This program is being offered on an expanded year-round basis and is in line with the goals and objectives as highlighted in the Connecticut Highway Safety Plan for FY 2019. Funding will be used to address various circumstances in which increased drinking and driving within the municipality is anticipated to take place. In the course of discussions with police agencies, it is evident that the incidence of impaired driving increases at certain times of the year in addition to holiday periods, such as shoreline communities that experience an increase in population during the summer months. Events such as summer festivals, country fairs, music concerts, sporting events, etc., all represent potential for a higher incidence of impaired driving.

Enforcement techniques employed should include extra DUI patrol activities and may include DUI sobriety checkpoints. A checkpoint is defined as an operation in a fixed location where motor vehicle operators are stopped and interviewed to establish if they are operating while impaired. Checkpoints may only be scheduled for a maximum of 8 hours. Saturation/roaming patrols are not considered checkpoints.

PROJECT TITLE	APPLICANT
FY 2019 Comprehensive DUI Enforcement Program for Municipal Police Department	Cromwell Police Department
	PAGE 2 OF 3

**STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION (CONTINUED):**

(INSERT LOCAL DUI CRASH AND CITATION STATISTICS AND LOCAL PROBLEM ID HERE)  
DATA MUST INCLUDE ALCOHOL-RELATED FATAL AND INJURY CRASH DATA, DUI ARREST DATA,  
TIME OF DAY AND DAY OF THE WEEK AND LOCATIONS WHERE THE PROBLEM EXISTS.

**\*\* NOTE - A MINIMUM OF THREE YEARS OF LOCAL ALCOHOL RELATED  
IMPAIRED DRIVING CRASH DATA IS REQUIRED TO SUBSTANTIATE THE  
LOCAL PROBLEM I.D.\*\***

The Cromwell Police Department is geographically located in the center of the State of Connecticut and has two major interstate highways (Interstate 91 and Route 9) passing through it, in addition to four secondary state routes (Rte. 99, Rte. 3, Rte. 372, and Rte. 524). Not including the interstate highways, the Cromwell Police Department is responsible for patrolling 52.44 miles of local roadways.

The Cromwell Police Department is focused on prevention and enforcement of motor vehicle violations, specifically DUI. The prevention is initiated through the School Resource Officer at the High School and Middle School level through the use of the DARE Program. Further, the Cromwell Police has late evening patrols operating between 1800 and 0300 hrs. They are assigned as a supplement to the patrol division, and when available, are directly assigned to traffic enforcement.

The Cromwell Police Department participates in the Department of Transportation and Connecticut Chiefs of Police public service announcements pertaining to the "Don't Drink and Drive" campaigns. During the 2018 Christmas Holiday, the Cromwell Police Department will participate in a Connecticut Police Chief's Association public service announcement pertaining to public education of not drinking and driving. The local newspapers are issued notices each time an organized DUI checkpoint is operated.

A review of statistical data maintained by the Cromwell Police Department has disclosed that between January 1, 2015 and December 31, 2017, there have been 135 arrests for DUI. 58.52% took place between 2000 and 0400 hours and 57.04% occurred between Thursday evening and Sunday morning. In addition, 51.11% (69 DUI's) were made during the DUI grant's enforcement parameter times of 1700 hours to 0400 hours during the days of Thursday, Friday, and Saturday. During this same date range (2015-2017), there have been 1,007 motor vehicle accidents (MVA's) investigated by Cromwell Police Officers. Of the MVA's reported, 52 involved DUI operators, which represents 5.16% of the reported accidents. There were 22 injuries as a result of these 52 MVA's involving an operator charged with DUI, and no fatalities.

The primary locations for offender detection are the Rte. 372 corridor that runs east and west through town, as well as Rte. 3 and Rte. 99, which intersect with Rte. 372 and run north and south. All three routes pass through commercial venues and residential neighborhoods. 35.56% of the offenders were located on Rte. 372, 13.33% on Rte. 3, 15.56% on Rte. 99, and 16.30% on municipal roads. The Cromwell Police Department uses this statistical data in reporting motor vehicle accidents, fatalities, and injuries as a means of gauging our success in combating the DUI offender. This will continue to be our method of gauging our enforcement effort. It is the intent of the Cromwell Police Department to continue the use of saturation patrols, DUI checkpoints, continued education

PROJECT TITLE	APPLICANT
FY 2019 Comprehensive DUI Enforcement Program for Municipal Police Department	Cromwell Police Department
	PAGE 3 OF 3

**STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION (CONTINUED):**

(INSERT LOCAL DUI CRASH AND CITATION STATISTICS AND LOCAL PROBLEM ID HERE)  
DATA MUST INCLUDE ALCOHOL-RELATED FATAL AND INJURY CRASH DATA, DUI ARREST DATA,  
TIME OF DAY AND DAY OF THE WEEK AND LOCATIONS WHERE THE PROBLEM EXISTS.

Alcohol Crashes		
2015	2016	2017
17	16	19
Alcohol Fatalities		
2015	2016	2017
0	0	0
Alcohol Injuries		
2015	2016	2017
7	5	10
DUI Arrests		
2015	2016	2017
43	39	53

Crash data can be obtained  
from the Connecticut Crash Data

Repository at:  
<http://www.ctcrash.uconn.edu/>

If State Police investigated  
roadways run through your town,  
please contact Connecticut Crash  
Data Repository staff for your crash  
statistics.

**Problem Identification:**

List locations with the highest problems:

Berlin Road (Route 372)
West Street (Route 372)
Shunpike Road (Route 3)
Main Street (Route 99)
Evergreen Road

List day(s) of the week where data shows increased DUI:

Wednesday, Thursday, and Saturday (year over year)
--

List time(s) of the day where data shows increased DUI:

Between 1700 and 2400 hours
-----------------------------

**You must provide grant point of contact information for this grant**  
(This would be the person who is the day-to-day point of contact)

Name of Contact: Ryan Bengtson  
Contact Title: Sergeant  
Work Phone: 860-635-2256 ext. 19  
Cell Phone: **For HSO Use Only**  
FAX No. 860-632-9040  
Email Address: [sgt.bengtson@cromwellpd.com](mailto:sgt.bengtson@cromwellpd.com)



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

**To:** Anthony Salvatore, Town Manager  
**From:** Amy Saada, Director of Human Services  
**Date:** October 26, 2018  
**Subject:** Increase in Yoga Instructor Hourly Pay

I am writing to request a \$5.00 per hour budgetary increase for Lisa Eberhardt for FY19. Lisa was hired in 2005 as a Yoga instructor with a starting hourly pay rate of \$40.00 per hour. She received one increase in 2008 of \$5.00 per hour making her hourly rate \$45.00 per hour in 2008 through June 2018.

Her and I discussed an increase during this past budget process as she had not received an increase in 10 years and I had put in the request for \$55.00 per hour, but that was a typo on my part as we discussed \$65.00 per hour, which is the current going rate for instructors in 2018.

Lisa takes the summer months off and upon her arrival back to work in September, she notified me that she was getting \$55.00 per hour. I explained this is what was approved during the budget process and that I would see if there was a way to remedy my mistake of requesting \$55.00 per hour.

She expressed she would be okay with receiving \$60 per hour and a request for \$65 will go into FY20 budget.

The total increase would be an additional \$690.00 for the year. This money will be available in FY19 budget as another instructor will be taking of Jan, Feb and 2 weeks of March off.

Best,  
Amy Saada

*Approved  
Anthony Salvatore  
10/26/18*

**To:** Anthony Salvatore, Town Manager  
**From:** Stuart B. Popper, Director of Planning and Development  
**Date:** October 31, 2018  
**Re:** Request for Tax Abatement for 76 Berlin Road

*SBP*

**Background Information:**

The Town of Cromwell Planning and Zoning Commission at its special meeting on Thursday September 20, 2018 approved with conditions: Application #18-54: Request for a Special Permit under Section 3.3.C.4 Zoning Regulations to permit the construction of a 125 room hotel at 76 Berlin Road and Application #18-55: Request for a Site Plan approval for the construction of a 125 room hotel at 76 Berlin Road. AVA Group is the Applicant and Cobblestone Associates, LLC is the Owner.

The Town of Cromwell Economic Development Commission at its special meeting on Wednesday September 26, 2018 approved the request for a tax abatement program for 76 Berlin Road as presented by the applicant; that being 100% abatement during years 1 and 2, 75% abatement during years 3 and 4, 50% abatement during years 5 and 6, and 25% during year 7.

Attached to this memo is information from the Developer on the proposed hotel development and the requested tax abatement. I will present staff comments on the requested tax abatement from the Director of Finance and the Town Assessor at the Town Council meeting.

*Anthony Salvatore*  
*10/31/18*

**September 13, 2018**

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

**Re: Tax Abatement for Proposed Springhill Suites by Marriott: 76 Berlin Road, Cromwell, CT**

Dear Mr. Popper:

Thank you for the time and information you have provided over the past few months regarding Cromwell's Economic Development Incentives Program. The information was certainly a determining factor in our decision to develop a new build Marriott hotel in Cromwell. This letter and its attachments will outline details of the project, an overview of Titan Hotels and our formal request for an incentive program centered around tax abatement.

#### **OVERVIEW**

Titan Hotels, Inc ("Titan") is a regional developer and operator of investment grade and branded hotels. Titan and its principals have combined to develop and manage over \$200m in assets focusing primarily on ground up, new construction hotels branded by either Marriott International or Hilton Hotels. Titan currently operates in New Jersey, Pennsylvania, New York, Virginia and Connecticut. Our corporate headquarters are located in Wilkes Barre, Pennsylvania with satellite office in Florida and Connecticut. Titan is a preferred Marriott developer and has recently been commissioned to develop five new assets in Connecticut- a state that has historically not seen new construction of hotels due to costs and higher than average taxes.

Marriott International is the largest hotel company in the world owning over 30 brands with over 6,700 hotels worldwide. Titan is proposing the ground up development of a four story, 128 -unit Springhill Suites by Marriott (the "Project" or "Hotel"). The Project would entail 70,000 square feet of total conditioned space over 3+/- acres. The Hotel would contain an indoor swimming pool, fitness center as well as a complimentary breakfast in the mornings and limited bar service in the evenings. The amenities would be limited to Hotel guests only.

#### **PROJECT DETAILS**

Springhill Suites by Marriott is an upscale, all suites hotel that caters to business travelers during the weekdays and attracts families and leisure travelers during the weekend. The oversized suites provide a hybrid solution for those guests looking for a larger guest room but not needing an extended stay style of apartment hotel.

The Springhill Suites has been a successful brand for Marriott. It currently has over 500 hotels through-out the United States and on average they operate at a 74% occupancy level while the national average for all hotels is +/-65%. It has clearly been a successful brand and outperformed its competition when placed in the right market. It should be noted that the Project would be the first ever new build Springhill Suites in the state of Connecticut. The Hotel and Cromwell would benefit from substantial publicity as well as serve as impetus for potential companies to relocate to Cromwell due to its revitalization and growth.

In addition, please note the following Project and job/payroll estimates regarding the Project:

- The Project will create local construction jobs
- The Hotel should create 30 – 35 new local jobs upon opening
- The annual payroll for the hotel should exceed \$500,000
- The Hotel revenues should exceed 3.5M
- The Project will generate lodging and sales taxes based of its revenue
- Operating costs shall exceed 2.8M further generating sales taxes

#### **SPONSER DETAILS**

Below please find a list of the pertinent parties involved in the development of the Hotel:

##### Marriott International, Inc. ("Marriott")

Marriott will be the licensor and will provide the license, systems and ongoing intellectual properties required to operate the building as a "Springhill Suites by Marriott." Marriott is located at 10400 Fernwood Road, Bethesda, MD 20817.

##### Titan Hotels, Inc.

Titan will be the hotel management company that will operate the Hotel upon completion. Titan will dictate daily operations and oversee all aspects of the hotel including revenue management, staffing, training and address all other operational needs. Titan will be led by Sal Shahriar. Sal serves as the Senior Vice President of Titan Hotel Group. Previously, Sal, in his role as president, was instrumental in the growth of Hersha Hospitality Management- a publicly traded REIT, which now manages over 115 hotels. In addition, Sal volunteers as the Vice Chairman of the Procurement Committee on behalf of Intercontinental Hotel Group Owners Association.

AVA Group or affiliate ("SPE").

SPE will be the owner of the land and the building. SPE will enter into hotel management agreement with Titan whereby Titan will manage and operate the Hotel. SPE shall be owned in some part by AVA Real Property Trust, Fund II and Ajesh Patel, both with an address of 3737 Route 46 East, Parsippany, NJ 07054

**ECONOMIC INCENTIVE**

In 2016 Marriott asked Titan to serve as its master developer to build five (5) limited service hotels through-out Connecticut. Marriott had specific target markets, including Rocky Hill, Connecticut. The goal was to develop the Springhill Suites brand in Rocky Hill due to its proximity to corporate demand generators.

Cromwell becomes an extension of the Rocky Hill market. That is, a hotel developed in Cromwell will attract some of the same guests that would stay in the hotel if it were built in Rocky Hill. Metrics show that Marriott guests will leave ground zero (i.e. the exact point at which they need to be for either work or leisure during their stay) and travel for a hotel provided there is a rate savings.

Here, our underwriting shows that if we develop the Hotel in Cromwell our revenues will be less than if we were to develop the same hotel in Rocky Hill because guests will pay a less average rate. This reduction in rate coupled with the high property taxes prevalent through out the state make the Project less feasible to finance.

We, therefore, respectfully ask the Economic Development Council to consider a real estate tax abatement program whereby the Project's property taxes ramp up over a period of seven (7) years. The reduction in taxes during the early years of the Project will allow us to invest the savings into marketing the hotel and sustaining our debt service. The table below illustrates the tax abatement schedule we would need to finalize the development of the Project.

*Table 1*

Years	Hotel Building Tax Abatement %
1 -2	100%
3-4	75
5-6	50
7	25

**September 13, 2018**

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

**Re: Budgeted cost breakdown for Proposed Springhill Suites by Marriott: 76 Berlin Road, Cromwell, CT**

Estimated Construction cost (not including site work)- 4.5M.


- Exterior Building Materials-
  - Wood frame
  - Rubber Membrane roof
  - Stucco finish on exterior walls
  - Siding and stone accents
  - Aluminum windows
- Interior Building Materials-
  - Painted ceilings
  - Wallpaper and painted walls
  - Ceramic Tile
  - Vinyl Laminate
  - Laminate millwork
  - Carpet
  - Corian countertops in public spaces
  - Granite tops in guestroom bathrooms

Estimated Personal Property cost- 1.5M.

- Casegoods
- Artwork
- Shelving
- Televisions
- Computer systems and Telecommunications

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

**Memorandum**

**To:** Anthony Salvatore –Town Manager  
**cc:** Lou Spina – Director of Public Works  
**From:** Jon Harriman   
**Date:** 10/30/2018  
**Re:** Cromwell Creek – Drainage Issues

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As requested I will summarize the issues and possible mitigation measures to the recurring flooding issues associated with Cromwell Creek at South Street. I will refer to the 2017 report on the subject generated by Freeman Companies and my own observations.

The flooding occurs for two reasons. The first reason is that the twin metal pipes are undersized to handle most flows. The road will overtop during local high intensity storm events. This situation usually quickly recedes. The twin pipes have a combined flow capacity of 70 cubic feet per second (cfs). The Town's standard for cross culvert design capacity is the 25-year storm event, which from the FIS flood profile sheets is about 260 cfs at this location (existing twin pipe culvert is significantly undersized).

The second reason for flooding is the backwater effect of the Connecticut River. This most recently happened in January of 2018 when ice jams in Haddam and Middletown caused the Connecticut River in Cromwell to rise well above flood stage. There was no rain precipitation associated with this flood event. The FEMA cross sections indicate that the South Street road surface is overtopped by more than three feet of water in a ten year storm. It is my opinion that this condition cannot be fixed. The road will overtop in significant regional rain or flooding events of the Connecticut River, regardless of any improvements.

There would also appear to be issues downstream of the South Street culvert. More specifically it is evident that the area between South Street and the Mattabassett sewer discharge ROW has accumulated sediment over the years reducing the capacity to absorb flooding impacts and leaving the Creek stagnant at South Street during low flow conditions.

It has been suggested that dredging the Creek south of South Street might relieve some of these problems. It would be cost prohibitive to dredge the entire wetland between South Street and the sewer ROW – the area is just too

large. The dredging of a channel for low flows is suggested instead. The following summarizes the steps required to dredge that portion of the wetlands:

1. CT DEEP Natural Diversity Data Base (NDDB) preliminary/feasibility submission. This was done this week – a response is expected in six to eight weeks. This will identify any listed species or habitat of concern and indicate any special studies or conditions that may be required during design and construction. This is free.
2. Permit plans, engineering studies and hydraulic calculations. Permitting agencies will include CTDEEP, Army CORPS of Engineers and local wetlands. A preliminary estimate of engineering fees is \$50,000, but more will be known when the preliminary NDDB findings are made available.
3. Private property access. Most of the dredging work falls on private property. It is not known whether the private property owners are interested in cooperating with the Town in these efforts. The railroad ROW may also be impacted. It is not known if the railroad would entertain any modifications to the drainage running through their bridge on South Street or allow work along the creek within their ROW. Costs of acquiring easements to do this work are unknown at this time.
4. Dredging. All dredged material will need to be removed from the wetlands and disposed of or reused appropriately. Casting of dredged materials to the side will not be permitted by the CORPS or the CTDEEP as it constitutes filling wetlands. To remove dredged material it must first be dried. This would require additional property acquisition or easements, but where? It might make sense to access via the Mattabassett sewer ROW, but it is not known if this would be permitted by the District or the property owner (251 Main Street). The dredged material would also require testing to determine if reuse is an option and or determine what the disposal requirements might be. The Freeman report recommended dredging a 10-foot wide channel for a distance of 2,600 feet. The preliminary estimated cost for the dredging operation is \$425,000 but does not account for testing and disposal costs.

The dredging action is likely to mitigate the stagnant water issue at the culvert under South Street. To reduce the overtopping issues associated with the undersized metal pipe culvert, a twin box culvert replacement was recommended in the Freeman report (two 4'x4' box culverts). This would need to be studied further to prove that it will fit under the existing railroad overpass. This would also require approval by the railroad. The preliminary estimate for the culvert replacement is \$425,000. The estimate for the engineering and permitting of the culvert replacement is \$50,000.

October 31, 2018

If the Council wishes to pursue this issue further, I would suggest reaching out to the private property owners and the railroad and Mattabassett District to determine feasibility and cooperation. To be effective the culvert replacement and the dredging would need to be done together. The next step would be to allocate funding for the engineering design, environmental review and permitting phase. The development of plans and the process of obtaining permits would provide a better estimate of the construction costs.

**TOWN COUNCIL  
AGENDA ITEM**

**Item \_\_\_\_ (Cromwell Belden Public Library Expansion and Renovations Project):** To consider and act upon a resolution with respect to the funding from available unencumbered General Fund balance a portion, as shall be determined by the Board of Finance, of the \$3,660,000 appropriation for the Cromwell Belden Public Library expansion and renovations project, as approved by the Board of Finance at meeting held July 27, 2017 and the Special Town Meeting held January 10, 2018, not funded from grants, donations or other sources, in lieu of issuing bonds and notes of the Town for such purpose; and, if approved, referring such recommendation to the Board of Finance for its consideration.

\*\*\*\*\*

**RESOLUTION OF THE TOWN COUNCIL  
OF THE TOWN OF CROMWELL  
(2018 Cromwell Belden Public Library Expansion and Renovations)**

**Item \_\_. Cromwell Belden Public Library Expansion and Renovations Project**

**WHEREAS**, the Board of Finance at meeting held July 27, 2017 and the Special Town Meeting held January 10, 2018 approved resolutions appropriating \$3,660,000 for costs related to expansion of and renovations to Cromwell Belden Public Library, and authorized the issue of bonds or notes and temporary notes to finance the appropriation to the extent not funded from grants, donations or other sources; and

**WHEREAS**, it is in the best interests of the Town to fund such appropriation, in whole or in part and to the extent not funded from grants, donations or other sources, from available unencumbered General Fund balance;

**NOW, THEREFORE, RESOLVED**, that the Town Council recommends, and refers such recommendation to the Board of Finance for its consideration, that the Town of Cromwell amend the aforesaid \$3,660,000 appropriation for costs related to expansion of and renovations to Cromwell Belden Public Library, to provide that the appropriation, to the extent not funded from grants, donations or other sources, may be funded in whole or in part as the Board of Finance shall determine from available unencumbered General Fund balance in lieu of the issue of bonds and notes of the Town.

**FURTHER RESOLVED**, That the Town Council hereby calls a Special Town Meeting to be held to consider and act upon a resolution with respect to the above recommendation of the Town Council if approved by the Board of Finance; such Special Town Meeting to be held on \_\_\_\_\_, 2018, at \_\_\_\_\_, \_\_\_\_\_ Street, in Cromwell, Connecticut; and that the Mayor is hereby authorized and directed to cause due and proper notice of such Special Town Meeting to be given.

\*\*\*\*\*

**TOWN COUNCIL  
AGENDA ITEM**

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**RESOLUTION OF THE TOWN COUNCIL  
OF THE TOWN OF CROMWELL  
(2018 Cromwell Belden Public Library Expansion and Renovations)**

Item \_\_.      **Cromwell Belden Public Library Expansion and Renovations Project**

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**WHEREAS**, it is in the best interests of the Town to fund such appropriation, in whole or in part and to the extent not funded from grants, donations or other sources, from available unencumbered General Fund balance;

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RECEIVED FOR RECORD  
Oct 18, 2018 03:09P  
JOAN AHLQUIST  
TOWN CLERK  
CROMWELL, CT

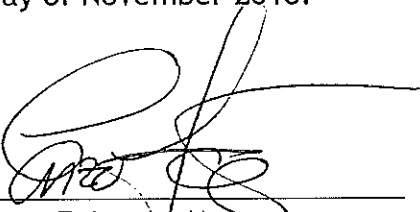
LEGAL NOTICE  
TOWN OF CROMWELL

The Town Council of the Town of Cromwell, Connecticut will hold a Public Hearing on Wednesday November 7, at 6:30 p.m. in the Cromwell Town Hall, Council Chambers, located at 41 West Street, Cromwell, CT regarding amending Chapter 97, Blight or Unsafe Premises Ordinance.

Citizens may attend and offer comments on the proposed amendments.

Copies of the amendments, in their entirety, are available for public inspection at the office of the Town Clerk, 41 West Street, Cromwell, Connecticut and will be posted on-line at [www.cromwellct.com](http://www.cromwellct.com).

Dated at Cromwell, Connecticut this 6<sup>th</sup> day of November 2018.



Enzo Faienza, Mayor  
For the Town Council

**Chapter 97**  
**Cromwell**  
**Blight or Unsafe Premises Ordinance**  
**CHAPTER 97. BUILDINGS, BLIGHTED**

**[HISTORY: Adopted by the Board of Selectmen of the Town of Cromwell 9-24-2008. Amendments noted where applicable.]**

**GENERAL REFERENCES**

Building construction — See Ch. 99.  
Health standards — See Ch. 146.  
Housing standards — See Ch. 151.  
Property maintenance — See Ch. 162.  
Sanitation — See Ch. 189.  
Zoning — See Ch. 236.

**§ 97-1. Purpose**

The purpose of this Ordinance is to define, prohibit and abate blighted property and public nuisances; to protect, preserve, and promote the public health, safety and welfare; and to preserve and protect property values.

**§ 97-2. Scope of Provisions**

This Ordinance shall apply uniformly to the maintenance of all residential, nonresidential, and undeveloped premises now in existence or hereafter constructed, maintained, or modified but shall exclude: agricultural lands as defined in Section 22-3(b) of the Connecticut General Statutes; land dedicated as public or semi-public open space or preserved in its natural state through conservation easements; or areas designated as inland wetlands and watercourses.

**§ 97-3. Definitions**

The following definitions shall apply in the interpretation and enforcement of this Ordinance.

Abandoned: the occupants have vacated the premises and do not intend to return, which intention may be evidenced by the removal by the occupants or their agent of substantially all of their possessions and personal effects from the premises and either (1) nonpayment of rent for more than two months in the case of a rental property; or (2) an express statement by the occupants that they do not intend to occupy the premises after a specified date.

Blight Enforcement Officer: Means the Town Manager or his/her designee and/or the building code enforcement and or Health and Compliance officer(s) or his/her designee(s).

Blighted Property: A property whereon any of the following conditions and/or structures exists, including occupied, vacant or abandoned properties or structures:

- a) Existing conditions pose a serious threat to public health or safety, and/or impede public officials from making inspections, as determined by the Building Official, Health and Compliance Officer (s), Fire Marshal, Director of Human Services, and/or the Police, and/or their designees, including but not limited to premises that are:
  - 1) being used to conduct illegal activities
  - 2) a fire hazard, as determined by the Fire Marshal or as documented in the Fire Department Records; and
  - 3) creating a substantial and unreasonable interference with the use and enjoyment of other premises within the surrounding area as documented by neighborhood complaints, police reports, building official reports, etc.
- b) Any structure which is in a state of dilapidation or decay; or is open to the elements; or unable to provide shelter, or serve the purpose for which it was constructed due to damage, dilapidation, or decay, as evidenced by the existence of one or more of the following conditions:
  - 1) Missing windows or doors.
  - 2) Collapsing or missing walls, roof, or floor.
  - 3) Exterior walls which contain holes, breaks, loose or rotting materials, or which are not properly surface-coated to prevent deterioration.
  - 4) Foundations walls which contain open cracks and breaks.
  - 5) Overhang extensions, including but not limited to canopies, marquees, signs, awnings, stairways, fire escapes, standpipes, and exhaust ducts, which contain rust or other decay.
  - 6) Chimneys and similar appurtenances which are in a state of disrepair.
  - 7) Insect screens which contain tears and ragged edges.
  - 8) Vermin infestation.
  - 9) Garbage, trash, or abandoned vehicles on the premises (unless the premises is a junkyard licensed by the State of Connecticut).
  - 10) Any vacant building or structure with overgrown grass or weeds at least one foot in height.

- 11) Graffiti.
- c) Premises occupied by a structure intended for human occupancy, in which grass, weeds, or similar vegetation (excluding flowers, fruits, and vegetables, and areas maintained in their original naturally wooded state, or a natural field state) is allowed to reach and remain at a height of twelve (12) inches or greater for a period of ten (10) days, or longer;
  - d) Dead, decayed, diseased or damaged trees, or parts thereof, constituting a hazard or danger to adjacent premises or the occupants thereof or to public property or persons lawfully therein;
  - e) Two or more unregistered motor vehicles in the public view, pursuant to Section 14-150a of the Connecticut General Statutes;
  - f) Residentially zoned property with any combination of ten or more pieces of mechanical equipment stored on the premises and in the public view;
  - g) Residential or commercially zoned property that has any of the following conditions:
    - 1) Premises containing accumulated debris, not including compost piles or piles of grass and/or brush which are not visible from a public right-of-way and do not otherwise constitute a public health or safety hazard; or
    - 2) Landscaping on any premises, including, but not limited to trees, shrubs, hedges, grass, and plants which physically hinder or interfere with the lawful use of abutting premises or block or interfere with the use of any public sidewalk and/or private street or right-of-way or any road sign; and
  - h) Property that has graffiti which includes words, letters, murals or other artwork that is in the public view and was not approved by the property owner or which otherwise violates state statutes and/or Town zoning regulations and/or ordinances.

Debris: Material which is incapable of immediately performing the function for which it was designed including, but not limited to: abandoned, discarded, or unused objects; junk comprised of equipment such as automobiles, boats, and recreation vehicles which are unregistered and missing parts, not complete in appearance and in an obvious state of disrepair; parts of automobiles, furniture, appliances, cans, boxes, scrap metal, tires, batteries, containers, and garbage which are in the public view.

Decay: A state of visible decomposition or rot.

Dilapidated: Decayed beyond repair.

Health Director: Such individual as is designated by the Town Manager to administer the State Health Code and to enforce Town Health Ordinances.

Hearing Official: An individual(s) appointed by the Town Manager to conduct hearings as authorized by of the Town Code.

Legal Occupant: A person with the legal right to inhabit a building or portion thereof by virtue of ownership, lease or an owner's written consent.

Mechanical equipment: Any apparatus designed to operate by an internal combustion engine, or designed to be towed by any apparatus propelled by an internal combustion engine.

Natural field state: Areas where grass, weeds, and brush exist in their natural, unlandscaped state.

Naturally wooded state: Areas where trees and brush exist in their natural, unlandscaped state.

Person: Any man, woman, corporation, or other legal entity capable of owning real property.

Premises: A platted lot or part thereof or unplatted lot or parcel of land or plot of land, either occupied or unoccupied by any dwelling or non-dwelling structure and includes any such building, accessory structure or other structure thereon, or any part thereof. The term "premises," where the context requires, shall be deemed to include any buildings, dwellings, parcels of land or other structures contained within the scope of this article.

Public view: Visible from any public right-of-way.

Structure: Any building, dwelling, fence, swimming pool, or similarly constructed object.

Vacant: A building or portion thereof that is not actually inhabited by a legal occupant for a period of sixty (60) days or longer.

#### **§ 97-4. Public Nuisance**

It is hereby declared a public nuisance for any person owning, leasing, occupying or having charge or possession of any premises in the Town of Cromwell to maintain such premises or any public right-of-way abutting said premises as a blighted property.

**§ 97-5. Minimum Standards**

- a) The provisions in this ordinance shall not be construed to prevent the enforcement of other statutes, codes, ordinances or regulations which prescribe standards other than are provided in this ordinance.
- b) In any case where a provision of this ordinance is found to be in conflict with a provision of any zoning, building, fire, safety or health ordinance, regulation or other code of the Town or State, the provision which establishes the higher standard for the promotion and protection of the health and safety, and property values of the people shall prevail.
- c) This ordinance shall not affect violations of any other ordinances, code or regulation existing prior to the effective date of this code, and any such violations may be governed and continue to be punishable under the provisions of those ordinances, codes, or regulations in effect at the time the violation was committed.

**§ 97-6. Responsibility for Compliance**

The owner, lessee, or occupant of premises subject to this ordinance, including the agents thereof, shall be jointly and severally obligated to comply with the provisions of this ordinance. Whenever the person, as herein defined, is a corporation or other legal entity, the officers thereof shall be jointly and severally responsible with that corporation or other legal entity.

**§ 97-7. Enforcement**

- a) It shall be prohibited for a property to be a blighted property or a public nuisance. Complaints may be submitted to the Blight Enforcement Officer by members of the public, but such complaints must be in writing and signed.
- b) Whenever the Blight Enforcement Officer determines that there has been a violation of any provision of this ordinance, except as to Section 3(e), such officer shall give notice of such violation to the person responsible therefore, as hereinafter provided. Such notice shall:
  - 1) Be in writing;
  - 2) Set forth the violations of this ordinance;
  - 3) Specify a final date for the correction of any violation;
  - 4) Be served upon the owner or the owner's agent, or the legal occupant as the case may require; provided, such notice shall be deemed to be properly served upon such owner or agent, or upon such legal occupant, if a copy thereof is posted in a conspicuous place in or about the dwelling

affected by this notice; or if it is sent certified mail, return receipt requested; or if such person is served with such notice by any other method authorized or required under the laws of this State;

- 5) Contain an outline of remedial action to be taken to affect permanent compliance with the provisions of this ordinance;
  - 6) State that the penalties and other enforcement provisions of this ordinance will become effective on the final date set for the correction of any violation without further notice; and
  - 7) State that the liability may be contested before the Hearing Officer by delivering written notice of appeal to the Town Manager within ten (10) days.
- c) Whenever the Blight Enforcement Officer determines that there has been a violation of Section 3(e) pertaining to unregistered motor vehicles, such officer shall give notice of such violation to the person responsible therefore which notice shall be in compliance with Section 7(b), except that:
- 1) The notice shall specify that the owner has thirty (30) days to correct the violation by removing the vehicle or registering it; and
  - 2) Notice of the alleged violation shall be published in a newspaper having a substantial circulation in the Town of Cromwell.
- d) Any person notified in accordance with this section who fails to correct any violation by the date specified in said notice shall be in violation of this ordinance and subject to its penalties and enforcement procedures. Any person in violation of Section 3(e) thirty (30) days after the notice of violation in accordance with Section 7(b) above, shall be subject to the removal and disposition of the unregistered motor vehicle. The Blight Enforcement Officer shall not enter such property to remove and/or dispose of an unregistered motor vehicle without the prior written consent of the owner or an appropriate court order.
- e) Whenever a noticed violation is not corrected by the date specified in said notice, in addition to all other legal remedies authorized by law and this ordinance, the Blight Enforcement Officer and his or her designees are further authorized to enter vacant or abandoned premises during normal business hours for the purpose of remediating the blight condition(s). The Blight Enforcement Officer shall not enter property that includes a dwelling house or structure without the prior written consent of the owner or an appropriate court order.

**§ 97-8. Appeals**

- a) Any person receiving a notice in accordance with Section 7 above may appeal said notice of violation(s) by filing a written notice of appeal with the office of the Town Manager within ten (10) days of the date of said notice.
- b) The hearing and appeal process shall be governed in accordance with Section 7-152c of the General Statutes.

**§ 97-9. Penalties and Enforcement**

- a) Penalties:
  - 1) Each violation of this ordinance shall be considered a separate municipal offense.
  - 2) Each day any violation continues shall constitute a separate offense.
  - 3) Each separate offense under this ordinance may be punishable by a fine of one hundred dollars (\$100.00) per day for each violation payable to the Town of Cromwell. In determining the amount of the fine, special consideration may be given to those who require it in order to correct a violation of this Ordinance. Specifically, additional time may be given to correct a violation where the violator establishes good cause. As used in this section, "good cause" includes, but is not limited to, an elderly individual who is unable to personally correct a violation due to his age, a disabled individual who is unable to personally correct a violation due to his disability, or a low income individual who is unable to correct a violation due to cost. In determining whether good cause exists, it will be considered whether occupants of the premises are able to assist in correcting the violation in a timely fashion and whether the severity of the violation is such that additional time is not warranted.
- b) Enforcement
  - 1) The Blight Enforcement Officer is authorized to issue a citation or summons for a violation of this ordinance.
  - 2) In addition thereto, the Blight Enforcement Officer is authorized to initiate legal proceedings in the Superior Court for the immediate correction of the violation(s), collection of any penalties, and the recovery of all costs including costs of remedial action(s) authorized by Section 7 or the Court, and the reasonable attorney's fees and costs incurred by the Town of Cromwell to enforce this ordinance.

- 3) All fines, Court costs, costs of remedial action, and attorney's fees, as ordered by the Court, shall constitute a lien on the subject premises, provided the owner of said premises has been notified of the violations as herein provided and was made a party to the enforcement proceedings.

TOWN OF CROMWELL  
TOWN COUNCIL MEETING  
SPECIAL MEETING  
OCTOBER 10, 2018  
6:00 P.M. TOWN HALL COUNCIL CHAMBERS

MINUTES

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

Absent:

Also Present: Town Manager A. Salvatore

**A. CALL TO ORDER**

Mayor Faienza called the Special Meeting to order at 6:02 p.m.

**B. EXECUTIVE SESSION**

1. Personnel Matter

- a. Town Manager's Annual Performance Review
- b. Action if necessary

Motion made by F. Emanuele seconded by R. Newton and *unanimously carried* to adjourn to Executive Session at 6:03 p.m.

Town Manager Salvatore was invited into Executive Session.

Motion made by R. Newton seconded by A. Waters and *unanimously carried* to come out of Executive Session at 8:10 p.m.

*No action taken.*

**C. ADJOURN**

Motion made by S. Slade seconded by F. Emanuele and *unanimously carried* to adjourn at 8:10 p.m.

Respectfully submitted,

Re Matus  
Re Matus  
Secretary

**TOWN OF CROMWELL  
TOWN COUNCIL MEETING  
REGULAR MEETING  
OCTOBER 10, 2018  
7:00 P.M. TOWN HALL COUNCIL CHAMBERS**

**MINUTES**

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

Absent:

Also Present: Town Manager A. Salvatore, Public Works Director L. Spina, Finance  
Director M. Sylvester, Public and Press

**A. CALL TO ORDER**

Mayor Faienza called the Regular Meeting to order at 8:10 p.m.

**B. PLEDGE OF ALLEGIANCE**

Councilor Slade led the Pledge of Allegiance.

**C. APPROVAL OF AGENDA**

Motion made by A. Waters seconded by F. Emanuele and *unanimously carried* to  
approve the agenda.

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

Paul Sousa, Board of Education liaison presented an update of current Board of  
Education activities.

S. Popper, Director of Planning and Development submitted a written report  
which is attached to the minutes.

**E. CITIZEN COMMENTS**

1. T. Butler, South Street -concerned with the poor condition of South Street and  
Cromwell Creek.
2. E. Wenners, Fenwick -Presented an update on the Memorial at Valor Green on  
behalf of the American Legion Post 105.
3. Councilor Demetriades read letters from S. Bulmer and T. Azer into the record.  
They are attached to the minutes.

**F. MAYOR'S UPDATE**

Mayor Faienza reported:

- The Cromwell Fire District recently elected new Fire Commissioners. Lee Brow  
is the new president. Mayor Faienza requested that the Commission and the  
Town schedule a meeting to discuss consolidation that would result in tax  
savings to our residents.

- The next business visitation meeting will be next Wednesday at 9:00 a.m. They will be visiting Alcap Ridge.
- Finance Director Sylvester is setting up a Long-Range Planning meeting for the near future.
- Cromwell native David Gere is preparing to shoot his third movie in Cromwell, My Adventure's with Santa.
- The Chamber Cromwell Division will meet tomorrow.
- Mayor Faienza directed attention to Director of Planning and Development S. Popper's report; EDC is working hard and succeeding to bring growth to Cromwell.

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

Town Manager Salvatore reported:

- The Cemetery Grant is used to maintain the cemeteries on Ranney and North Road.
- He attended a Trick-or-Trunk meeting.
- The scoreboard screen is working; it still needs finishing touches.
- Additional drainage was added to the Dog Park. It will be kept open as late in the season as possible.
- A new Youth Service Coordinator was hired.
- Please vote for your favorite scare-crow in the lobby. A trophy will be awarded to the winner.
- The Design and Build went out for the Highway/Sewer facility.
- The Willowbrook Road Project is almost completed and down to the punch list.
- The Coles Road Project should be completed in late Spring; the funds are in place.
- The Fire District is on several of the Town Insurance Policies; CIRMA our insurance carrier has recommended that since they are not a Municipality they should pursue obtaining their own policies; because of that, this is his recommendation.

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

Chief Lamontagne's report was given by Manager Salvatore:

- Officer Frank DiMaio retired on October 5, 2018 after completing 25 years of service to the Town of Cromwell. His tenure and knowledge will be missed as he pursues other endeavors.
- Officer Zachary Augenstein resigned from the department as of October 2, 2018 to pursue a future with the Connecticut State Police.
- Officer Matthew Hennessey is doing well in the academy.
- Brian Dean a Cromwell resident was sworn into the department on October 4, 2018 and went into the academy on October 5, 2018. His slated graduation is March 2019.
- On July 10, 2018 at 1:09 pm a male entered the rear storage container at Asia Grocers and attempted to steal a jack hammer and a power washer. The

suspect put the items in his car and when confronted by one of the owners he fled the area. When the suspect car turned onto Main St the power washer fell out of the vehicle. The complainant was able to obtain a license plate, the license plate was stolen. The complainant was able to obtain a picture of the male. Det. Pietrarroia distributed the picture to other jurisdictions and was able to positively identify the suspect. After completing his investigation, Det. Pietrarroia was able to obtain a warrant for the male who was arrested in September for Burglary and Larceny charges.

- Attached are 2 traffic summary reports requested by Councilor Demetriades: the first which was conducted August 1-August 3 and the second was conducted September 16-September 21. As you can see the 85<sup>th</sup> percentile is 42.77 and 42.93 respectively. It does not appear that there is a difference between when school is in or out of session.

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

Public Works Director Spina reported:

- Gallasso Construction finished reconstruction of Parkview, Pond View and Harrison this week. Town staff will complete backfilling and then we will have it hydro-seeded.
- Willow Brook Rd - we anticipate the project to be complete by the end of next week. However, we just discovered that one of our storm drainage pipes has collapsed and Jon is trying to get this added to the scope of work. If accepted, town will only be responsible for 10 progresses. The library director has been included and will be notified in advance % of that repair.
- Library Expansion Project - Construction started this week. The construction period is 229 days. There will be partial closures as this project.

#### **J. FINANCE DIRECTOR'S UPDATE**

Finance Director Sylvester reported:

- Budget Reports cover through September 2018. There are no areas of concerns at this time.
- Building Permit revenue is much higher due to some of the larger projects beginning work. This will ultimately have a positive impact on our Grand List as well.
- Tax collections are approximately at the same level as last year.
- The auditors continue to verify and test the town's financial information for F/Y 2017/18.
- We will be ending our fiscal year with an operating surplus due to strong revenue collections and conservative budgeting.
- Part of the operating surplus is due to several workers' compensation reimbursements to payroll for Police Department employees and vacancies in the Police Department. (\$233,898)
- The Employee Benefits line provided a surplus of \$391,357 due to vacancies and changes that occurred during the year.

- Tax Collections exceeded budget by roughly 1%, or \$587,622.
- Income from various sources exceeded budget by 126% or \$833,861.
- A resolution may be brought forward with the recommendation to use a portion of the fund-balance for the Highway/Sewer Facility project instead of going out to bond.

#### K. FINANCIAL

##### 1. Tax Refunds

**Motion** made by A. Waters seconded by S. Slade and *unanimously carried* to approve tax refunds 1-52.

#### L. NEW BUSINESS

1. Discussion and possible action to approve amending Chapter 97 of the Cromwell Code, Blight or Unsafe Premises Ordinance.  
Town Manager Salvatore presented the request.  
Councilor Demetriades commented that section 97-7 a. and 97-7 b7 should match.

a. Authorize Mayor to set the time and date of a Public Hearing.

**Motion** made by R. Newton seconded by A. Waters and *unanimously carried* to approve amending Chapter 97 of the Cromwell Code, Blight or Unsafe Premises Ordinance and authorize Mayor to set the time and date of a public hearing.

2. Discussion and action to apply for and sign the 2018 Emergency Management Performance Grant.

Town Manager Salvatore presented the request.

**Motion** made by A. Waters seconded by S. Slade and *unanimously carried* to approve applying for and signing the 2018 Emergency Management Performance Grant.

#### M. APPROVAL OF MINUTES

1. Regular Meeting September 12, 2018

**Motion** made by R. Newton seconded by A. Waters and *unanimously carried* to approve the minutes of September 12, 2018.

2. Special Meeting September 27, 2018

**Motion** made by F. Emanuele seconded by J. Demetriades and *unanimously carried* to approve the minutes of September 27, 2018.

#### N. APPOINTMENTS

1. Committee to Support People with Disabilities -tabled

a. Joe Morin -Tabled

b. Jeremy Zeedyk

**Motion** made by R. Newton seconded by F. Emanuele and *unanimously carried* to remove from table.

Motion made by R. Newton seconded by A. Waters and *unanimously carried* to table item a and approve item b.

*J. Morin -tabled*

*J. Zeedyk -approved*

**O. COUNCIL LIAISON REPORTS**

None-due to the length of the meeting.

**P. EXECUTIVE SESSION**

1. Strategy and discussion, Real Estate acquisition.

a. Action if necessary

Motion made by F. Emanuele seconded by R. Newton and *unanimously carried* to adjourn to Executive Session at 10:10 p.m. for the purpose of strategy and discussion, Real Estate acquisitions (3).

Town Manager Salvatore was invited into Executive Session.

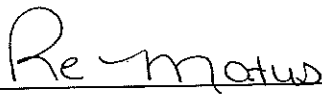
Motion made by R. Newton seconded by A. Waters and *unanimously carried* to come out of Executive Session at 10:49 p.m.

No action taken.

**Q. ADJOURN**

Motion made by S. Slade seconded by R. Newton and *unanimously carried* to adjourn the Regular Meeting at 10:50 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Re Matus". The signature is written in dark ink and is positioned above a horizontal line.

Re Matus  
Secretary

**To:** Town Council  
**From:** Stuart B. Popper, Director of Planning and Development  
**Date:** October 3, 2018  
**Re:** Economic Development Coordinator Report for September 2018

1. **Cromwell Economic Development Commission Website**
  - The new Cromwell Economic Development Commission web site is up and running on the Town of Cromwell web site. The page contains a listing of all the businesses in Town by category. More information will be added in the future.
2. **Middlesex Chamber of Commerce**
  - The Middlesex Chamber of Commerce Connecticut Connections Business Expo will be on Wednesday October 24, 2018. We are looking for volunteers to help operate our trade show booth.
3. **New Planning and Zoning Commission Applications of Interest:**
  - Application #18-59: Request for Site Plan Approval to construct a new access drive, 54 living units and dining, recreation and other facilities at 52 Missionary Road. Covenant Home Inc., Covenant Village of Cromwell is the Applicant and the Owner.
  - Application #18-62: Request for a Special Permit under Section 3.3.C.4 of the Zoning Regulations to permit a school for training in occupational skills at 45 Shunpike Road.
  - Application #18-63 Request to modify the Site Plan to construct new green houses and a loading dock addition at 419 Main Street. Cromwell Growers, Inc. is the Applicant and Cromwell Realty, LLC is the Owner.
4. **Planning and Zoning Commission Approvals in September and October:**
  - Application #18-44: Request for a Special Permit under Sections 4.7.E and 8.7 of the Zoning Regulations for a Planned Multifamily Residential Development at 150 Country Squire Drive.
  - Application #18-46: Request for Site Plan Approval for a Planned Multifamily Residential Development at 150 Country Squire Drive.
  - Application #18-52: Request for a Resubdivision at 113 Berlin Road. Ganesha Hospitality LLC is the Applicant and the Owner.
  - Application #18-54: Request for a Special Permit under Section 3.3.C.4 Zoning Regulations to permit the construction of a 125 room hotel at 76 Berlin Road. AVA Group is the Applicant and Cobblestone Associates, LLC is the Owner.
  - Application #18-55: Request for a Site Plan approval for the construction of a 125 room hotel at 76 Berlin Road.
  - Application #18-58: Request to modify the Site Plan to install a new sign at 35 A Berlin Road for Joe's Filling Station. Joseph G. Moon is the Applicant and River Grace Plaza LLC is the Owner.
  - Application #18-61: Request for a Site Plan approval for the façade and signage at the new Marshall's Store at 45 Shunpike Road. Taylor Associates - Architects is the Applicant and HB Nitkin Group is the Owner is the Owner.

Dear Town Council,

As grandson of the former town historian Elizabeth Maselli, and as a direct neighbor of Cromwell's Old Burying Ground at the corner of Timber Hill Rd and Ranney Rd, I wanted to thank and congratulate the town on applying for and receiving a 2018 Neglected Cemetery Account Grant from the CT OPM in the amount of \$2500.

Earlier this year, I reached out to the town manager and director of public works regarding the poor state of this cemetery and I see they responded by applying some herbicide around the perimeter of the cemetery which has helped somewhat. I want to say thank you for taking this action, but there is still significant opportunity for bringing the Old Burying Ground up to a representable state and one that can be more easily maintained going forward.

One of the grant's definitions of a neglected cemetery is "a burial ground or cemetery which has been neglected and allowed to grow up to weeds, briars and bushes, or about which the fences have become broken, decayed or dilapidated." Unfortunately, the Old Burying Ground meets all of these criteria.

I am asking that the town use the grant money specifically for the removal of overgrown bushes, saplings and poison ivy, and minor fence repair, especially along Ranney St and Timber Hill Rd, but also along the rear (east) fence which has becoming very overgrown and where some grave sites are being compromised. While the DPW does a fine job mowing and trimming the cemetery grass, they do not seem to have the tools or directive to control the brush and other overgrowth.

One thing I love about Cromwell is the respect paid to veterans through our parks, greens and memorials. The Old Burying Ground contains many of our founding fathers and Revolutionary War veterans and they are honored annually on Memorial Day thanks to the likes of folks like Al Waters and the VFW. It also receives regular visitors paying their respects or doing genealogical research. I'd like to see this town icon brought closer to the state it deserves.

Sincerely,

Steven Bulmer  
18 Ranney Rd  
Cromwell, CT 06416

October 9, 2018

Dear Councilman Demetriades,

Recently my husband and I moved to Willowbrook road when we purchased our first home. I was very excited for the lovely neighborhood and all the activity with walkers and runners in the area. Much to my surprise when I attempted to run and walk on my street I found that there are many obstacles that those runners/walkers face. The cars drive far too fast and there is not a lot of room to safely walk/run on the side of the road without having to jump onto someone's lawn to avoid a car that refused to slow down in order for another car to pass by.

Willowbrook is a beautiful part of Cromwell and I wish that it was safer to enjoy the road. I do not know if others share my concern or if there are obstacles that would stand in the way that might prevent making the road safer that I have not considered but I at least wanted to share my point of view to see if anything could be done.


I want to thank you for your time.

Sincerely,

Tamra Azer  
82 Willowbrook Road  
Cromwell, CT 06416

TOWN OF CROMWELL  
TOWN COUNCIL MEETING  
SPECIAL MEETING

OCTOBER 18, 2018  
4:30 P.M. TOWN HALL COUNCIL CHAMBERS

RECEIVED FOR RECORD  
Oct 19, 2018 11:12A  
JOAN AHLQUIST  
TOWN CLERK  
CROMWELL, CT 

MINUTES

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

Absent: None

Also Present: Town Manager A. Salvatore, Director of Finance M. Sylvester

A. CALL TO ORDER

Mayor Faienza called the Special Meeting to order at 4:33 p.m.

B. NEW BUSINESS

1. Discussion and possible action to transfer \$200,000 from the General Fund fund balance to the CNR Fund fund balance.
  - a. Appropriate these funds for purchase of 1 Community Field Road.

**Motion** made by R. Newton seconded by A. Waters and *unanimously carried* to transfer \$200,000 from the General Fund fund balance to the CNR Fund fund balance.

**Motion** made by S. Slade seconded by F. Emanuele and *unanimously carried* to appropriate these funds for purchase of 1 Community Field Road.

C. ADJOURN

**Motion** made by S. Slade seconded by J. Demetriades and *unanimously carried* to adjourn the Special Meeting at 4:38 p.m.

Respectfully submitted,

Re Matus

Re Matus  
Secretary