

**TOWN OF CROMWELL BOARD OF FINANCE
REGULAR MEETING
THURSDAY, MARCH 26, 2020 7:00 pm
CROMWELL TOWN HALL – COUNCIL CHAMBERS**

[Join Zoom Meeting <https://zoom.us/j/397880128> phone: 929 205 6099 Meeting ID: 397 880 128]

AMENDED AGENDA

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. SEAT ALTERNATES
- D. APPROVAL OF AGENDA
- E. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - 1. Regular Meeting, February 27, 2020
- F. CITIZENS COMMENTS
- G. REPORT OF THE TOWN MANAGER
- H. REPORT OF THE FINANCE DIRECTOR
- I. REPORT OF THE TAX COLLECTOR
- J. OLD BUSINESS
- K. NEW BUSINESS
 - 1. Discussion and action to approve Other Fund budgets for FY 2020-21:
 - a. Dog Fund: \$23,900
 - b. Sidewalk Fund: \$7,500
 - 2. Discussion and action to appropriate \$10,150 within the CNR Fund for the 2020 Distracted Driving High Visibility Grant. (100% reimbursed)
 - 3. Discussion and action to appropriate \$200,000 within the CNR Fund for the purchase of a payload, with accessories.
- L. BOARD OF EDUCATION- LIASON REPORT
- M. CHAIRMAN'S COMMENTS
- N. VICE CHAIRMAN'S COMMENTS
- O. GOOD AND WELFARE
- P. ADJOURNMENT

Town of Cromwell, CT
Board of Finance
Regular Meeting
Thursday, February 27, 2020
Town Hall Room 7:00 P.M. Room 224/225

Minutes and Record of Vote

Present: Chairman Julius Neto, Vice-Chairman Allan Spotts, Ed Maley Jr., Steve Wygonowski and John Ireland

Also Present: Finance Director Marianne Sylvester and Superintendent Dr. Enza Macri (with some of her staff for additional support)

Not Present: Dan Kelly and Town Manager Anthony Salvatore

Called To Order – Chairman Julius Neto called the Regular Meeting dated February 27, 2020 to order

Pledge of Allegiance – The Pledge of Allegiance was said by all.

Seat Alternates – No alternates were seated. It was noted that the Town Council did appoint one alternate and one yet to be appointed.

Approval of Agenda – A motion was made by Mr. Spotts and seconded by Mr. Wygonowski to approve the agenda dated February 27, 2020. *All in favor – Motion Passed.*

Approval of Minutes of Previous – A Motion was made by Mr. Maley and seconded by Mr. Spotts to approve the minutes as amended from the Regular Meeting dated December 19, 2020. *All in favor – Motion Passed.*

Page 1 second bullet beginning of second line for The Report of the Town Manager – Change wording from “tarring” to “funding”.

Page 1 fourth bullet – Add “for the pouring of the foundation.” to the end of the second sentence.

Citizens Comments – None

Report of the Town Manager – Town Manager Anthony Salvatore was not present, but Finance Director Marianne Sylvester reported that he was working on the new fiscal year’s budget and that she was not given a report to present to the Board.

Report of the Finance Director – Finance Director Marianne Sylvester

Report of The Tax Collector – Refer to the Collections Report included in your packet through the end of January 2020. She also reported on the following:

- Mild winter giving a positive result to the budget.
- Keeping a close eye on Legal. Expenses are more than were expected. The lawsuits for the solar panel companies and the tax assessments and hope they will pass in the Town’s favor.

- Revenue is looking strong. Tax collections and building permits looking favorable and the rest looks to be on target.

Additional conversation regarding the General Expense and the large in flux and how it is handled. It was due to the Library Project. It was a concern how the bottom line will be affected.

Your number for tax collections is higher and the reason for it is because her number is based on actual deposits. She noted that the tax collector has been having issues with reporting due to glitches with the program being used. Should have January's but don't and will not have February number because the month is not yet over.

Snow removal costs spread over a few departments. The cost so far this year is \$42,456 in overtime compared to last year of \$84,000 and higher previous years before that.

Report of the Tax Collector – Refer to the report in your packet. As mentioned above, issues with reporting and hope to have them worked out for February's report.

Old Business –

1. **Update on General Fund Fund Balance Policy, as approved by Town Council at their January 8, 2020 meeting.**

Chairman Neto reported that Town Council took upon themselves to set a General Fund Fund Balance Policy and a copy is in the packet. A motion was made by Mr. Maley to table the policy and seconded by Mr. Wygonowski. Additional discussion regarding the policy and if changes can be made in the future. Conversation basically stated that this will be used as a guideline, but changes can be proposed if need be. Chairman Neto noted that this Board makes the final decision. Finance decisions will be based on what is best for the residents keeping in mind the policy set by the Town Council. The policy will be looked at and keeping it in mind when financial decisions are being made. Mr. Maley withdrew his motion.

Mr. Maley noted that there was an article in the Middletown Press and the Hearse Paper written by David Haar on this same subject an encourages everyone to read it.

A new motion made by Mr. Maley to table and take it off future agendas and seconded by Mr. Wygonowski. *All in Favor – Motion Passed.*

New Business –

1. **Update on P.A. 13-60, pertaining to non-educational expenditures within the Board of Education budget.**

Superintendent Dr. Macri provided documentation on the Public Act 13-60 and highlighted some of the itemized costs incurred for non-educational expenditures. It is a report that itemizes estimated costs for the maintenance of the public schools for the upcoming fiscal year.

Discussion regarding how the Town and the Board of Ed can combine services. Dr. Macri noted her appreciation for some of the input she received from some of the departments to give her a better understanding of some of the equipment being used and why.

2. Set Hearing and Deliberation date for 2020-2021 budget.

Ms. Sylvester handed out a copy of the Charter – Chapter C which explains the procedure for the annual budget and financial procedures. Setting the timeframe required to set the new fiscal year budget.

Town Council set their meeting next week on Monday and Tuesday where they will review the budgets from each department forwarding on for the Finance Board's March meeting. Last possible hearing date would be 21 days from Finance Board's March meeting which would make it April 16th.

Setting dates keeping in mind that enough time is given so that the Finance Dept. can prepare everything needed for the Referendum on May 5th. Dates were given as to what is not available and gave dates that were good. Starting as early as March 31st. Dates decided on are 4/1, 4/6 and 4/7 at 7:00 p.m.

Budget reports will be available at the April 23, 2020 meeting.

Board of Education-Liaison Report – Steve Wygonowski was this month's liaison. He found it interested to see how the meeting flowed. They discussed next year's budget. Outlined the needs of the schools, addressed the classroom sizes and possible freezes. The Board of Ed budget was approved at 6.14.

Chairman Neto appreciated Steve taking the time to cover the meeting. It was asked that a schedule be distributed and ask that any gaps be filled.

Chairman's Comments – Chairman Neto apologized for being late and looks forward to the budget upcoming budget process.

Vice-Chairman's Comments – Vice-Chairman Spotts just asked everyone to be prepared and rest up for the upcoming budget season.

Good and Welfare – None

It was asked about the audit results. Ms. Sylvester will be able to answer questions at next meeting. It will be added to next month's agenda. Also noted that an RFQ will be done to see if the Town Council wants to go with a different audit company.

It was asked about the Town Aid Roads and if funds will be received. Not known when it will happen, and it is \$276,000 to Cromwell.

Adjournment – A motion was made by Mr. Spotts and seconded by Mr. Ireland to adjourn the meeting at 8:17 p.m. *All in Favor – Motion Passed*

Respectfully submitted,

Cynthia Hardacker

Cynthia Hardacker
Recording Clerk

FOR 2020 08

JOURNAL DETAIL, 2017 1 TO 2020 13

ACCOUNTS FOR:		ORIGINAL	TRANFRS/ ADJSTMTS	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001	GENERAL FUND	APPROP		BUDGET				
001	TOWN MANAGER'S OFFICE	381,915	0	381,915	236,962.09	747.71	144,205.20	62.2%
002	TOWN CLERK'S OFFICE	219,242	0	219,242	151,552.62	17,182.21	50,507.17	77.0%
003	REGISTRAR OF VOTERS	79,203	0	79,203	33,743.00	10,458.50	35,001.50	55.8%
004	PLANNING COMMISSION	3,525	0	3,525	898.90	317.64	2,308.46	34.5%
005	ECONOMIC DEVELOPMENT	23,530	0	23,530	10,417.90	.00	13,112.10	44.3%
006	BOARD OF FINANCE	1,350	0	1,350	330.07	.00	1,019.93	24.4%
008	CHARTER REVISION COMM	100	0	100	.00	.00	100.00	.0%
009	BOARD OF ASSESSMENT APPEALS	1,200	0	1,200	210.10	.00	989.90	17.5%
010	ZONING BOARD OF APPEALS	1,250	0	1,250	334.26	71.71	844.03	32.5%
011	INLAND WETLANDS	2,300	0	2,300	710.00	30.00	1,560.00	32.2%
012	COMM. FOR DISABLED PEOPLE	100	0	100	.00	.00	100.00	0%
013	DONATIONS AND DUES	50,522	0	50,522	43,512.00	7,000.00	10.00	100.0%
014	TOWN COUNCIL	39,905	0	39,905	38,072.00	.00	1,833.00	95.4%
015	LEGAL EXPENSE	228,764	0	228,764	142,143.64	70,384.86	16,235.50	92.9%
016	CENTRAL SERVICES	186,800	0	186,800	107,615.39	63,974.59	15,210.02	91.9%
017	INSURANCE EXPENSE	584,000	0	584,000	423,464.94	129,652.86	30,882.20	94.7%
018	GENERAL EXPENSE	554,002	0	2,754,002	2,746,239.88	2,253.82	5,508.30	99.8%
019	DEVELOPER/PLANNER	133,323	2,200,000	133,323	88,937.75	408.33	43,976.92	67.0%
020	FINANCE DEPARTMENT	421,531	0	421,531	262,066.46	5,149.53	154,315.01	63.4%
021	TAX COLLECTOR	144,353	0	144,353	86,197.64	20.00	58,135.36	59.7%
022	ASSESSOR'S OFFICE	241,994	0	241,994	160,207.29	3,664.12	78,122.59	67.7%
030	PUBLIC WORKS ADMIN.	280,940	0	280,940	176,400.61	9,475.07	95,064.32	66.2%
031	ENGINEERING	248,490	0	248,490	147,349.51	19,974.76	81,165.73	67.3%
032	SOLID WASTE REMOVAL	635,092	1,635	636,727	348,184.74	151,376.55	137,165.49	78.5%
033	BUILDING INSPECTION	203,710	0	203,710	128,798.78	1,866.81	73,044.41	64.1%
034	HIGHWAY DEPT.	1,366,164	14,455	1,380,619	645,154.67	180,688.88	554,775.00	59.8%
035	BUILDING MAINTENANCE	608,322	8,839	617,161	384,876.45	44,022.55	188,262.37	69.5%
036	PARKS & GROUNDS	417,968	5,706	423,674	265,393.00	26,367.15	131,914.14	68.9%
037	PUBLIC WORKS-OTHER	381,250	0	381,250	157,322.95	119,631.15	104,294.90	72.6%
038	VEHICLE MAINTENANCE	342,997	2,483	345,480	161,914.76	64,743.31	118,822.21	65.6%
040	POLICE DEPARTMENT	3,531,214	44,886	3,576,100	2,121,753.16	41,924.15	1,412,422.69	60.5%
041	EMERGENCY MANAGEMENT	19,050	0	19,050	7,025.00	1.00	12,024.00	36.9%
042	ANIMAL CONTROL	89,371	0	89,371	61,051.07	.00	28,319.93	68.3%
050	HEALTH DEPARTMENT	198,293	0	198,293	120,299.53	32,234.75	45,758.72	76.9%
051	HUMAN SERVICES	131,951	0	131,951	86,103.64	384.62	45,462.74	65.5%
053	SENIOR SERVICES	109,980	0	109,980	48,543.77	9,178.27	52,257.96	52.5%
054	YOUTH SERVICES	95,298	0	95,298	63,238.43	534.75	31,524.82	66.9%
055	TRANSPORTATION SERVICES	189,396	0	189,396	94,362.68	2,470.08	92,563.24	51.1%
060	RECREATION DEPARTMENT	252,731	0	252,731	158,785.67	9,291.88	84,653.45	66.5%
061	LIBRARY	594,581	0	594,581	370,496.65	25,765.79	198,318.56	66.6%
070	BONDED DEBT	3,704,100	0	3,704,100	703,325.00	.00	3,000,775.00	19.0%
080	EMPLOYEE BENEFITS	3,846,399	-78,004	3,768,395	1,944,914.98	956,504.34	866,975.41	77.0%
090	BOARD OF EDUCATION	30,700,762	0	30,700,762	19,096,381.98	.00	11,604,380.02	62.2%
119	DEVELOPMENT COMPLIANCE	103,201	0	103,201	66,226.48	684.63	36,289.89	64.8%

03/17/2020 14:25
msylvest

TOWN OF CROMWELL, CT
YEAR-TO-DATE BUDGET REPORT

P 2
glytcbud

FOR 2020 08

ACCOUNTS FOR:
001 GENERAL FUND

		JOURNAL DETAIL 2017 1 TO 2020 13					
		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
	TOTAL GENERAL FUND	51,351,379	2,200,000	53,551,379	31,891,660.44	2,008,436.37	19,651,282.19
							11.6%
							63.3%

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2020-08 JOURNAL DETAIL 2017-1 TO 2020-13

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJUSTM	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
002 TOWN CLERK'S OFFICE	-294,000	0	-294,000	-201,610.80	-92,389.20	68.6%
021 TAX COLLECTOR	-43,807,335	0	-43,807,335	-43,723,507.61	-83,827.39	99.8%
022 ASSESSOR'S OFFICE	-500	0	-500	-1,259.00	759.00	251.8%
030 PUBLIC WORKS ADMIN.	-45,300	0	-45,300	-26,268.45	-19,031.55	58.0%
033 BUILDING INSPECTION	-225,000	0	-225,000	-559,791.24	334,791.24	248.8%
040 POLICE DEPARTMENT	-88,200	0	-88,200	-37,498.08	-50,701.92	42.5%
042 ANIMAL CONTROL	-750	0	-750	-225.00	-525.00	30.0%
050 HEALTH DEPARTMENT	-25,500	0	-25,500	-2,225.00	-23,275.00	8.7%
053 SENIOR SERVICES	-1,500	0	-1,500	-1,069.00	-431.00	71.3%
054 YOUTH SERVICES	-4,000	0	-4,000	-810.00	-3,190.00	20.3%
060 RECREATION DEPARTMENT	0	0	0	-20.00	20.00	100.0%
061 LIBRARY	-8,000	0	-8,000	-2,510.25	-5,489.75	31.4%
206 BOARDS & COMMISSIONS	-9,250	0	-9,250	-4,313.92	-4,936.08	46.6%
207 STATE OF CONNECTICUT	-5,246,003	0	-5,246,003	-2,499,290.15	-2,746,712.85	47.6%
208 MISCELLANEOUS SOURCES	-717,040	0	-717,040	-863,159.50	146,119.50	120.4%
999 FUND BALANCE	-879,001	0	-879,001	.00	-879,001.00	.0%
TOTAL GENERAL FUND	-51,351,379	0	-51,351,379	-47,923,558.00	-3,427,821.00	93.3%

Monthly Cash Collection Report
Town of Cromwell Tax Collector's Office
Cumulative Report FY 2019/2020

Date of Report: 3/17/2020 For February 2020

	Bank Deposits	Bounced Checks	Payment Transfers*	Taxes Refunded	Net Cash Collections	Budgeted Revenue	Difference + or -
Current Taxes	42,831,657.20	(155,161.16)	17,295.20	(31,393.54)	42,662,397.70	43,131,835.00	(469,437.30)
Interest and Liens/Fees	171,253.23				171,253.23	125,000.00	46,253.23
Supplemental M/V Current	404,471.60				404,471.60	350,000.00	54,471.60
Prior Year Taxes	383,280.24			(11,957.08)	371,323.16	200,000.00	171,323.16
Total	43,790,662.27	(155,161.16)	17,295.20	(43,350.62)	43,609,445.69	43,806,835.00	(197,389.31)

Collector's Report/Munis Reconciliation

Total Tax Collections	\$43,609,445.69
((\$5,676.19)	Collection Agency Fees
\$65.86	Advanced Collections
\$2,742.08	Prior Year Refunds posted to 18/19 budget
(\$27,255.99)	Credit Card Payment DIT
(\$2,979.07)	Cash/Check Payment DT
\$0.00	Bounced Checks
\$1.05	Fire District adjustment from 18/19 budget
\$4,309.92	Tax Collector bounced check error
\$296.89	Tax Collector Fire District check payment error
<u>\$43,580,950.24</u>	<u>MUNIS total</u>
	Matches MUNIS 2/28/20 with Fire District payments on 3/11/20

*Payment transfer total nets to zero once Fire District tax transfers are added.

DEPARTMENT- ACCOUNT	ADJUSTED BUDGET DEC. 31, 2019	ACTUAL EXPENDITURE 2017-18	ACTUAL EXPENDITURE 2018-19	ACTUAL EXPENDITURE DEC. 31, 2019	ESTIMATED EXPENDITURE 2019-20	DEPARTMENT REQUEST 2020-21	TOWN MANAGER RECOMMENDED	TOWN COUNCIL RECOMMENDED	BOARD OF FINANCE RECOMMENDED
DOG FUND									
VETERINARIAN FEES	4,000	1,211	937	994	4,000	3,500	3,500	3,500	
OUTSIDE SERVICES	10,924	8,364	7,764	6,474	10,924	10,000	10,000	10,000	
VEHICLE MAINTENANCE	1,500	425	405	208	1,500	1,500	1,500	1,500	
EQUIP.REPAIR+REPLACEMENT	1,000	881	994	-	1,000	1,000	1,000	1,000	
DEPARTMENTAL EXPENSE	1,200	1,196	1,072	-	1,200	1,200	1,200	1,200	
TRAINING/WORKSHOPS	1,200	965	1,372	1,014	1,200	2,500	2,500	2,500	
UNIFORMS	1,200	1,196	1,194	320	1,200	1,200	1,200	1,200	
GASOLINE + OTHER FLUIDS	3,000	1,638	1,679	1,306	3,000	3,000	3,000	3,000	
TOTAL	24,024	15,876	15,417	10,316	24,024	23,900	23,900	23,900	
FUNDING:									
FEES+FUND INCOME	6,500	7,619	6,148	6,935	6,500	6,500	6,500	6,500	
FUND BALANCE	7,500	2,733	(755)	-	7,500	7,500	7,500	7,500	
GENERAL FUND	10,024	5,524	10,024	10,024	10,024	9,900	9,900	9,900	
TOTAL	24,024	15,876	15,417	16,959	24,024	23,900	23,900	23,900	

DEPARTMENT- ACCOUNT	ADJUSTED BUDGET DEC. 31, 2019	ACTUAL EXPENDITURE 2017-18	ACTUAL EXPENDITURE 2018-19	ACTUAL EXPENDITURE DEC. 31, 2019	ESTIMATED EXPENDITURE 2019-20	DEPARTMENT REQUEST 2020-21	TOWN MANAGER RECOMMENDED	TOWN COUNCIL RECOMMENDED	BOARD OF FINANCE RECOMMENDED
SIDEWALK PROGRAM FUND									
MISCELLANEOUS REPAIRS	7,500	-	7,500	-	7,500	7,500	7,500	7,500	-
TOTAL	7,500	-	7,500	-	7,500	7,500	7,500	7,500	-

This fund is to be used for the improvement and expansion of the Town's sidewalk system. The Town Manager will approve all repair projects. Specific expansion projects will be approved by the Town Council. The appropriation is for engineering, design, materials, supplies, labor and any item directly related to the project.

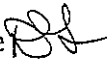


CROMWELL POLICE DEPARTMENT

Denise Lamontagne
Chief of Police

MEMO

TO: Marianne Sylvester
Director of Finance

FROM: Chief Denise Lamontagne 

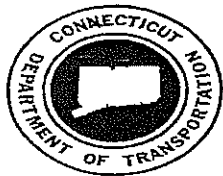
SUBJECT: 2020 Distracted Driving High Visibility Enforcement Grant

DATE: March 11, 2020

I am requesting to be added to the Board of Finance March 26, 2020 agenda.

I am requesting that the Board of Finance grant permission to appropriate \$10,150 from Capital Non-Recurring for the 2020 Distracted Driving High Visibility Enforcement Grant of which 100% will be reimbursed to the Town.

On March 11, 2020 the Town Council granted permission to apply for, receive and appropriate said funds from Capital Non-Recurring



FY 2020 HIGHWAY SAFETY PROJECT APPLICATION

CT-DOT/HSO

FORM

DDHVE GRANT

CT DEPARTMENT OF TRANSPORTATION

CFDA #

20.616

SHADED AREA FOR HSO USE ONLY

HSO Stamp

PROJECT NO.

0200-0745-2

REVISION

January 1, 2020

PROGRAM AREA

405 e-2 (M8DBLE)

EXPIRES

September 30, 2020

PROGRAM AREA
DESCRIPTION

Distracted Driving High Visibility Enf

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 TRANSPORTATION SAFETY SECTION POLICY. COPY OF POLICY OBTAINED UPON REQUEST.

PROJECT TITLE

FY 2020 Distracted Driving High Visibility Enforcement

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

April 1, 2020

APPROVED PROJECT PERIOD (mm/dd/yyyy) FOR HSO USE ONLY

FROM

THROUGH

August 15, 2020

PROJECT DIRECTOR

TITLE

TELEPHONE NUMBER

Denise Lamontagne

Chief of Police

860-635-2256 ext. 7842

FAX NUMBER

860-613-2934

SIGNATURE

ADDRESS & ZIP CODE

E-MAIL ADDRESS

5 West Street, Cromwell CT 06416

chief.lamontagne@cromwellpd.com

FINANCIAL OFFICER

TITLE

TELEPHONE NUMBER

Marianne Sylvester

Finance Director

860-632-3416

FAX NUMBER

860-632-3491

SIGNATURE

ADDRESS & ZIP CODE

E-MAIL ADDRESS

41 West Street, Cromwell CT 06416

msylvester@cromwellct.com

AUTHORIZING OFFICIAL

TITLE

TELEPHONE NUMBER

Anthony Salvatore

Town Manager

860-632-3412

FAX NUMBER

860-632-3435

SIGNATURE

ADDRESS & ZIP CODE

E-MAIL ADDRESS

41 West Street, Cromwell CT 06416

townmanager@cromwellct.com

APPROVAL FOR HSO USE ONLY

FISCAL REVIEW COMPLETED BY

PROJECT MANAGER REVIEW COMPLETED BY

DATE

Christine Biske

Phyllis DiFiore

DATE

PROGRAM COORDINATOR REVIEW COMPLETED BY

DATE

Joseph T. Cristalli, Jr.

REQUESTED AMOUNT

\$10,146.23

GOVERNOR'S HIGHWAY SAFETY REP

DATE

HSO APPROVED \$

TOTAL ALLOTTED

Thomas J. Maziarz

PROJECT TITLE	APPLICANT	
FY 2020 Distracted Driving High Visibility Enforcement	Gromwell Police Department	
	PROBLEMS	PAGE 1 OF 1

STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION
PROBLEM IDENTIFICATION

To date, identifying the role distracted driving has played in fatality and injury crashes has been a challenge in Connecticut, due to the way crash data is collected and limitations of the crash reporting form (PR-1) itself. In order to effectively allocate 405(e) funds to multiple areas including enforcement mobilizations, the HSO chose to use an index of a combination of factors to best identify where the largest volumes of crashes, non-interstate roadway use, and population centers intersect. The goal of which is to target suspected locations where distraction as a result of hand held mobile phone use by drivers leads to crashes; and to identify areas where enforcement of Connecticut's hand held mobile phone for drivers can be effective.

The applicant was selected by the HSO to conduct High Visibility Enforcement (HVE) based on a combination of the following data, weighted and ranked to determine areas where traffic volumes are highest, and the most crashes occur by town:

- Fatal and injury crashes 2015-2018
- Daily Vehicle Miles Traveled (DVMT) (2017)
- Population (2017)
- Crash rate per DVMT
- Crash Rate per population
- Past High Visibility Enforcement grant performance

ENTER YOUR AGENCY'S STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION

****Press "ALT"&"Enter" together to insert new line**

This agency is continually working towards reducing motor vehicle crashes within our jurisdiction, as well as distracted driving type of behavior, and moving motor vehicle violations as a result of distracted driving type of behavior. It is the hope of this agency that deploying officers during this Distracted Driving High Visibility Enforcement (DDHVE) grant periods, specifically utilizing self-initiated type High Visibility Enforcement, will result in a reduction of motor vehicle crashes and/or distracted driving type of behavior. Self-initiated enforcement will be directed towards the main areas and/or intersections of concern, where this agency investigates the most motor vehicle crashes, to include the intersections of: West Street and Shunpike Road, West Street by the Route 9 exit/entrance ramps, Berlin Road by the Interstate 91 exit/entrance ramps, and Berlin Road by Sebethe Drive.

This agency has participated in this DDHVE in years prior (2015 through 2018) and has been effective in citing those operators violating the distracted driving laws. It should be noted that this agency did not participate in this DDHVE in 2019 due to staffing shortages during the aforementioned time periods covered by this grant (April and August). Over the four year period this agency previously participated in High Visibility Distracted Driving targeted enforcement overtime (as allowed per this grant), officers conducted over 600 motor vehicle stops, resulting in approximately 475 infractions and 20 misdemeanor summons' being issued to motor vehicle operators stopped as a result of this enforcement.

PROJECT TITLE		APPLICANT	
FY 2020 Distracted Driving High Visibility Enforcement		Cromwell Police Department	
		OBJECTIVES	PAGE 1 OF 1
OBJECTIVES			

To decrease fatalities and injuries as a result of crashes caused by driver distraction, especially those caused by hand held mobile phone use by:

- Increasing enforcement, especially HVE of Connecticut's hand held mobile phone ban for drivers in areas identified to have high rates of fatal and injury crashes

PROJECT TITLE	APPLICANT
FY 2020 Distracted Driving High Visibility Enforcement	Gromwell Police Department
	SUMMARY

BUDGET SUMMARY

BUDGET SUMMARY SUBMITTAL

Federal Share	100.00%
State/Local Share	0.00%

COST CATEGORY	AMOUNT	SOURCE OF FUNDS	
OFFICERS-SALARIES	\$7,588.80	FEDERAL FUNDS (100%)	\$10,146.23
OFFICERS-FRINGS BENEFITS	\$2,557.43	NON-FEDERAL FUNDS (0%)	\$0.00
TROOPER-SALARIES	\$0.00	TOTAL FUNDS (100%)	\$10,146.23
TROOPER-FRINGS BENEFITS	\$0.00		
STATE POLICE-SALARIES	\$0.00		
STATE POLICE-FRINGS BENEFITS	\$0.00		
INDIRECT COST	\$0.00		
TOTAL FEDERAL BUDGET	\$10,146.23		

BUDGET SUMMARY APPROVAL (HSO USE ONLY)

COST CATEGORY	AMOUNT	SOURCE OF FUNDS	
OFFICERS-SALARIES		FEDERAL FUNDS (100%)	
OFFICERS-FRINGS BENEFITS		NON-FEDERAL FUNDS (0%)	
TROOPER-SALARIES		TOTAL FUNDS (100%)	
TROOPER-FRINGS BENEFITS		FEDERAL AWARD IDENTIFIER NUMBER (FAIN):	
STATE POLICE-SALARIES		69A3751830000405eGTC	
STATE POLICE-FRINGS BENEFITS		69A3751930000405eGTC	
INDIRECT COST		69A3752030000405eGTC	
TOTAL FEDERAL BUDGET			

THE W.I. CLARK COMPANY

CONSTRUCTION AND INDUSTRIAL EQUIPMENT
30 BARNES INDUSTRIAL PARK ROAD
WALLINGFORD, CT 06492
203-265-6781

March 05, 2020

Mr. Louis J. Spina, Jr.
Director of Public Works
Town of Cromwell
Cromwell, CT 06416

Re: State of Connecticut 4WD Loader Contract

Dear Mr. Spina,

The W.I. Clark Company is pleased to extend to the Town of Cromwell Connecticut the same governmental discount on a new John Deere 524L four wheel drive loader, and John Deere options, as offered in the State of Connecticut DOT contract number 16PSX0151 (Supplement #2). The discount is 36% off of list price for the base machine and John Deere factory installed options and/or accessories. Non-John Deere (allied) accessories, are 15% off of list price. John Deere parts ordered with this unit are 12% off of list price.

The W.I. Clark Company would accept responsibility for the administrative duties associated with this order, as well as any warranty work should that become necessary.

Please find the attached price schedule with all the options you were interested in. Upon receipt of your purchase order to the W.I. Clark Company, we will place your order with John Deere.

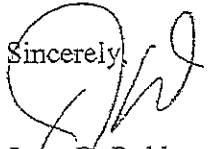
Your purchase order or letter of intent to purchase must reference the State of Connecticut contract number 16PSX0151.

You may expect delivery to the Cromwell Public Works Department in approximately 90 to 120 days after receipt of order.

The unit will be delivered with the standard twelve (12) month / unlimited hour full machine warranty. Your machine will be fueled and ready to go to work. Payment in full is due within thirty (30) days after delivery of the machine. Please be advised pricing is based on current John Deere list prices and are subject to change without notice. Allied equipment prices are subject to change without notice. Dealer discounts where applicable are subject to change without notice. Trade-in allowances where applicable are good for 30 days only.

We look forward to being of service to you.

Sincerely,



Jerry DeRubbo
Governmental Sales
The W.I. Clark Company
860-212-4216

[illegible]

	ALLIED EQUIPMENT	% OFF LIST	LIST	NET	DISCOUNT
4	2 FRONT MOUNTED & 2 REAR MOUNTED WHELEN STROBES	15%	\$ 1,250.00	\$ 1,062.50	\$ 187.50
	LABOR TO INSTALL STROBES	0%	\$ 768.00	\$ 768.00	\$ -
1	JRB HYD COUPLER WITH IT28 INTERCHANGE	15%	\$ 6,225.00	\$ 5,291.25	\$ 933.75
1	JRB 2.75YD GENERAL PURPOSE BUCKET WITH IT28 HOOKS	15%	\$ 8,415.00	\$ 7,152.75	\$ 1,262.25
1	AUTO LUBE SYSTEM BY LUBRICATION TECHNOLOGIES	15%	\$ 8,970.00	\$ 7,624.50	\$ 1,345.50
1	LOADRITE L2180 SCALE WITH ROAD BOSS SOFTWARE	15%	\$ 12,315.00	\$ 10,467.75	\$ 1,847.25
1	PARTS MANUAL	12%	\$ 376.31	\$ 331.15	\$ 45.16
1	REPAIR MANUAL	12%	\$ 98.32	\$ 86.52	\$ 11.80
1	OPERATION AND TEST MANUAL	12%	\$ 429.35	\$ 377.83	\$ 51.52
		0%	\$ -	\$ -	\$ -
		0%	\$ -	\$ -	\$ -
		0%	\$ -	\$ -	\$ -
		0%	\$ -	\$ -	\$ -
		0%	\$ -	\$ -	\$ -
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		0%	\$ -	\$ -	\$ -
		0%	\$ -	\$ -	\$ -
		0%	\$ -	\$ -	\$ -
		0%	\$ -	\$ -	\$ -
	TOTAL NON FACTORY INSTALLED FEATURES AND OPTIONS:		\$ 38,846.98	\$ 33,162.25	\$ 5,684.73
	TOTAL FACTORY OPTIONS WITH STATE DOT DISCOUNT(S):			\$ 145,503.91	
	STANDARD 12 MONTH UNLIMITED HOUR WARRANTY:			\$ -	
	TOTAL ALLIED EQUIPMENT AND/OR ACCESSORIES:			\$ 33,162.25	
	YOUR DELIVERED COST:			\$ 178,666.16	
	TRADE VALUE:			\$ -	
	YOUR NET DELIVERED COST:			\$ 178,666.16	

MARCH 05, 2020

TOWN OF CROMWELL

JOHN DEERE 524L EXTENDED WARRANTY

COMPREHENSIVE (FULL MACHINE) WARRANTY OPTIONS

HOURS	12 MON.	24 MON.	36 MON.	48 MON.	60 MON.	72 MON.	84 MON.
1000		\$ 651	\$ 1,021	\$ 2,170	\$ 2,463		
1500		\$ 799	\$ 1,060	\$ 2,368	\$ 2,795		
2000		\$ 945	\$ 1,099	\$ 2,565	\$ 3,128		
2500		\$ 1,105	\$ 1,321	\$ 2,731	\$ 3,503		
3000		\$ 1,264	\$ 1,545	\$ 2,898	\$ 3,880	\$ 4,268	
4000		\$ 1,391	\$ 2,068	\$ 3,471	\$ 4,250	\$ 4,674	\$ 5,143
5000		\$ 1,531	\$ 2,744	\$ 3,956	\$ 4,645	\$ 5,110	\$ 5,620
6000		\$ 3,190	\$ 4,341	\$ 5,576	\$ 8,463	\$ 9,310	\$ 10,240
7000		\$ 3,969	\$ 5,851	\$ 8,039	\$ 10,600	\$ 11,660	\$ 12,828
7500		\$ 4,174	\$ 6,281	\$ 9,163	\$ 10,909	\$ 11,999	\$ 13,199
8000		\$ 4,378	\$ 6,711	\$ 10,285	\$ 11,216	\$ 12,339	\$ 13,571
9000		\$ 5,130	\$ 7,720	\$ 11,204	\$ 12,326	\$ 13,559	\$ 14,915
10000		\$ 5,870	\$ 8,830	\$ 12,824	\$ 14,814	\$ 16,296	\$ 17,925
12000		\$ 6,716	\$ 10,100	\$ 14,679	\$ 17,805	\$ 19,585	\$ 21,544

JOHN DEERE 524L EXTENDED WARRANTY

ENGINE, POWER TRAIN & HYDRAULIC WARRANTY OPTIONS

HOURS	12 MON.	24 MON.	36 MON.	48 MON.	60 MON.	72 MON.	84 MON.
1000		\$ 409	\$ 640	\$ 1,360	\$ 1,545		
1500		\$ 500	\$ 665	\$ 1,485	\$ 1,753		
2000		\$ 593	\$ 689	\$ 1,609	\$ 1,960		
2500		\$ 693	\$ 829	\$ 1,713	\$ 2,196		
3000		\$ 793	\$ 969	\$ 1,816	\$ 2,433	\$ 2,676	
4000		\$ 873	\$ 1,296	\$ 2,176	\$ 2,665	\$ 2,931	\$ 3,224
5000		\$ 960	\$ 1,720	\$ 2,480	\$ 2,913	\$ 3,204	\$ 3,524
6000		\$ 2,000	\$ 2,723	\$ 3,496	\$ 5,306	\$ 5,836	\$ 6,420
7000		\$ 2,489	\$ 3,669	\$ 5,040	\$ 6,648	\$ 7,311	\$ 8,043
7500		\$ 2,616	\$ 3,939	\$ 5,745	\$ 6,840	\$ 7,524	\$ 8,276
8000		\$ 2,745	\$ 4,209	\$ 6,449	\$ 7,033	\$ 7,736	\$ 8,510
9000		\$ 3,216	\$ 4,840	\$ 7,025	\$ 7,729	\$ 8,501	\$ 9,351
10000		\$ 3,680	\$ 5,536	\$ 8,040	\$ 9,289	\$ 10,218	\$ 11,239
12000		\$ 4,211	\$ 6,333	\$ 9,204	\$ 11,164	\$ 12,280	\$ 13,508

1999 Cat IT28G Loader, 69-CW

14,741 hours

1. Slop at center pin .
2. Cab heavy rot
3. Tires @ 30% tread left and heavy slashes
4. Oil leak at front cover
5. Diesel tank does not vent, will lead to fuel pump failures
6. Air condition belt worn
7. Ride control inoperable
8. Auto shift inoperable
9. Radiator support rotted needs replacement
10. Cab step rotted off, dangerous, cannot stand on it
11. Steering column excessive play
12. Multiple minor hydraulic leaks
13. Overall condition is poor

The slop in the center articulation pin is excessive. This is not a simple replacement, the machine will have to be split into to pieces and a contractor would have to line bore the holes in which the center pin goes into. I do not have a quote for line boring, guessing its over \$5,000. There is heavy rust and rot on the doors, cab, fenders and supports. Tires need replacement, all 4. The ride control does not function. This could be a hydraulic valve or the electrical coil that controls the valve. Steering column has excessive play, very common on Cat loaders and rollers.

From what I have seen this would be the machine to replace. The cost of tires alone aren't worth spending on a machine in this condition. If this machine was to sit in a parking lot and get used 100 hours a season it would be fine. The biggest repair is line boring and if that center pin was to get fixed I am sure that there are multiple other pivot points on the loader that would need attention as well.

1987 CAT IT28B Loader, 6-CW

18,409 hours

1. Engine oil leak @ oil cooler
2. Left steer cylinder minor hydraulic leak
3. Hydraulic leak @ valve body right side below floor
4. Radiator minor leak, no visual drips
5. Rear wiper motor inoperable
6. Brake light switch stuck on

The machine needs a very good cleaning. There are many damp areas but I am not worried about them, there is no major leaks on the machine. The entire machine runs how it should, easy start, smooth idle, hydraulics run smooth with no signs of pump malfunction or fluid flow. All temperatures are where they should be and the brakes work well. Tire condition is excellent.

In my opinion this is a great machine and has many more years of life left if it isn't abused, only has about 100hp. Parts for these machines are still fairly easy to get if needed and not very expensive as to newer machines. If the machine was to be kept I suggest a very detailed cleaning be done then if there is a time where a few highway employees need something to stay busy have them sand and paint. To further the inspection, I could perform an oil analysis to determine if any internal wear is happening in the engine and or hydraulic circuit.

Value around \$20,000

2013 John Deere 524K Loader, 72-CW

4,421 hours

1. Inspection was at the job site, needs a good cleaning
2. Tires at 30-40% tread left
3. Rust and rot starting

There were no signs on any current repairs needed. The machine needs a good cleaning then I will be able to see where a very minor hydraulic leak is located. Tires will need to be replaced in a year or so. Rust is starting to show up on the wheel wells, battery box and other thin metal components. Any place that has paint chipped should be sanded down, primed and painted. Any places starting to rot should be addressed to prevent it from getting worse.

Overall the machine is in good condition and no repairs are needed.



Estimate No:127737 - 1

H.O. Penn Machinery Co. Inc.
225 RICHARD STREET
NEWINGTON, CT 06111
860-594-4800

TOWN OF CROMWELL

41 WEST STREET
CROMWELL CT 06416

CUSTOMER NO.	QUOTE NO.	DATE	CONTACT
01339	127737	2/21/2020	DAN TAYLOR
PHONE NO.	FAX NO.	EMAIL	
		dtaylor@cromwellct.com	
MODEL	MAKE	SERIAL NO.	
IT28G	AA	08CR01576	
UNIT NO.	HOURS	WO NO.	P.O. NO.
	14778		
NOTE			
REPAIR MACHINE. REPLACE CAB ROLL OVER PROTECTION SYSTEM. RECONDITION ENGINE TRANSMISSION AND BRAKING SYSTEM. REPLACE HOOD ASSEMBLY AND SUPPORT STRUCTURE. REPAINT MACHINE. REPORT ON ANY ADDITIONAL PARTS/LABOR REQUIRED FOR POWERTRAIN RECONDITIONING AND ANY LINE BORE REPAIRS.			

SEGMENT: 01

RECONDITION POWERTRAIN
NOTES:RECONDITION POWERTRAIN.
REPLACE ENGINE WITH CAT REMAN EXCHANGE ENGINE
PERFORM RECONDITION ON TRANSMISSION
RECONDITION SERVICE BRAKES
REPLACE COOLING PACK AND GUARD.

Parts

Qty	Description	Unit Price	Ext Price
Parts Total:			31,400.00

Labor

Item No	Qty	Description	Unit Price	Ext Price
Labor Total:				31,970.00

Labor Summary**Misc**

Qty	Description	Unit Price	Ext Price
Misc Total:			3,000.00

SEGMENT: 02 RECONDITION HOOD SUPPORT

Parts

Qty	Description	Unit Price	Ext Price
1	GUARD AS	3,699.59	3,699.59
1	M-SEAL STK	35.35	35.35
2	BUMPER	3.10	6.20
2	PAWL	17.55	35.10
2	LATCH A	102.73	205.46
4	LOCKNUT	1.59	6.36
1	DOOR A-RH	2,213.45	2,213.45
1	DOOR A-LH	2,213.45	2,213.45
1	BRACKET	137.05	137.05
2	PLATE A	127.01	254.02
2	PLATE	64.22	128.44
1	BRACKET	119.45	119.45
1	HANDLE A	157.92	157.92
1	HANDLE A	168.54	168.54
60	CM BULK SEAL	0.10	6.00
2	SPRING AS	72.42	144.84
2	SPRING AS	68.21	136.42
6	NUT	0.24	1.44
4	NUT	0.31	1.24
28	WASHER	0.85	23.80
4	BOLT	3.89	15.56
6	NUT	0.37	2.22
6	BOLT	0.64	3.84
8	BOLT	0.52	4.16
4	BOLT	0.76	3.04
4	BOLT	0.28	1.12
14	WASHER	0.37	5.18
4	WASHER	0.39	1.56
4	SCREW	0.70	2.80
Parts Total:			9,733.60

Labor

Item No	Qty	Description	Unit Price	Ext Price
SHP-1*-04-**	24	SHOP LABOR	187.00	4,488.00
Labor Total:				4,488.00

Labor Summary

SEGMENT: 03 REPLACE CAB

Parts

Qty	Description	Unit Price	Ext Price
1	LAMP GP	39.79	39.79
1	CABLE A	11.76	11.76
1	FILM	66.29	66.29
1	BRKT AS-LH	69.96	69.96
1	BRKT AS-RH	69.96	69.96
1	PLATE AS	226.70	226.70
1	MIRROR A	42.93	42.93

1	CAB GP	13,270.74	13,270.74
1	BOLT-SOCKET	2.14	2.14
1	WASHER	0.25	0.25
1	ROOF	562.82	562.82
1	BUTTON AS-HO	45.28	45.28
1	NUT-HEX	0.21	0.21
1	BLADE A	29.85	29.85
1	LAMP A RH	23.99	23.99
5	WASHER	0.51	2.55
2	M-SEAL STK	10.53	21.06
4	SCREW	0.30	1.20
4	SLEEVE	68.00	272.00
1	ANTENNA AS	21.49	21.49
2	NUT	4.17	8.34
12	BOLT	0.52	6.24
6	WASHER	2.19	13.14
9	BOLT	0.37	3.33
4	WASHER	0.37	1.48
12	WASHER	2.47	29.64
4	WASHER	68.67	274.68
1	SOCKET A	14.52	14.52
2	SCREW	1.07	2.14
1	SEAL O RING	1.85	1.85
1	SEAL O RING	1.95	1.95
4	BOLT-HEX	23.74	94.96
4	MOUNT A	76.06	304.24
Parts Total:			15,537.48

Labor

Item No	Qty	Description	Unit Price	Ext Price
CCE	2	CCE LABOR	168.00	336.00
CCE	3.5	CCE LABOR	168.00	588.00
CCE	2	CCE LABOR	168.00	336.00
CCE	6	CCE LABOR	168.00	1,008.00
CCE	7	CCE LABOR	168.00	1,176.00
CCE	6	CCE LABOR	168.00	1,008.00
CCE	2	CCE LABOR	168.00	336.00
CCE	8	CCE LABOR	168.00	1,344.00
CCE	8	CCE LABOR	168.00	1,344.00
CCE	8	CCE LABOR	168.00	1,344.00
CCE	1	CCE LABOR	168.00	168.00
CCE	8	CCE LABOR	168.00	1,344.00
CCE	8	CCE LABOR	168.00	1,344.00
CCE	4	CCE LABOR	168.00	672.00
CCE	4	CCE LABOR	168.00	672.00
CCE	1	CCE LABOR	168.00	168.00
Labor Total:				11,456.00

Labor Summary

Misc

Qty	Description	Unit Price	Ext Price
1	FREIGHT IN	0.00	0.00

1	FREIGHT IN	0.00	0.00
1	FREIGHT IN	0.00	0.00
1	FREIGHT IN	0.00	0.00
3	SUPPLY INCOME	0.00	0.00
1	SUPPLY INCOME	0.00	0.00
Misc Total:			0.00

SEGMENT: 04 PAINT MACHINE
NOTES: CLEAN PREP AND REPAINT BODY PANELS

Parts

Qty	Description	Unit Price	Ext Price
2	FILM-CAT	41.07	82.14
2	FILM-IDENT	40.07	80.14
100	FILM-STRIFE	0.28	28.00
100	CM STRIFE	0.22	22.00
Parts Total:			212.28

Labor

Item No	Qty	Description	Unit Price	Ext Price
CCE-1*-04-**	60	CCE LABOR	168.00	10,080.00
Labor Total:				10,080.00

Labor Summary

Misc

Qty	Description	Unit Price	Ext Price
1	PAINT AND MATERIALS	3,500.00	3,500.00
Misc Total:			3,500.00

Total Segments: 121,377.40

TOTAL ESTIMATE USD 121,377.36

-Estimate is valid for 30 days from estimate date.
 -Sales tax is not included and buyer is responsible for all taxes arising out of this transaction.
 -Core charges are not included and credit for remanufactured components is subject to final inspection per Caterpillar's core acceptance guidelines.
 -Freight to procure parts is additional. Parts shipments are FOB supplier.
 -Full payment is due 30 days from invoice date unless otherwise specified.
 -HO Penn warrants all repairs for 12 months, unlimited hours.
 -This estimate is subject to change after final disassembly and inspection. Additional parts and labor charges may apply for damage not identified during the initial machine review.

"The signature is an authorization to proceed with the required repair work as described within the estimate".

Issued PO#: _____ Authorized Name: _____ Please Print

Date: ____/____/____.

Signature

Any questions? Please call Phil Molloy
 at Office: 860-594-4852 Mobile: 860-883-2983 Fax: 860-667-3570 Branch: 860-594-4800