

TOWN OF CROMWELL  
TOWN COUNCIL  
REGULAR MEETING  
WEDNESDAY JANUARY 13, 2016  
7:00 PM TOWN HALL ROOM 224/5

AMENDED AGENDA

RECEIVED FOR FILING  
1-12-2016 at 11:29 AM.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

*Luis L. Sanacore, Asst.*  
TOWN CLERK

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF AGENDA
- D. COMMISSION CHAIRMAN REPORTS/LIAISON REPORTS
- E. CITIZEN COMMENTS
- F. MAYOR'S REPORT
- G. TOWN MANAGER'S REPORT
- H. CHIEF OF POLICE'S REPORT
- I. PUBLIC WORK DIRECTOR'S REPORT
- J. FINANCIAL
  - 1. Refunds
  - 2. Budget Reports
- K. STAFF REPORTS
  - 1. Economic Development Coordinator Report - December
- L. UNFINISHED BUSINESS
  - 1. Presentation by consulting engineer on possible sites for a new DPW/CWPCA facility with discussion and possible action to follow. -*Tabled*
  - 2. Continue discussion and possible action on Solid Waste Report. -*Tabled*
- M. NEW BUSINESS
  - 1. Discussion and action to approve allowing Town Manager Salvatore to file for and sign the 2015 Emergency Management Performance Grant (EMPG).
  - 2. Discussion and possible action to approve Economic Development's request to Fund Phase II Environmental Assessment for Frisbee Park. The estimated cost for the study is \$30,000.
  - 3. Discussion and possible action to authorize the Town Manager to submit the STEAP Grant Application for the County Line Drive Intersection Improvements in the amount of \$500,000.
  - 4. Discussion and possible action to approve request, from the Redevelopment Agency, to fund a study to improve access to Cromwell's Riverfront.
  - 5. Discussion and possible action to accept Deming Lane and Robbie Road as Town Roads.
  - 6. Discussion and possible action to amend Freedom of Information requests, Summary of Charges to reflect Town Clerk's Basic Fee Schedule; copies of maps, surveys and certifying maps, etc.
- N. APPROVAL OF MINUTES
  - 1. Regular Meeting, December 9, 2015
- O. RESIGNATIONS

**P. APPOINTMENTS**

**1. Sub-Registrars**

a. Jay Doolittle, Cromwell Funeral Home

b. Louis Sarno, D'Angelo's Funeral Home

**Q. TOWN COUNCIL COMMISSION LIAISON REPORTS**

**R. ADJOURNMENT**

Rules for Citizen Comments:

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

## Town of Cromwell

**To: Town Council**  
**From: Stuart B. Popper Director of Planning and Development**  
**Date: January 11, 2016**  
**Re: Request to Accept Deming Lane and Robbie Road as Town Roads**

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At its regular meeting on January 5, 2016 the Town of Cromwell Planning and Zoning Commission issued a positive report on the: Section 8-24 Mandatory Referral on the Request to Accept Deming Lane and Robbie Road as Town Roads. (Application #07-23: Pond View Subdivision).

Prior to the Planning and Zoning Commission issuing the positive report the Town staff had reviewed the request and approved of the acceptance of the Deming Lane and Robbie Road as town roads. The Town Attorney had reviewed and approved the Warranty Deed granting Deming Lane and Robbie Road to the Town of Cromwell.

The Planning Department is requesting that the Town Council approve the acceptance of the Deming Lane and Robbie Road as town roads.

**FREEDOM OF INFORMATION REQUESTS**

**SUMMARY OF CHARGES**

- A. To review existing records.....**No charge**
- B. To discuss existing records.....**No charge**
  - 1. Remember, this is the department heads job. If not available,  
The employee makes a determination as above.
- C. A copy of an existing record non-certified page [CGS§1-212(2)].....**\$.50**
- D. A copy of the first page of an existing records certified [CGS§1-212(e)].....**\$1.00**
  - 1. Each additional page.....**\$.50**
- E. Maps, surveys, or records [CGS§1-212(b)(2)(3)]
  - 1. A copy of plans or a Mylar® not recorded per sheet [CGS§1-12(2)].....**\$.50**
  - 2. A copy from a recorded Mylar® per sheet [CGS§7-34a(a)].....**\$1.00**
  - 3. A photo copy or reproducible copy of a document by an outside vendor.....  
**actual cost**
- F. A record or report from a computer run – per page (existing menu report).....**\$.50**
- G. Formatting and/or programming to produce a specialized report  
[CGS§1-212(b)(1)].....**actual salary of programmer, etc. plus \$.50 per page**
- H. Computerized information stored with our outside vendors which we would have to  
pay for, if obtained to honor the request.....**actual outside vendor fee**
- I. Copies of tapes, disks, or other electronic media [CGS§1-212(b)(3)].....**actual cost**
- J. Prepayment of fee required if such fee is estimated to be ten dollars or more per  
[CGS§1-212(c)]
- K. Board and Commission Members requesting copies of documents of other  
Boards and Commissions not relevant to their positions.....**\$.50**
- L. Board and Commission Members requesting copies of documents that are relevant  
to their positions from other Boards and Commissions for the purpose of working  
in conjunction on the same issue.....**no charge**
- M. Public request for a subscription to receive Board and Commission Agendas and  
Minutes by mail for the entire year.....**\$50.00 per calendar year/  
Per Board or Commission**
- N. Emails of Agendas and Minutes.....**no charge**

The fees are in accordance with CGS§1-212 and as established by the Board of Selectmen.

# Town Clerk's Handbook

January 2015

## BASIC FEE SCHEDULE

Amended to January 1, 2015

Please refer to various sections of handbook for exemptions and exceptions.

### LAND RECORDS (Sec.7-34a):

Recording documents - \$53.00 first page, \$5.00 each subsequent page or portion thereof. The town receives \$10.00 for the first page and \$5.00 for each subsequent page. Also there is a fee of \$3.00 for historic preservation (\$2.00 shall be submitted monthly to the State Librarian and \$1.00 retained by the Town Clerk). Also there is a fee of \$40.00 (\$36.00 shall be submitted monthly to the State Treasurer to be credited to an account for land presentation, affordable housing and historic preservation and \$1.00 retained by the town clerk and \$3.00 retained by the town for local capital improvement projects).

### (Public Act 13-247)

Recording Nominee (MERS) Assignment/Release (Grantor only)  
- \$159 flat fee with no additional page fee (\$127 submitted to the State Treasurer and \$32 retained for the town general fund).

### Recording Nominee (MERS)

Other Documents Mortgage, Modification, Subordination, Warranty Deed, Assumption/Amendment or Assignment/Release (Nominee is Grantee)  
- \$159 plus \$5 for each additional page (\$110 submitted to the State Treasurer with \$39 retained for the town general fund and \$10 to the town clerk fund).

### Surcharges

- \$ 2.00 each transfer reportable to State.  
- \$ 5.00 if current mailing address of grantee not given in any deed conveying title to real estate.  
- \$ 1.00 if names of those executing, witnessing and acknowledging are not typed or printed under signature.

Fees paid for recording documents shall include therein payment for the return of the documents (Section 7-34a(b)).

### ASSIGNMENTS

\$2.00 fee for assignments subsequent to the first two. (7-34a(a)). Multiple assignments are limited to twenty on a single document. (7-29(b)).

### CONVEYANCE TAX (Sec.12-494):

State - residential property & unimproved land	- .0075 x consideration
residential dwelling over \$800,000	- .0075 x \$800,000 + .0125 x amount over \$800,000
non-residential except unimproved land	- .0125 x consideration
Local - all categories	- .0025 x consideration*

\*Gives 18 towns the option of increasing their municipal real estate conveyance tax by an additional quarter point to .005.

January 2015

**FILING FEES (Sec. 7-34a):**

Any document - \$ 5.00 each  
Any map - \$10.00 each  
Maps of subdivisions of 3 or more parcels - \$20.00 each

**COPIES, CERTIFIED COPIES OF LAND RECORDS, MAPS (Sec. 7-34a):**

Copies of documents (in any format) - \$1.00 each page  
For use of battery-powered scanner - \$20.00 per occasion  
For certifying documents - \$2.00 each  
Copies of maps, surveys - Actual cost of reproduction  
For certifying maps - \$2.00 each

**VITAL STATISTICS (Sec. 7-73, 7-74, 7-76):**

Marriage license - \$30.00 of which \$19.00 is to be forwarded to  
the Department of Health Services by  
the 10<sup>th</sup> day after the end of each  
calendar quarter  
  
Short-form birth certificate - \$15.00  
Certified copy of birth,  
death, marriage, civil union - \$20.00  
Burial or removal permit - \$ 3.00  
Cremation permit - \$ 3.00  
Copies to other towns - \$ 2.00 If the bill for such copies is less  
than \$26.00, no bill shall be sent.

**FREEDOM OF INFORMATION (Sec. 1-212):**

If copying fee is not specified above, fee for copy of document (minutes, legal notices, etc.) shall not exceed .50 per page. Fee for cost of transcription or printout shall not exceed actual cost thereof. Fee for certifying such document shall be \$2.00 for the first page and .50 for each subsequent page. For records stored in a computer system and voter registration records, see Chapter III.

**NOTARIES PUBLIC (Sec. 7-34a, 3-94n, 3-94o):**

For recording:  
original commission of notary public - \$10.00  
renewal commission - \$10.00  
change of name only - \$15.00  
change of name & change of address within town - \$15.00  
change of name & change of address to a new town - \$10.00  
change of address to new town but no change of name - \$10.00  
change of address within town but no change of name - -0-

**NOTE:** Only original and renewal commissions require notary to take oath; the various changes of name and address do not require an oath.

For authenticating the signature of a notary: - \$ 2.00

**NOTE:** Documents being sent to certain countries may need the apostille or authentication of the Secretary of the State in addition to that of the town clerk. The document should be directed to Authentications, Secretary of the State, 30 Trinity Street, Hartford, CT 06106.