

01-08-16A09:01 RCVD

TOWN OF CROMWELL  
TOWN COUNCIL  
SPECIAL MEETING  
WEDNESDAY JANUARY 13, 2016  
6:30 PM TOWN HALL ROOM 224/5

RECEIVED FOR FILING  
1-8 2016 at 9:01 A.M.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.  
*D. L. ...*  
TOWN CLERK

AGENDA

A. CALL TO ORDER

B. EXECUTIVE SESSION

1. Negotiation Strategy
  - a. Expiration of March 13, 2015 Agreement between Town of Cromwell and UPSEU.
2. Acquisition of Property
  - a. Update of tax sale status.
3. To discuss a matter which would result in the disclosure of exempt information per Conn. Gen. Stat. subsection (b) of section 1-210.
4. Action on Executive Session items, if necessary.

C. ADJOURNMENT

01-08-16A09:01 RCVD

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

RECEIVED FOR FILING  
1-8 2016 at 9:01 A.M.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

*Lucretia*  
TOWN CLERK

AGENDA

- 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.
- 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.

Condition(s) : Dist/Susp/Bank	Name Address	Prop Loc/Vehicle Info. UniqueID/Reason	Paid Date	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2013-03-0566784	VW CREDIT LEASING LTD 1401 FRANKLIN BOULEVARD LIBERTYVILLE IL 60048-4460	12/3VWCK7AJ4CM335151 MV-056678-4	11/24/2015	227.97 341.79	0.00 0.00	0.00 0.00	227.97 341.79	-113.82
2013-03-5120060	HONDA LEASE TRUST 600 KELLY WAY HOLYOKE MA 01040	12/1HGCS2B84CA003618 MV-051200-60	11/23/2015	397.63 530.15	0.00 0.00	0.00 0.00	397.63 530.15	-132.52
2013-03-5667834	VW CREDIT LEASING LTD 1401 FRANKLIN BOULEVARD LIBERTYVILLE IL 60048-4460	Sec. 12-129 Refund of Excess Payments. 11/WAUDGAF14BA134489 MV-056678-34	11/24/2015	460.76 921.52	0.00 0.00	0.00 0.00	460.76 921.52	-460.76
2013-03-6640012	FINANCIAL SER VEH TRUST 5550 BRITTON PARKWAY HILLIARD OH 43026-7456	12/WBA3A9C53CF269632 MV-066400-12	9/9/2014	928.51	0.00	0.00	928.51	-928.51
2013-03-6640019	FINANCIAL SER VEH TRUST 5550 BRITTON PARKWAY HILLIARD OH 43026	11/WBAPL5C57BA742593 MV-066400-19	12/4/2014	62.70 755.46	0.00 23.58	0.00 0.00	62.70 779.04	-692.76
2013-03-6640022	FINANCIAL SER VEH TRUST 5550 BRITTON PARKWAY HILLIARD OH 43026-7456	Sec. 12-129 Refund of Excess Payments. 12/WBAKF9C57CE859223 MV-066400-22	10/3/2014	591.06 886.58	0.00 27.32	0.00 0.00	591.06 913.90	-295.52
2013-04-0080705	FINANCIAL SER VEH TRUST 5550 BRITTON PARKWAY HILLIARD OH 43026	2013/WMWSU3C56DT373230 80705	1/12/2015	477.57 915.50	0.00 0.00	0.00 0.00	477.57 915.50	-437.93
2014-01-0003106	LEWIS BLAKE E 7 FOREST ROAD CROMWELL CT 06416	7 FOREST ROAD 00167200	12/17/2015	3,923.30 3,961.65	0.00 0.00	0.00 0.00	3,923.30 3,961.65	-38.35
2014-03-0050254	AMENTA JR ANTHONY V 20 MYSTIQUE LN CROMWELL CT 06416-4403	Sec. 12-129 Refund of Excess Payments. 2014/2G1125S3959106472 50254	12/22/2015	553.21 616.08	0.00 18.51	0.00 0.00	553.21 634.59	-62.87
2014-03-0052847	DAIMLER TRUST BOX 685 ROANOKE TX 76262	Sec. 12-129 Refund of Excess Payments. 2013/WDDGF8AB8DR247821 52847	12/1/2015	110.71 662.85	0.00 0.00	0.00 0.00	110.71 662.85	-552.14
2014-03-0054151	FINANCIAL SER VEH TRUST 5550 BRITTON PARKWAY HILLIARD OH 43026	Sec. 12-129 Refund of Excess Payments. 2012/WBA3A9C53CF269632 54151	8/2/2015	775.17	0.00	0.00	775.17	-775.17
2014-03-0055634	HONDA LEASE TRUST 600 KELLEY WAY HOLYOKE MA 01040-9681	2012/JHMGEBH5ICC015770 55634	11/24/2015	169.83 339.67	0.00 0.00	0.00 0.00	169.83 339.67	-169.84
2014-03-0055678	HONDA LEASE TRUST 600 KELLEY WAY HOLYOKE MA 01040-9681	2013/5J8TB4H57DL013090 55678	11/24/2015	390.44 780.89	0.00 0.00	0.00 0.00	390.44 780.89	-390.45
2014-03-0055689	HONDA LEASE TRUST 600 KELLEY WAY HOLYOKE MA 01040-9681	Sec. 12-129 Refund of Excess Payments. 2014/5FRYD4H83EB007735 55689	11/24/2015	782.84 1,173.69	0.00 0.00	0.00 0.00	782.84 1,173.69	-390.85
2014-03-0055703	HONDA LEASE TRUST 600 KELLEY WAY HOLYOKE MA 01040-9681	Sec. 12-129 Refund of Excess Payments. 2012/HGCSIA75CA006630 55703	11/24/2015	312.52 416.68	0.00 0.00	0.00 0.00	312.52 416.68	-104.16
2014-03-0055726	HORN RACHEL S 1345 S CAPITOL ST SW WASHINGTON DC 20003	2010/5N1BC1CP8AL444832 55726	12/2/2015	110.31 220.61	0.00 8.18	0.00 0.00	110.31 228.79	-110.30
2014-03-0059881	PITRZZELLO JOSEPH E 95 WEST ST CROMWELL CT 06416-1933	Sec. 12-129 Refund of Excess Payments. 2009/G1ZJ57B294118851 39881	4/22/2015	0.00 270.72	0.00 9.58	0.00 0.00	0.00 280.30	-270.72
2014-03-0061193	SCRIVANO BRAD F 2 GROVE RD CROMWELL CT 06416-1312	Sec. 12-129 Refund of Excess Payments. 1948/ZNICA21D6T657039 61193	8/11/2015	58.28 69.95	0.00 0.00	0.00 0.00	58.28 69.95	-11.67
2014-03-0061194	SCRIVANO BRAD F 2 GROVE RD CROMWELL CT 06416-1312	Sec. 12-129 Refund of Excess Payments. 2011/1B3E546C71D204363 61194	8/11/2015	52.93 63.56	0.00 0.00	0.00 0.00	52.93 63.56	-10.63
TOTAL				8,682.06 14,631.03	0.00 87.17	0.00 0.00	8,682.06 14,718.20	-5,948.37

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT

FOR 2016

	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 TOWN MANAGER'S OFFICE	264,114	0	264,114	113,228.16	1,117.03	149,768.81	43.3%
002 TOWN CLERK'S OFFICE	225,120	0	225,120	98,138.63	14,634.98	112,346.39	50.1%
003 REGISTRAR OF VOTERS	71,466	0	71,466	32,646.91	5,596.38	33,222.71	53.5%
004 PLANNING COMMISSION	3,225	0	3,225	1,290.52	86.24	1,848.24	42.7%
005 ECONOMIC DEVELOPMENT	20,400	0	20,400	2,279.19	215.00	17,905.81	12.2%
006 BOARD OF FINANCE	1,650	0	1,650	309.15	.00	1,340.85	18.7%
008 CHARTER REVISION COMM	2	0	2	.00	.00	2.00	.0%
009 BOARD OF ASSESSMENT APPEALS	1,250	0	1,250	159.15	.00	1,090.85	12.7%
010 ZONING BOARD OF APPEALS	1,535	0	1,535	319.73	86.24	1,129.03	26.4%
011 INLAND WETLANDS	2,185	0	2,185	675.00	.00	1,510.00	30.9%
012 COMM. FOR DISABLED PEOPLE	100	0	100	.00	.00	100.00	.0%
013 DONATIONS AND DUES	39,820	0	39,820	36,805.31	.00	3,014.69	92.4%
014 TOWN COUNCIL	32,925	0	32,925	31,109.58	.00	1,815.42	94.5%
015 LEGAL EXPENSE	175,081	0	175,081	63,007.22	103,912.63	8,161.15	95.3%
016 CENTRAL SERVICES	142,300	0	142,300	69,704.40	57,595.51	15,000.09	89.5%
017 INSURANCE EXPENSE	556,347	0	556,347	392,819.98	107,792.24	55,734.78	90.0%
018 GENERAL EXPENSE	857,343	0	857,343	1,326,439.87	6,000.00	6,721.13	99.5%
019 DEVELOPER/PLANNER	136,669	481,818	136,669	66,996.23	.00	69,672.77	49.0%
020 FINANCE DEPARTMENT	376,454	0	376,454	165,837.95	4,630.73	205,985.32	45.3%
021 TAX COLLECTOR	167,992	0	167,992	78,070.59	660.00	89,261.41	46.9%
022 ASSESSOR'S OFFICE	221,964	0	221,964	110,297.12	9,257.00	102,409.88	53.9%
030 PUBLIC WORKS ADMIN.	246,164	0	246,164	116,020.84	12,655.11	117,488.05	52.3%
031 ENGINEERING	202,680	0	202,680	92,107.89	15,111.55	95,460.56	52.9%
032 SOLID WASTE REMOVAL	593,452	0	593,452	234,467.29	259,341.80	99,642.91	83.2%
033 BUILDING INSPECTION	212,897	0	212,897	94,983.46	292.33	117,621.21	44.8%
034 HIGHWAY DEPT.	1,247,137	0	1,247,137	496,916.48	171,744.65	578,475.87	53.6%
035 BUILDING MAINTENANCE	565,863	0	565,863	238,178.63	44,425.00	283,259.37	49.9%
036 PARKS & GROUNDS	366,271	0	366,271	179,733.24	12,768.54	173,769.22	52.6%
037 PUBLIC WORKS-OTHER	496,376	0	496,376	165,156.82	224,417.82	106,801.36	78.5%
038 VEHICLE MAINTENANCE	338,122	0	338,122	142,983.72	49,069.28	146,069.00	56.8%
040 POLICE DEPARTMENT	3,200,019	0	3,200,019	1,433,073.96	24,661.18	1,742,283.86	45.6%
041 EMERGENCY MANAGEMENT	19,950	0	19,950	5,625.00	.00	14,325.00	28.2%
042 ANIMAL CONTROL	82,877	0	82,877	43,170.20	.00	39,706.80	52.1%
050 HEALTH DEPARTMENT	163,608	0	163,608	79,529.13	20,161.30	63,917.57	60.9%
051 HUMAN SERVICES	106,289	0	106,289	52,592.14	569.36	53,127.50	50.0%
053 SENIOR SERVICES	89,582	0	89,582	38,694.94	8,544.46	42,342.60	52.7%
054 YOUTH SERVICES	106,540	0	106,540	45,929.88	3,761.75	56,848.37	46.6%
055 TRANSPORTATION SERVICES	113,428	0	113,428	44,912.69	2,780.40	65,734.91	42.0%
060 RECREATION DEPARTMENT	264,928	0	264,928	114,399.09	466.36	150,062.55	43.4%
061 LIBRARY	568,710	0	568,710	291,342.57	19,317.11	258,050.32	54.6%
070 BONDED DEBT	3,882,952	0	3,882,952	461,475.63	.00	3,421,476.37	11.9%
080 EMPLOYEE BENEFITS	3,212,623	0	3,212,623	1,577,340.49	1,083,172.88	552,109.63	82.8%
090 BOARD OF EDUCATION	28,275,237	0	28,275,237	10,236,870.53	.00	18,038,366.47	36.2%
119 DEVELOPMENT COMPLIANCE	88,570	0	88,570	46,895.62	581.82	41,092.56	53.6%

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



FOR 2016 13

120 CONSERVATION COMMISSION	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
120 CONSERVATION COMMISSION	1,510	0	1,510	135.00	.00	1,375.00	8.9%
GRAND TOTAL	47,743,727	481,818	48,225,545	18,822,669.93	2,265,426.68	27,137,448.39	43.7%

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

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT

FOR 2016

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
002 TOWN CLERK'S OFFICE	-288,300	0	-288,300	-139,624.90	-148,675.10	48.4%
021 TAX COLLECTOR	-40,523,965	0	-40,523,965	-26,006,458.79	-14,517,506.21	64.2%
022 ASSESSOR'S OFFICE	-600	0	-600	-192.50	-407.50	32.1%
030 PUBLIC WORKS ADMIN.	-75,300	0	-75,300	-4,282.59	-71,017.41	5.7%
033 BUILDING INSPECTION	-150,050	0	-150,050	-65,383.70	-84,666.30	43.6%
040 POLICE DEPARTMENT	-76,500	0	-76,500	-49,154.42	-27,345.58	64.3%
042 ANIMAL CONTROL	-1,000	0	-1,000	-225.00	-775.00	22.5%
050 HEALTH DEPARTMENT	-28,100	0	-28,100	-3,270.00	-24,830.00	11.6%
053 SENIOR SERVICES	-2,000	0	-2,000	-638.00	-1,362.00	31.9%
054 YOUTH SERVICES	-4,830	0	-4,830	-1,110.00	-3,720.00	23.0%
060 RECREATION DEPARTMENT	0	0	0	-40.00	40.00	100.0%
061 LIBRARY	-9,000	0	-9,000	-4,835.60	-4,164.40	53.7%
206 BOARDS & COMMISSIONS	-7,750	0	-7,750	-2,694.89	-5,055.11	34.8%
207 STATE OF CONNECTICUT	-5,185,513	0	-5,185,513	-1,412,252.63	-3,773,260.37	27.2%
208 MISCELLANEOUS SOURCES	-385,026	0	-385,026	-172,710.87	-212,315.13	44.9%
999 FUND BALANCE	-1,005,793	0	-1,005,793	.00	-1,005,793.00	.0%
<b>GRAND TOTAL</b>	<b>-47,743,727</b>	<b>0</b>	<b>-47,743,727</b>	<b>-27,862,873.89</b>	<b>-19,880,853.11</b>	<b>58.4%</b>

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

TOWN OF CROMWELL  
2015-2016 QUARTERLY BUDGET VARIANCE REPORT

2ND QUARTER  
December-15

MILLRATE: 31.38

GRAND LIST: \$1,293,000,000

EXPENDITURES

	BUDGET	PRO-RATED BUDGET	1ST QUARTER YTD ACTUAL	DIFFERENCE FROM PRO-RATED BUDGET
1. TOWN MANAGER/MAYOR	\$ 264,114	\$ 132,057	\$ 113,228	\$ 18,829
2. TOWN CLERK	225,120	112,560	98,139	14,421
3. REGISTRAR OF VOTERS	71,466	35,733	32,647	3,086
4. PLANNING & ZONING	3,225	1,613	1,291	322
5. ECONOMIC DEVELOPMENT	20,400	10,200	2,279	7,921
6. BOARD OF FINANCE	1,650	825	309	516
8. CHARTER REVIS. COMM.	2	1	-	1
9. BOARD OF ASSES. APPEALS	1,250	625	159	466
10. ZONING BOARD OF APPEALS	1,535	768	320	448
11. INLAND WETLANDS	2,185	1,093	675	418
12. HANDICAPPED COMM.	100	50	-	50
13. DONATIONS AND DUES	39,820	19,910	36,805	(16,895)
14. TOWN COUNCIL	32,925	16,463	31,110	(14,647)
15. LEGAL EXPENSE	175,081	87,541	63,007	24,533
16. CENTRAL SERVICES	142,300	71,150	69,704	1,446
17. INSURANCE EXPENSE	556,347	278,174	392,820	(114,646)
18. GENERAL EXPENSE	857,343	428,672	844,622	(415,950)
19. DEVELOPER/PLANNER	136,669	68,335	66,996	1,338
20. DEVELOPMENT COMPLIANCE	88,570	44,285	46,896	(2,611)
21. CONSERVATION COMM.	1,510	755	135	620
22. FINANCE DEPT.	376,454	188,227	165,838	22,389
23. TAX COLLECTOR	167,992	83,996	78,071	5,925
24. ASSESSOR'S OFFICE	221,964	110,982	110,297	685
26. PUBLIC WORKS ADMIN.	246,164	123,082	116,021	7,061
27. ENGINEERING	202,680	101,340	92,108	9,232
28. SOL. WASTE/RECYC. CNTR.	593,452	296,726	234,467	62,259
29. BUILDING INSPECTION	212,897	106,449	94,983	11,465
30. HIGHWAY DEPT.	1,247,137	623,569	496,916	126,652
30A. VEHICLE MAINTENANCE	338,122	169,061	142,984	26,077
31. BUILDING MAINTENANCE	565,863	282,932	238,179	44,753
32. PARKS & GROUNDS	366,271	183,136	179,733	3,402
33. PUBLIC WKS/GEN. EXP.	496,376	248,188	165,157	83,031
34. CIVIL PREPAREDNESS	19,950	9,975	5,625	4,350
35. POLICE DEPT.	3,200,019	1,600,010	1,433,074	166,936
36. ANIMAL CONTROL	82,877	41,439	43,170	(1,732)
37. HEALTH DEPT.	163,608	81,804	79,529	2,275
38. HUMAN SERVICE ADMIN.	106,289	53,145	52,592	552
39. SENIOR SERVICES	89,582	44,791	38,695	6,096
40. TRANSPORTATION SVC.	113,428	56,714	44,913	11,801
41. YOUTH SERVICES	106,540	53,270	45,930	7,340
42. RECREATION DEPT.	264,928	132,464	114,399	18,065
43. LIBRARY	568,710	284,355	291,343	(6,988)
44. EMPLOYEE BENEFITS	3,212,623	1,606,312	1,577,340	28,971
TOTAL GENERAL GOVERNMENT	\$ 15,585,538	\$ 7,792,769	\$ 7,642,506	\$ 150,263
45. BONDED DEBT	3,882,952	1,941,476	461,476	1,480,000
46. BOARD OF EDUCATION	28,275,237	14,137,619	10,236,871	3,900,748
TOTAL GENERAL FUND	\$ 47,743,727	\$ 23,871,864	\$ 18,340,852	\$ 5,531,012

INTER-FUND TRANSFERS:

2015-16 CNR TRANSFER	70,000
2015-16 BOE CAPITAL FUND	61,818
Streetlight Acquisition	350,000
	481,818

REVENUES

	BUDGET	YTD ACTUAL	% ACTUAL TO BUDGET
TAX DEPARTMENT	\$ 39,918,465	25,804,383	65%
CURRENT TAX @ 98.75% (above includes reduction for senior tax abatement)	140,000	83,159	59%
INTEREST & LIENS	280,000	-	0%
SUPPLEMENTAL M.V.	185,000	118,337	64%
PRIOR YEARS' TAXES	500	580	116%
MISCELLANEOUS			
TOTAL TAXES	\$ 40,523,965	\$ 26,006,459	64%
DEPARTMENTAL REVENUE	\$		
BUILDING DEPARTMENT	150,050	65,384	44%
POLICE DEPARTMENT	77,500	49,379	64%
PUBLIC WORKS	75,300	4,283	6%
TOWN CLERK	288,300	139,625	48%
HEALTH DEPARTMENT	28,100	3,270	12%
LIBRARY	9,000	4,836	54%
RECREATION	-	40	#DIV/0!
SENIOR SERVICES	2,000	638	32%
YOUTH SERVICES	4,830	1,110	23%
ASSESSOR	600	192	32%
TOTAL DEPARTMENTS	\$ 635,680	268,756	42%
COMMISSIONS & BOARDS	7,750	2,695	35%
INCOME FROM MISC. SOURCES	385,026	172,711	45%
STATE OF CONNECTICUT	5,185,513	1,412,253	27%
FUND BALANCE	1,005,793	-	0%
	6,584,082	1,587,658	24%
TOTAL REVENUE	\$ 47,743,727	\$ 27,862,874	58%

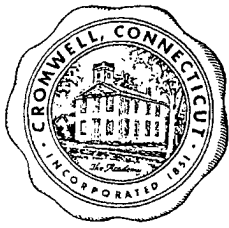
Expenditures:

Budget variances from targeted levels are due to the timing of actual expenditures or payments. For example, the Public Works-Other budget (utility expenses) experiences heavier expenditures during the winter months. Donations and Dues and certain fees are generally paid at the outset of the fiscal year. There are no budget areas of concern at this time and budgets are anticipated to be expended as approved. The Board of Education expenditures are lower in the beginning of the fiscal year since teacher salaries are paid on a school-year cycle, with balloon payments made in June. Bond payments have a semi-annual schedule, with interest-only payment in the fall and interest-plus-principal payment in the spring.

Revenues:

Tax collection is currently at approximately the same level of collection as in previous years. September's collections are not yet recorded on this worksheet. Revenue from State aid is expected to come in lower than budget by \$72,500 due to cuts in the PILOT programs and student transportation.





# Town of Cromwell

---

NATHANIEL WHITE BUILDING  
41 WEST STREET  
CROMWELL, CONNECTICUT 06416

## General Government Response to Auditor's Management Letter FY 2014-2015

December 29, 2015

From: Marianne Sylvester, Finance Director

### Absence of Rate Book

*Recommendation: It is recommended that the Town obtain a printed and bound version of the rate book in order to maintain proper documentation of the levied tax amount.*

Historically, the Town of Cromwell had a printed and bound Rate Book for each tax year. In 2013, due to software issues, the Tax Collector was not able to receive a printed and bound Rate Book. With the software currently in use in the Tax Department, the Tax Collector is confident a Rate Book will be obtained each year going forward.

### Tax Levy Not in Agreement with M-1

*Recommendation: It is recommended that no adjustments be made to the original tax levy stated on the M-1 after this document is submitted or, if so, an updated M-1 is prepared and submitted.*

While the Tax Collector was able to provide a reconciliation to the auditors for adjustments, in the future, the Tax Collector will ensure the Actual Tax Levy stated on the "Tax Collector's Schedule" will be in agreement with the M-1 (or revised M-1) as submitted to the State.



**RSM US LLP**

157 Church Street, 11<sup>th</sup> Floor  
New Haven, CT 06510

O +1 203 773 1909

F +1 203 773 0591

[www.rsmus.com](http://www.rsmus.com)

December 8, 2015

To the Town Council  
Town of Cromwell, Connecticut

In planning and performing our audit of the financial statements of the Town of Cromwell, Connecticut, as of and for the year ended June 30, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered the Town of Cromwell's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Cromwell's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Cromwell's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A deficiency in design exists when a control necessary to meet the control objective is missing, or when an existing control is not properly designed so that even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or qualifications to perform the control effectively.

A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Following are descriptions of other identified control deficiencies that we determined did not constitute significant deficiencies or material weaknesses:

#### 1. Absence of Rate Book

**Observation:** During our understanding of internal controls over tax revenue, it was noted that the tax collector did not print a rate book in relation to the '13 grand list.

**Recommendation:** It is recommended that the Town obtain a printed and bound version of the rate book in order to maintain proper documentation of the levied tax amount.

**THE POWER OF BEING UNDERSTOOD**  
AUDIT | TAX | CONSULTING

**2. Tax Levy Not in Agreement With M-1**

**Observation:** During our tax revenue testing, we noted that the amounts that appear on the submitted M-1 did not agree to the actual tax levy stated on the "Tax Collector's Schedule" that was prepared.

**Recommendation:** It is recommended that no adjustments be made to the original tax levy stated on the M-1 after this document is submitted or is so an updated M-1 is prepared and submitted.

We appreciate the cooperation and courtesy extended to us by Town and Board of Education personnel during the course of the audit.

This report is intended solely for the information and use of the Town Council and the management of the Town Cromwell, Connecticut and is not intended to be, and should not be, used by anyone other than those specified parties.

*RSM US LLP*

**To: Town Council**  
**From: Stuart B. Popper Director of Planning and Development**  
**Date: January 6, 2016**  
**Re: Economic Development Coordinator Report for December**

**1. New Businesses**

Fantastic Sam's Hair Salon opened at 51 Shunpike Road in the Kmart Shopping Center. RBI's Training Center (baseball training facility) opened at 14 Alcap Ridge.

**2. Small Town Economic Assistance Program**

I have been working on the STEAP Grant application. We will be submitting an application for \$500,000 to construct the intersection improvements at County Line Drive and Shunpike Road. The Grant will be submitted on January 15, 2016.

**3. Business Visitations**

We had a great visit to the Carey Manufacturing Company at 5 Pasco Hill Road on Wednesday December 16, 2016. The January business visitation will be at 9:00 am on Wednesday January 14, 2016.

**4. Cromwell Landing Park Permits**

The Town Engineer and I met with Sue Bailey from the Connecticut DEEP Office of Long Island Sound on Wednesday December 30, 2015. We visited the park and discussed permit requirements. The Town Engineer and I met with Keith Neilson, PE from Docko Incorporated on Monday January 4, 2016 to discuss possible design, construction and permits for the development of a boardwalk/pier at Cromwell Landing Park.

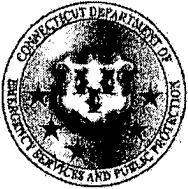
**5. Planning and Zoning Commission**

The following applications were approved by the PZC at the January 5, 2016 meeting:

- Application 15-45: Request to modify the existing Special Permit for Signage (Section 5.3.B.2 (2) at 31 Berlin Road. Replace existing pump price toppers with electronic numbers. Carolyn Parker is the Applicant and Cumberland Farms Inc. is the Owner.
- Application #16-01: Request to Modify the Existing Site Plan for Watrous Park by Installing a Splash Pad. The Town of Cromwell is the Applicant and the Owner.
- Application #07-23: Pondview Subdivision: 8-24 Mandatory Referral for a Request to Accept Deming Lane and Robbie Road as Town Roads.

The Planning and Zoning Commission will hold a Public Hearing on Tuesday, January 19, 2016 at 7:00 p.m. on the following item:

- Application #15-47: Request to amend the Zoning District from R-25 to PRD for the 8.75 acre site Parcel Identification Number # 0033600 (also known as the Nike Site) at the end of Country Squire Drive. Belfonti Companies is the Applicant and Country Squire Site LLC is the Owner.



STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION  
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



December 10, 2015

Anthony Salvatore  
Town Manager  
Town of Cromwell  
41 West Street  
Cromwell, CT 06416

Dear Mr. Salvatore:

The 2015 Emergency Management Performance Grant Program (EMPG) application process has begun. The State and Local Assistance Program (SLA) is accepting budgets and applications to provide funding for municipal Emergency Operations Centers (EOC), staffing and other emergency management activities.

Enclosed is your Emergency Management Performance Grant (EMPG) application package. This package includes all of the forms necessary to complete the application. In order to receive full funding, municipalities must complete the program requirements listed in the Advisory Bulletin and prepare an application for the performance period of 10/1/15 through 9/30/16. This package must be returned by **February 1st, 2016** by mail to the DEMHS Region 3 Office:

DEMHS Region 3 Office  
360 Broad Street  
Hartford, CT 06105

The per capita allocation for this year will be \$0.50 cents per capita (same as last year). A baseline of \$3,000.00 will be used for towns with a population less than 6,000 persons. The maximum allocation for the municipality of Cromwell this year will be \$7,089.00. This funding requires a cash or in-kind match provided by the municipality. The in-kind cost cap remains at \$10,000.00 and the in-kind share cap remains at 66% of the annual allocation (See attached Advisory Bulletin for details).

The budget and reimbursement form has been updated to make the form easier to read. The EMPG Financial Tool is a MS Excel spreadsheet that each town will use to enter their annual budget request. This same form is also used when a municipality is ready to submit their quarterly reimbursement request.

*25 Sigourney Street, 6<sup>th</sup> floor, Hartford, CT 06106*  
*Phone: 860.256.0800 / Fax: 860.256.0815*  
*An Affirmative Action/Equal Employment Opportunity Employer*

The Department of Emergency Services and Public Protection (DESPP) Division of Emergency Management and Homeland Security (DEMHS) requires that all towns participating in the EMPG Program have a functional Emergency Operations Center, an updated Local Emergency Operations Plan, access to Web EOC, and a VHF High Band Radio with a minimum power output of 35 Watts dedicated to operate on the channel assigned to their DEMHS Regional Office.

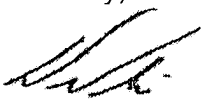
The Federal Emergency Management Agency (FEMA) is requiring that all local Emergency Management Directors and any staff that are funded by EMPG complete IS 100, 200, 700, 800 and the Professional Development Series (IS 120, 230, 235, 240, 241, 242 and 244) courses. All courses can be taken on-line at <http://www.training.fema.gov/is/>.

These courses only need to be completed once as long as the EMD and staff have not changed. In addition, EMDs and their staff must participate in a minimum of 4 exercises / real world events and 1 statewide exercise each year. Governor Malloy has also re-affirmed Connecticut's commitment to conform to the National Incident Management System (NIMS) by signing Executive Order 34 which mandates that all emergency management personnel be trained and complete annual exercises required to be NIMS compliant.

Also included in the application package this year is a brief questionnaire to assist us in completing the annual NEMA Survey. Please take a few minutes to provide your feedback. Information provided by towns and cities will be used to improve the EMPG program.

It is strongly recommended that your community take advantage of this valuable program to sustain and enhance your emergency management programs. If you have any questions, please feel free to contact the DEMHS Region 3 office at 860-529-6894 or at [Natalie.Simoneau@ct.gov](mailto:Natalie.Simoneau@ct.gov).

Sincerely,



Douglas Glowacki  
Emergency Management Program Specialist

attachments

cc:

Chief Denise Lamontagne, Emergency Management Director

**To: Town Council**

**From: Economic Development Commission**

**Date: January 6, 2016**

**Re: Request to Fund Phase II Environmental Assessment for Frisbee Park**

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**Request for Funding**

The Economic Development Commission is requesting that the Town Council fund the Phase II Environmental Study for Frisbee Park. The estimated cost of the study is \$30,000.

## Town of Cromwell

**To: Town Council**  
**From: Stuart B. Popper Director of Planning and Development**  
**Date: January 6, 2016**  
**Re: Resolution Authorizing Town Manager to Submit STEAP Grant Application**

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The Town of Cromwell will be submitting a STEAP Grant Application for the County Line Drive Intersection Improvements.

The purpose of this project is to make improvements to the County Line Drive/Shunpike Road (SR 3) intersection that will increase the intersection capacity and will allow easy movement of larger trucks through the intersection to accommodate increased traffic volumes expected to be generated by future development. These improvements are the next phase of the development of the Northern Industrial Tier Industrial Park by the Town of Cromwell. The intersection improvements consist of the addition of a dedicated outbound left turn lane and realignment and widening of approximately 500 linear feet of County Line Drive to be perpendicular to Shunpike Road. The roadway will consist of two 11' travel lanes with 4' wide shoulders on the westerly end of the project widening to one 13' inbound and two outbound lanes of 16' and 18' to accommodate WB-60 trucks. Grass strips and concrete curbing will be provided on both sides of the road and a 5' wide sidewalk will be constructed on the south side. The pavement cross section will consist of 3 1/2" of bituminous concrete, 12" of processed aggregate base and 6" of granular sub base.

I am requesting the Town Council authorize the Town Manager to submit the above referenced STEAP Grant Application for the County Line Drive Intersection Improvements at a cost of \$500,000.



**To: Town Council**  
**From: Redevelopment Agency**  
**Date: January 7, 2016**  
**Re: Access to Cromwell's Riverfront**

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**Background Information**

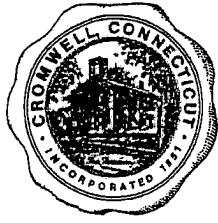
It has been a long time since there has been this much activity in Cromwell's historic downtown and on Cromwell's riverfront. The Cromwell Downtown Merchants Association's events on Main Street have drawn thousands of visitors to our historic downtown. The Farmer's Market at Frisbee Park has introduced many of Cromwell's residents to the Town's most valuable asset the Connecticut River. Plans are in the works to develop Cromwell Landing Park into the only handicapped accessible fishing pier and park on the Connecticut River. A plan to finally clean up the tank farm is being developed and Chevron Corporation will be paying for the environmental remediation of the tank farm.

**Redevelopment Agency Mission Statement**

To promote the redevelopment and revitalization of the limited available commercial lands and buildings in Cromwell in ways which implement the Town's Plan of Conservation and Development. To achieve redevelopment and revitalization through partnerships with property owners, tenants, potential developers, and state, federal and regional government agencies. To pursue actions that will leverage private investment, increase property values, create quality development, and provide entrepreneurial and employment opportunities.

**Request for Funding**

With the Mission Statement in mind the Redevelopment Agency is requesting that the Town Council fund a study to determine the best way to access the riverfront. The current situation requires visitors to the riverfront to access it by South Street or Wall Street and turn onto River Road. These roads cannot support the kind of traffic and development we foresee happening along the Riverfront. Therefore the Redevelopment Agency would like to see a study done to determine if there is a better way to access the riverfront from Main Street. If possible the study could also look at some way of reconfiguring the Route 9 interchange to better facilitate access to development along the River and on the south end of Main Street. The estimated cost of the study is about \$7,500.00.



# Town of Cromwell

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NATHANIEL WHITE BUILDING  
41 WEST STREET  
CROMWELL, CONNECTICUT 06416-0189

December 15, 2015

To: Mayor Enzo Faienza ✓  
Town Council Memembrs

From: Joan Ahlquist, Town Clerk/ Registrar of Vital Statistics

Re: Reappointment of Sub-Registrars

I am writing to request the reappointment for the two current sub-registrar Funeral Homes, per Connecticut General Statute 7-65(b). At this time we have Jay Doolittle from Cromwell Funeral Home and Louis Sarno from D'Angelo's Funeral Home.

This appointment allows them to issue removal, transit, burial and cremation permits for any deaths that occur in Cromwell during the hours in which the town clerk's office is closed. The appointment would expire November 2017.

I have attached the statute for further information. Please feel free to contact me if you have any questions.

*Thank you  
Joan*

Sec. 7-65. Removal, transit and burial permit. Subregistrars. (a) The embalmer or funeral director licensed by the department, or licensed in a state having a reciprocal agreement on file with the department and complying with the terms of such agreement, who assumes custody of a dead body shall obtain a removal, transit and burial permit from the registrar of the town in which the death occurred or the town in which the embalmer or funeral director maintains a place of business not later than five calendar days after death, and prior to final disposition or removal of the body from the state. The embalmer or funeral director who assumes custody and control of the body and obtains a removal, transit and burial permit from the registrar of the town in which the embalmer or funeral director maintains a place of business shall be obligated to file the death certificate, in accordance with the provisions of section 7-62b, in person, through an electronic registry system or by certified mail, return receipt requested. The removal, transit and burial permit shall specify the place of burial or other place of interment and state that the death certificate and any other certificate required by law have been returned and recorded.

(b) A local registrar shall appoint not less than two suitable persons as subregistrars, who shall be authorized to issue removal, transit and burial permits and cremation permits for any death that occurs in such registrar's town, during the hours in which the office of the registrar of vital records is closed. The appointment of subregistrars shall be made in writing, with the approval of the selectmen of such town, and shall be made with reference to locality, to best accommodate the inhabitants of the town. Such subregistrars shall be sworn, and their term of office shall not extend beyond the term of office of the appointing registrar. The names of such subregistrars shall be reported to the Department of Public Health. The Chief Medical Examiner, Deputy Chief Medical Examiner and associate medical examiners shall be considered subregistrars of any town in which death occurs for the sole purpose of issuing removal, transit and burial permits.

(c) A subregistrar shall issue a removal, transit and burial permit upon receipt of a completed death certificate as provided in section 7-62b. A subregistrar shall forward any such certificate upon which a removal, transit and burial permit is issued to the registrar of the town where the death occurred, not later than seven days after receiving such certificate.

(d) The fee for such removal, transit and burial permit shall be paid to the town issuing the removal, transit and burial permit.

(1949 Rev., S. 587; 1961, P.A. 315; 1971, P.A. 27; P.A. 73-26; P.A. 77-614, S. 323, 610; P.A. 79-47, S. 3; 79-434, S. 9; P.A. 93-381, S. 9, 39; P.A. 95-184, S. 3; 95-257, S. 12, 21, 58; P.A. 04-255, S. 7; P.A. 07-104, S. 1; P.A. 09-232, S. 8.)

History: 1961 act provided for appointment of additional subregistrars to accommodate governmental institutions; 1971 act deleted provision limiting subregistrars to two and provision, made obsolete thereby, for special appointments exceeding the limit; P.A. 73-26 added provisions concerning consideration of chief medical examiner as subregistrar and payment of burial and removal permits; P.A. 77-614 substituted department of health services for department of health, effective January 1, 1979; P.A. 79-47 provided for consideration of deputy chief medical examiner and associate medical examiners as subregistrars; P.A. 79-434 replaced specific reference to funeral director's certificate with "any other certificate"; P.A. 93-381 replaced department of health services with department of public health and addiction services, effective July 1, 1993; P.A. 95-184 required burial permit specification to be by section, lot, grave or other place of interment; P.A. 95-257 replaced Commissioner and Department of Public Health and Addiction Services with Commissioner and Department of Public Health, effective July 1, 1995; P.A. 04-255 replaced provision requiring burial

permit with provision specifying that embalmer or funeral director shall obtain a burial transit removal permit and made conforming changes; P.A. 07-104 substituted "removal, transit and burial permit" for "burial transit removal permit" and made embalmer or funeral director assuming custody and control of body and obtaining such permit from registrar of town in which the embalmer or funeral director maintains a place of business responsible for filing death certificate in person, electronically or by mail, effective July 1, 2007; P.A. 09-232 divided existing provisions into Subsecs. (a), (b) and (d), made a technical change in Subsec. (a), amended Subsec. (b) by requiring local registrar to appoint not less than 2 persons as subregistrars, by authorizing subregistrars to issue cremation permits and by making conforming and technical changes, and added new Subsec. (c) re duties of subregistrars.

See Secs. 19a-323 and 19a-324 re procedure for issuance of cremation certificates.

TOWN OF CROMWELL  
TOWN COUNCIL  
REGULAR MEETING  
WEDNESDAY DECEMBER 9, 2015  
7:00 PM TOWN HALL ROOM 224/5

RECEIVED FOR FILING  
*12-11 2015 at 3:22 MP*  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

*Jon Ahlquist*  
TOWN CLERK

MINUTES

Present: Mayor E. Faienza, Deputy Mayor R. Newton, Councilors F. Emanuele,  
A. Waters, T. Tokarz, E. Wenners, S. Slade

Absent:

Also Present: Town Manager A. Salvatore, Chief of Police D. LaMontagne, Public Works  
Director L. Spina, Director of Finance M. Sylvester

**A. CALL TO ORDER**

Mayor Faienza called the meeting to order at 7:06 p.m.

**B. PLEDGE OF ALLEGIANCE**

Tom Tokarz led the Pledge of Allegiance.

**C. APPROVAL OF AGENDA**

Mayor Faienza added the following items to the agenda;

Q. Appointments, #5. Zoning Board of Appeals a. Mark Zampino, Alternate and #6.  
Regional Mental Health Board a. Diane Mongold.

**Motion** made by F. Emanuele seconded by S. Slade and *unanimously carried*  
to approve the amendments to the agenda.

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

**D. EXECUTIVE SESSION**

1. Land Acquisition Strategy
  - a. Action if necessary
2. Lease of Property -Boat Club
  - a. Action if necessary.

Town Manager Salvatore was invited into Executive Session for both items. Public  
Works Director Spina and Finance Director Sylvester were invited in for item one.

**Motion** made by R. Newton seconded by F. Emanuele and *unanimously carried*  
to adjourn to Executive Session at 7:09 p.m.

**Motion** made by F. Emanuele seconded by E. Wenners and *unanimously carried*  
to come out of to Executive Session at 8 p.m.

*R. Newton and A. Waters recused themselves from item 2 and left the Executive  
Session.*

1. Land Acquisition Strategy
  - a. Action if necessary

*No action taken.*

2. Lease of Property -Boat Club

a. Action if necessary

**Motion** made by F. Emanuele seconded by S. Slade and *carried* to extend the Cromwell Outboard Association lease from July 1, 2016 until December 31, 2016 for the amount \$1,500.

Aye: T. Tokarz, F. Emanuele, E. Faienza, E. Wenners, S. Slade

Abstained: R. Newton, A. Waters

**E. COMMISSION CHAIRMAN REPORTS/LIAISON REPORTS**

Paul Sousa, Board of Education Liaison updated the Council on recent Board of Education activity.

**F. CITIZEN COMMENTS**

1. A. Varricchio, Kowal Dr. -Gave history regarding the Transfer Station and asked the Council to reconsider charging residents an annual fee of \$25.00 to use the Transfer Station. He feels as though if a splash pad can be purchased there shouldn't be a charge for using the Transfer Station.

2. S. Stachura, Geer St. - Disappointed that the Council extended the COA lease because the Redevelopment Agency and Economic Development Commission are working toward Riverfront Improvement.

3. A. Varricchio, Kowal Dr. -Added comments to his previous presentation.

**G. MAYOR'S REPORT**

Mayor Faienza reported:

Mayor Faienza commented on Mr. Varricchio's and Mr. Stachura's statements during Citizen Comments;

Mr. Varricchio; The Splash Pad was paid for out of bonding funds. The Transfer Station will continue to accept brush, oil and antifreeze for free without punching the card. The \$25.00 fee is nominal compared to what other town's charge. We had a free bulky waste pickup this fall and hope to have another pickup in the future. For the records; this town does as much as they can for the residents.

Mr. Stachura; the boat club extension is only for 6 months it will not hinder any plans that the Redevelopment Agency or Economic Development Commission may have for the future. In all fairness it wouldn't be right to have the lease expire mid-season.

- The Business Tours continue; the next tour will be Carey Manufacturing, 5 Pasco Hill Road on December 16<sup>th</sup> at 10:30 a.m.
- Joy Hollister has been reappointed as Cromwell's Municipal Agent.
- A new Charter Revision Commission will be appointed next year. We need to do this every 5 years; the last Charter Revision Commission was appointed in 2010.
- A public information session regarding the proposed Verizon Tower on Cromwell Concrete property was held on November 30; it was hosted by Verizon.

- The Middlesex Chamber is hosting a grand opening ceremony for Kuyi Sushi on Tuesday December 15<sup>th</sup> at 4 p.m., at 34 Shunpike Road.
- The Winter Wonderland Party and Tree Lighting Ceremony will be on Saturday December 12<sup>th</sup> at 4:30 p.m. at the Cromwell Town Hall.
- The Cromwell Division of the Chamber is at 7:30 a.m. on December 10<sup>th</sup> at the Coles Road Firehouse and is sponsored by Arborio Brothers.

#### H. TOWN MANAGER'S REPORT

Town Manager Salvatore reported:

- There is a vacancy on the Redevelopment Agency due to Mr. Tokarz's resignation. He is in the process of filling the position.
- The leaves program is complete. The staff was commended for doing an outstanding job both in the job and time frame in which they did it.
- Because of the nice weather the asphalt plants are still open so improvements to our roads can continue.
- He took a road trip with the Public Works Director to Waterbury to look at their splash pads. We are in the process of completing the selection of a location; it should be ready for the 2016 season.
- He continues to look at a re-organization with department heads and other individuals within the Town Hall.
- At a recent staff meeting Department Heads were asked to be vigilant with their budget requests. Hopefully all entities that affect the budget will do the same.
- Three union contracts are up this year.
- Work continues to improve and upgrade the Traffic Control signs in town.
- The Audit came back clean; credit was given to the Finance Director and her staff as well as other Department Heads for the good condition that the town is in.
- Hopefully another Bulky Waste pickup will be scheduled for next year. They continue to look at the Transfer Station and hope to provide more services to the residents in the future.

#### I. CHIEF OF POLICE'S REPORT

Chief LaMontagne reported:

- The Monthly Statistics were distributed for the month of November.
- The Department is up to nearly 9700 calls for service this year.
- Samuel Molina was hired as Cromwell's newest police officer. He will be sworn in on December 21<sup>st</sup> at 2 p.m. in the Town Hall Lobby; all are welcome to attend. He will enter the Police Academy on December 31<sup>st</sup>.
- Officer Perricone is doing very well at the academy.
- Kudos to Sgt. Kogut for planning the tip-a-cop night at the 99 Restaurant; \$1,300 was raised for Special Olympics.
- Kudos to Lori O'Neill for planning the very successful fill-a-cruiser event that benefitted the Cromwell Food Pantry and Fuel Bank. The event was held at Stop and Shop on December 5<sup>th</sup>.

- Holiday patrols are being stepped up at local shopping centers.
- Chief reminded residents to keep their vehicles locked and not to leave valuables in their cars. Other towns are experiencing a lot of break-ins and larcenies.

#### J. PUBLIC WORK DIRECTOR'S REPORT

Public Works Director Spina reported:

- Leave collection program was completed on Tuesday, December 8. Town crews took a second pass through town.
- Town Engineer and I met with VHB (Pavement Management Consultant) on Tuesday for preliminary results. They will present to Town Council and Finance Board in January or February.
- Precision Concrete Cutters will be here later this week, or first part of next to remediate trip hazards on Sebethe and Evergreen.
- Grant for equipment sharing that was discussed at last meeting was submitted before the deadline.
- With the Town Manager's approval, I have been in contact with the Town of Glastonbury's DPW. We are hoping to be able to acquire liquid brine mixture from them. This will provide us with an opportunity to pre-wet our roads prior to weather events.
- A short discussion was held regarding the streetlight program.

#### K. FINANCIAL

##### 1. Budget Reports

Finance Director Sylvester presented the budget reports which cover the period through November.

- Everything is on target at this point as to where we should be.
- The Audit is completed. Hard copies should be available next week. It is a clean audit with no issues on both the Town and Board of Education side.
- Working on refunding the 2004 bonds issue to get a lower rate for our bonds. At the worst case scenario, this would result in a \$25,000 savings over the next five or six years.

#### L. STAFF REPORTS

None

#### M. UNFINISHED BUSINESS

1. Presentation by consulting engineer on possible sites for a new DPW/CWPCA facility with discussion and possible action to follow. -*Tabled Left on table.*

2. Continue discussion and possible action on Solid Waste Report. -*Tabled Left on table.*



## N. NEW BUSINESS

1. Discussion and potential approval to include West St. Commons Development in the Solid Waste Reimbursement Program.

Public Works Director Spina presented the request.

Mr. Spina advised that other associations that had previously applied are receiving this reimbursement. West Street Commons Development would receive reimbursement of approximately \$1,238 per year for 26 homes at .75 tons per home. Mr. Spina recommended that this request be approved.

**Motion** made by R. Newton seconded by F. Emanuele and *unanimously carried* to approve including West St. Commons Development in the Solid Waste Reimbursement Program.

2. Town Manager's goals and objectives for 2016.

E. Faienza - Keeping with last year's goals and incorporate the suggestions that the Councilors this evening.

R. Newton - Would like to see over the long run the budget presentation should be changed. Department Heads should put goals and objectives for the year in the budget process and they should be assessed at the end of the year to see if they have met their goals and objectives. Only then can we do some long range planning so that we can continue to be effective throughout the long process and not just year to year.

F. Emanuele - Share resources and equipment with other towns like we are doing with Portland right now. Work with the Mattabassett on the residents behalf; hold them accountable for smells.

A. Waters - Keep the mill rate below the minimum and have no tax increase this year.

T. Tokarz - Employee contracts are coming up this year, asked that the Council is kept informed and included in the progress of the negotiations.

E. Wenners - Cromwell is a beautiful town. He has noticed crooked speed signs, street signs and stop signs that are difficult to read. He would like to see a beautification program for all signs; have them straightened and install more of them throughout the town.

S. Slade - Keep in mind to continue bringing businesses into town; getting properties like the Sav Mor building redeveloped and be mindful of the economy of the town.

Town Manager Salvatore;

- He will continue to make improvements the Town road network.

- He will do his best to keep the 16/17 budget austere, keeping in mind that he only has the ability to work with the Town's budget. It will be up to the Board of Finance to control the other entity.
- He will work with the budget format and include the department's goals and objectives.
- He will work on incorporating long-range planning into all town processes.
- He will continue the Economic Development efforts for the entire town.
- He will continue to work on improving Human Resources; including H/R policies, job descriptions and reorganizing.
- He will encourage on the job training so if we have an opening we can promote from within.
- He will work on providing training for all town employees.

#### O. APPROVAL OF MINUTES

1. Special Meeting, November 23, 2015

**Motion** made by A. Waters seconded by F. Emanuele and *carried* to approve the November 23, 2015 Special Meeting Minutes as amended to include that Public Works Director Spina was invited into Executive Session items 1 & 2.

(As noted by Councilor Slade)

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

Abstained: T. Tokarz had left the meeting after Executive Session to attend to Mattabassett business and was not present for the Special Meeting.

#### P. RESIGNATIONS

None

#### Q. APPOINTMENTS

1. South Central CT Emergency Medical Services Council

a. Charles Epstein, reappointment, term Expires 10/17

**Motion** made by A. Waters seconded by T. Tokarz and *unanimously carried* to approve Mr. Epstein's re-appointment to the South Central CT Emergency Medical Services Council.

2. Civil Preparedness

a. Chief Denise LaMontagne, Director

b. Captain Kevin VanderSloot, Deputy

**Motion** made by R. Newton seconded by E. Wenners and *unanimously carried* to approve Chief LaMontagne's appointment as Civil Preparedness Director and Captain VanderSloot's appointment as Civil Preparedness Deputy Director, as recommended by Town Manager Salvatore.

3. Cablevision, Comcast, Advisory Council

a. Paul Duren, reappointment, term expires 12/17

b. Marco Iacoveillo, reappointment, term expires 12/17

c. Jay Polke, reappointment, term expires 12/17

**Motion** made by R. Newton seconded by F. Emanuele and *unanimously carried* to approve Mr. Duren, Mr. Iacoveillo and Mr. Polke's re-appointment to the Cablevision, Comcast Advisory Council.

4. Health Director

a. J. Wesley Bell, term expires 12/19

**Motion** made by E. Wenner seconded by A. Waters and *unanimously carried* to approve Mr. Bell's appointment as Cromwell's Health Director, as recommended by Town Manager Salvatore.

5. Zoning Board of Appeals

a. Mark Zampino, alternate, Term expires November 2017.

**Motion** made by S. Slade seconded by F. Emanuele and *unanimously carried* to approve Mr. Zampino's appointment as an alternate to the Zoning Board of Appeals.

6. Regional Mental Health Board

a. Diane Mongold, Term expires April 2016.

**Motion** made by T. Tokarz seconded by S. Slade and *unanimously carried* to approve Ms. Mongold's appointment to the Regional Mental Health Board.

**R. TOWN COUNCIL COMMISSION LIAISON REPORTS**

R. Newton - CWPCA meeting is next week.

F. Emanuele -Spoke regarding the Eagle Scout project at the Dog Park.

A. Waters -Historical Society, P&R. Cromwell Outboard and Senior Services. Wreaths across America.

T. Tokarz -Redevelopment - Inland Wetlands and Conservation.

Advised the Council that the New Britain representatives to the Mattabasset were all replaced with new members.

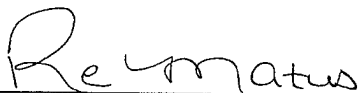
E. Wenners - Meetings that he is liaison to were all canceled.

S. Slade -The Fire Department's Santa's Run is this Saturday. Attended the Verizon Tower information meeting.

**S. ADJOURNMENT**

**Motion** made by S. Slade seconded by T. Tokarz and *unanimously carried* to adjourn the meeting at 9:28 p.m.

Respectfully submitted,



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Re Matus  
Secretary

## Incident Statistics Report

11/01/2015 00:00 Thru 11/30/2015 23:59

Call Type Description	Total for Period
911 Hang Up Call	12
Administrative Matter	12
Alarm - All types	22
ALARM-FALSE BILLABLE	41
All Other Offenses	3
Animal Complaint	34
Assault, Aggravated	1
Assist Motorist	27
Assist Other Agency	32
Burglary	1
Car Seat Installation	1
Civil Matter	2
Counterfeit/Forgery	1
Credit Card/ATM Fraud	1
Criminal Mischief / Vandalism	8
Dis Conduct/BOP	2
Domestic Incident	3
DUI	4
Escort	4
Fight/Disturbance	3
Fingerprinting	27
FV Protocol / P.A.	2
Identity Theft	4
Juvenile Incident	3
Larceny - From Building	4
Larceny - From MV	18
Larceny - MV Parts/Access	1
Larceny -Shoplifting	16
Larceny- Other	2
Medical Emergency	51
MV Accident	33
MV ACCIDENT PRIV PROP	4
MV Parking Violation	27
MV Theft	2
MV Violation	114
Neighbor Dispute	1
Noise Complaint	11
Nursing Home Fax Report	1
Property Check	69

## Incident Statistics Report

11/01/2015 00:00 Thru 11/30/2015 23:59

Call Type Description	Total for Period
Property Lost/Found	10
Record Only Call	4
Report of Gunshot	1
Road Cond/TCS Out	7
Runaway	1
See Complainant	24
Suspicious Activity	54
TEST CALL	5
Threaten/Harass/Intimidation	4
Town Ordinance	1
Traffic Assignment	10
Unfounded Complaint	8
Untimely Death	1
Unwanted Person	1
Well Being Check	7
<b>Total:</b>	<b>742</b>