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TOWN CLERK'S OFFICE  
CROMWELL, CONN.

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

*Jean Chiquise*  
TOWN CLERK

AGENDA

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF AGENDA
- D. EXECUTIVE SESSION
  - 1. Town Manager report on negotiations with respect to collective bargaining agreements.
  - 2. Discuss the lease, sale or purchase of real estate by the Town of Cromwell.
  - 3. Action on Executive Session items if necessary.
- E. COMMISSION CHAIRMAN REPORTS/LIASON REPORTS
- F. CITIZEN COMMENTS
- G. MAYOR'S REPORT
- H. TOWN MANAGER'S REPORT
- I. CHIEF OF POLICE'S REPORT
- J. PUBLIC WORK DIRECTOR'S REPORT
- K. FINANCE DIRECTOR'S REPORT
  - 1. Budget Reports
- L. FINANCIAL
  - 1. Tax Refunds
  - 2. To consider and act upon a resolution recommending an appropriation, to be funded from borrowings, for costs related to improvements to various Town infrastructure and facilities, including various road and storm drainage improvements in the Raymond Place area; repairs to the elevator at the Town Hall complex; parking lot improvements at the Town Hall complex, Cromwell Middle School, and Cromwell High School; and lighting improvements including conversion of streetlights to LED lighting, lighting improvements at Pierson Park, and at Pierson Park football field, and , if approved, referring such recommendation to the Board of Finance for its consideration.
  - 3. To consider and act upon a resolution recommending an appropriation, to be funded from borrowings, for costs related to the acquisition of a tri-axel dump truck and related equipment for use by the Cromwell Public Works Department, and, if approved referring such recommendation to the Board of Finance for its consideration.
  - 4. To consider and act upon a resolution recommending an appropriation, to be funded from borrowings, for costs related to replacement of windows at Edna C. Stevens Elementary School, and, if approved referring such recommendation to the Board of Finance for its consideration.

5. To consider and act upon a resolution calling a Special Town Meeting to consider and act upon resolutions with respect to such of the appropriations and borrowing authorizations for the various capital projects considered above as reapproved by the Board of Finance, and to make various determinations in connection therewith.

**M. STAFF REPORTS**

**N. 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
3. Discussion and possible action on street light conversion. -Table

**O. NEW BUSINESS**

1. Discussion and possible action on sharing of new bus with the Town of Portland.
  - a. Authorize Town Manager to sign off on any needed agreements.
2. Discussion and action to approve Fair Housing Resolution.
3. Discussion and action to approve agreement for Emergency Medical Dispatch.
  - a. Authorize Town Manager to sign agreement.
4. Discussion and action to apply for LOTCIP Grant to reconstruct area of Coles Road.
5. Discussion and possible action on conducting a public hearing pertaining to request from the Cromwell Fish and Game Club for a private shooting permit to shoot on Sundays.
  - a. Authorize Mayor to set time and date of Public Hearing.
6. Resolution to authorize Town Manger to sign agreement with the State DOT for reconstruction of Willowbrook Road-Project No. 33-129.
7. To consider and act upon Library Expansion Project.
8. Discussion and possible action to allow the Cromwell Outboard Association to sub-lease their parking area to the Cromwell Farmers Market.
9. Discussion and possible action to allow the Cromwell Farmers Market to use Frisbee Park for 2016 season.

**P. APPROVAL OF MINUTES**

1. Special Meeting, Budget Workshop, February 29, 2016.
2. Special Meeting, Budget Workshop, March 3, 2016.
3. Regular Meeting, March 9, 2016.
4. Special Meeting, March 16, 2016.
5. Special Meeting, March 28, 2016.

**Q. RESIGNATIONS**

**R. APPOINTMENTS**

1. Inland Wetlands
  - a. Scott Lamberson, reappointment, term expires 12/2019
  - b. William Yeske, reappointment, term expires 12/2019
  - c. G. Alden Nettleton, reappointment, term expires 12/2019

**S. TOWN COUNCIL COMMISSION LIAISON REPORTS**

**T. ADJOURNMENT**

TOWN OF CROMWELL  
2015-2016 QUARTERLY BUDGET VARIANCE REPORT

3RD QUARTER  
March-16

MILLRATE: 31.38

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

	EXPENDITURES			DIFFERENCE			REVENUES			% ACTUAL TO BUDGET
	BUDGET	PRO-RATED BUDGET	3RD QUARTER YTD ACTUAL	FROM PRO-RATED BUDGET		BUDGET	YTD ACTUAL			
1. TOWN MANAGER/MAYOR	\$ 264,114	\$ 198,086	\$ 177,247	\$ 20,839	TAX DEPARTMENT	\$ 150,050	\$ 88,224	59%		
2. TOWN CLERK	225,120	168,840	145,512	23,328	CURRENT TAX @ 98.75% (above includes reduction for senior tax abatement)	77,500	74,544	96%		
3. REGISTRAR OF VOTERS	71,466	53,600	42,961	10,638	INTEREST & LIENS	75,300	18,516	25%		
4. PLANNING & ZONING	3,225	2,419	2,180	239	TOWN CLERK	288,300	188,403	65%		
5. ECONOMIC DEVELOPMENT	20,400	15,300	4,596	10,704	HEALTH DEPARTMENT	28,100	3,570	13%		
6. BOARD OF FINANCE	1,650	1,238	490	748	LIBRARY	9,000	7,195	80%		
8. CHARTER REVIS. COMM.	2	2	-	2	RECREATION	-	40	#DIV/0!		
9. BOARD OF ASSES. APPEALS	1,250	938	209	728	SENIOR SERVICES	2,000	638	32%		
10. ZONING BOARD OF APPEALS	1,535	1,151	885	266	YOUTH SERVICES	4,830	1,535	32%		
11. INLAND WETLANDS	2,185	1,639	1,212	426	ASSESSOR	600	386	64%		
12. HANDICAPPED COMM.	100	75	-	75	TOTAL DEPARTMENTS	\$ 635,680	\$ 383,051	60%		
13. DONATIONS AND DUES	39,820	29,865	39,380	(9,515)	DEPARTMENTAL REVENUE					
14. TOWN COUNCIL	32,925	24,694	31,644	(6,950)	BUILDING DEPARTMENT	150,050	88,224	59%		
15. LEGAL EXPENSE	175,081	131,311	112,876	18,434	POLICE DEPARTMENT	77,500	74,544	96%		
16. CENTRAL SERVICES	142,300	106,725	95,060	11,665	PUBLIC WORKS	75,300	18,516	25%		
17. INSURANCE EXPENSE	556,347	417,260	500,137	(82,877)	HEALTH DEPARTMENT	28,100	3,570	13%		
18. GENERAL EXPENSE	857,343	643,007	847,317	(204,310)	LIBRARY	9,000	7,195	80%		
19. DEVELOPER/PLANNER	136,669	102,502	100,795	1,707	RECREATION	-	40	#DIV/0!		
20. DEVELOPMENT COMPLIANCE	88,570	66,428	72,044	(5,617)	SENIOR SERVICES	2,000	638	32%		
21. CONSERVATION COMM.	1,510	1,133	210	923	YOUTH SERVICES	4,830	1,535	32%		
22. FINANCE DEPT.	376,454	282,341	252,515	29,825	ASSESSOR	600	386	64%		
23. TAX COLLECTOR	167,992	125,994	116,845	9,149	TOTAL DEPARTMENTS	\$ 635,680	\$ 383,051	60%		
24. ASSESSOR'S OFFICE	221,964	166,473	160,995	5,478	COMMISSIONS & BOARDS	7,750	2,953	38%		
26. PUBLIC WORKS ADMIN.	246,164	184,623	173,358	11,265	INCOME FROM MISC. SOURCES	385,026	325,950	85%		
27. ENGINEERING	202,680	152,010	141,494	10,516	STATE OF CONNECTICUT	5,185,513	2,739,886	53%		
28. SOL. WASTERECYC. CNTR.	593,452	445,089	348,722	96,367	FUND BALANCE	1,005,793	-	0%		
29. BUILDING INSPECTION	212,897	159,673	146,215	13,458	TOTAL REVENUE	\$ 47,743,727	\$ 43,842,975	92%		
30. HIGHWAY DEPT.	1,247,137	935,353	753,217	182,135						
30A. VEHICLE MAINTENANCE	338,122	253,592	216,652	36,940						
31. BUILDING MAINTENANCE	565,863	424,397	351,166	73,231						
32. PARKS & GROUNDS	366,271	274,703	251,636	23,068						
33. PUBLIC WORKS/GEN. EXP.	496,376	372,282	268,412	103,870						
34. CIVIL PREPAREDNESS	19,950	14,963	11,266	3,697						
35. POLICE DEPT.	3,200,019	2,400,014	2,155,503	244,511						
36. ANIMAL CONTROL	82,877	62,158	60,375	1,783						
37. HEALTH DEPT.	163,608	122,706	114,203	8,503						
38. HUMAN SERVICES ADMIN.	106,289	79,717	78,308	1,409						
39. SENIOR SERVICES	89,582	67,187	59,174	8,013						
40. TRANSPORTATION SVC.	113,428	85,071	70,091	14,980						
41. YOUTH SERVICES	106,540	79,905	69,587	10,318						
42. RECREATION DEPT.	264,928	198,696	161,737	36,959						
43. LIBRARY	568,710	426,533	421,314	5,218						
44. EMPLOYEE BENEFITS	3,212,623	2,409,467	2,577,674	(168,207)						
TOTAL GENERAL GOVERNMENT	\$ 15,585,538	\$ 11,689,154	\$ 11,135,213	\$ 553,941	Revenues:					
45. BONDED DEBT	3,882,952	2,912,214	461,476	2,450,738	Tax collection is currently at approximately the same level of collection as in previous years.					
46. BOARD OF EDUCATION	28,275,237	21,206,428	18,101,682	3,104,746	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.					
TOTAL GENERAL FUND	\$ 47,743,727	\$ 35,807,795	\$ 29,698,370	\$ 6,109,425						
INTER-FUND TRANSFERS:										
2015-16 CNR TRANSFER	70,000		70,000							
2015-16 BOE CAPITAL FUND	61,818		61,818							
Streetlight Acquisition	350,000		350,000							
	481,818		481,818							

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT

FOR 2016-09

	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	-188,403.32	-99,896.68	65.3%
021 TAX COLLECTOR	-40,523,965	0	-40,523,965	-40,391,135.16	-132,829.84	99.7%
022 ASSESSOR'S OFFICE	-600	0	-600	-385.50	-214.50	64.3%
030 PUBLIC WORKS ADMTN.	-75,300	0	-75,300	-18,515.89	-56,784.11	24.6%
033 BUILDING INSPECTION	-150,050	0	-150,050	-88,224.30	-61,825.70	58.8%
040 POLICE DEPARTMENT	-76,500	0	-76,500	-74,094.28	-2,405.72	96.9%
042 ANIMAL CONTROL	-1,000	0	-1,000	-450.00	-550.00	45.0%
050 HEALTH DEPARTMENT	-28,100	0	-28,100	-3,570.00	-24,530.00	12.7%
053 SENIOR SERVICES	-2,000	0	-2,000	-638.00	-1,362.00	31.9%
054 YOUTH SERVICES	-4,830	0	-4,830	-1,535.00	-3,295.00	31.8%
060 RECREATION DEPARTMENT	0	0	0	-40.00	40.00	100.0%
061 LIBRARY	-9,000	0	-9,000	-7,194.98	-1,805.02	79.9%
206 BOARDS & COMMISSIONS	-7,750	0	-7,750	-2,952.89	-4,797.11	38.1%
207 STATE OF CONNECTICUT	-5,185,513	0	-5,185,513	-2,739,885.70	-2,445,627.30	52.8%
208 MISCELLANEOUS SOURCES	-385,026	0	-385,026	-325,950.40	-59,075.60	84.7%
999 FUND BALANCE	-1,005,793	0	-1,005,793	-325,950.40	-1,005,793.00	.0%

GRAND TOTAL -47,743,727 0 -47,743,727 -43,842,975.42 -3,900,751.58 91.8%

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# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT

FOR 2016 09

	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 TOWN MANAGER'S OFFICE	264,114	0	264,114	177,246.86	488.60	86,378.54	67.3%
002 TOWN CLERK'S OFFICE	225,120	0	225,120	145,511.74	10,831.56	68,776.70	69.4%
003 REGISTRAR OF VOTERS	71,466	0	71,466	42,061.23	5,432.15	23,072.62	67.7%
004 PLANNING COMMISSION	3,225	0	3,225	2,179.88	45.28	999.84	69.0%
005 ECONOMIC DEVELOPMENT	20,400	0	20,400	4,596.49	191.00	15,612.51	23.5%
006 BOARD OF FINANCE	1,650	0	1,650	489.93	.00	1,160.07	29.7%
008 CHARTER REVISION COMM	2	0	2	.00	.00	2.00	.0%
009 BOARD OF ASSESSMENT APPEALS	1,250	0	1,250	209.15	.00	1,040.85	16.7%
010 ZONING BOARD OF APPEALS	1,535	0	1,535	885.29	45.28	604.43	60.6%
011 INLAND WETLANDS	2,185	0	2,185	1,212.35	.00	972.65	55.5%
012 COMM. FOR DISABLED PEOPLE	100	0	100	.00	.00	100.00	0.0%
013 DONATIONS AND DUES	39,820	0	39,820	39,380.31	.00	439.69	98.9%
014 TOWN COUNCIL	32,925	0	32,925	31,644.18	.00	1,280.82	96.1%
015 LEGAL EXPENSE	175,081	0	175,081	112,876.31	57,055.98	5,148.71	97.1%
016 CENTRAL SERVICES	142,300	0	142,300	95,059.63	33,556.46	13,683.91	90.4%
017 INSURANCE EXPENSE	559,347	0	559,347	500,137.36	1,571.00	54,638.64	90.2%
018 GENERAL EXPENSE	857,343	0	857,343	500,137.36	3,305.00	6,721.13	99.5%
019 DEVELOPER/PLANNER	136,669	0	136,669	100,794.52	.00	3,874.48	73.8%
020 FINANCE DEPARTMENT	376,454	0	376,454	252,515.30	321.92	123,616.78	67.2%
021 TAX COLLECTOR	167,992	0	167,992	116,844.67	678.62	50,468.71	70.0%
022 ASSESSOR'S OFFICE	221,964	0	221,964	160,994.84	6,475.53	54,493.63	75.4%
030 PUBLIC WORKS ADMIN.	246,164	0	246,164	173,357.51	11,985.49	65,564.23	73.4%
031 ENGINEERING	202,680	0	202,680	141,494.06	178,632.87	49,200.45	88.9%
032 SOLID WASTE REMOVAL	593,452	0	593,452	348,721.66	227.27	66,097.47	68.8%
033 BUILDING INSPECTION	212,897	0	212,897	146,214.73	227.27	66,455.00	69.6%
034 HIGHWAY DEPT.	1,247,137	0	1,247,137	753,217.30	115,009.91	378,909.79	69.6%
035 BUILDING MAINTENANCE	565,863	0	565,863	351,166.10	41,307.72	173,389.18	69.4%
036 PARKS & GROUNDS	366,271	0	366,271	251,635.65	10,531.45	104,103.90	71.6%
037 PUBLIC WORKS-OTHER	496,376	0	496,376	268,412.30	102,870.22	125,093.48	74.8%
038 VEHICLE MAINTENANCE	338,122	0	338,122	216,651.82	27,744.73	93,725.45	72.3%
040 POLICE DEPARTMENT	3,200,019	0	3,200,019	2,155,503.06	30,596.82	1,013,919.12	68.3%
041 EMERGENCY MANAGEMENT	19,950	0	19,950	11,266.00	.00	8,684.00	56.5%
042 ANIMAL CONTROL	82,877	0	82,877	60,374.80	.00	22,502.20	72.8%
050 HEALTH DEPARTMENT	163,608	0	163,608	114,203.01	19,088.51	30,316.48	81.5%
051 HUMAN SERVICES	106,289	0	106,289	78,307.53	346.05	27,635.42	74.0%
053 SENIOR SERVICES	89,582	0	89,582	59,173.83	7,689.89	22,718.28	74.6%
054 YOUTH SERVICES	106,540	0	106,540	69,586.75	3,066.08	33,887.17	68.2%
055 TRANSPORTATION SERVICES	113,428	0	113,428	70,090.81	1,248.77	42,088.42	62.9%
060 RECREATION DEPARTMENT	264,928	0	264,928	161,736.65	3,378.70	102,812.65	61.2%
061 LIBRARY	568,710	0	568,710	421,314.34	12,614.57	102,812.65	61.2%
070 BONDED DEBT	3,882,952	0	3,882,952	461,475.63	.00	134,781.09	11.9%
080 EMPLOYEE BENEFITS	3,212,623	0	3,212,623	2,577,673.96	291,002.81	343,946.23	89.3%
090 BOARD OF EDUCATION	28,275,237	0	28,275,237	18,101,681.94	564.28	10,173,555.06	64.0%
119 DEVELOPMENT COMPLIANCE	88,570	0	88,570	72,044.02	.00	15,961.70	82.0%

# TOWN OF CROMWELL, CT



## YEAR-TO-DATE BUDGET REPORT

FOR 2016-09

120 CONSERVATION COMMISSION	ORIGINAL APPROP	TRANSERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
120 CONSERVATION COMMISSION	1,510	0	1,510	210.00	.00	1,300.00	13.9%
GRAND TOTAL	47,743,727	481,818	48,225,545	30,180,188.37	982,146.78	17,063,209.85	64.6%

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

Posted Refund Transaction (s) : TOWN OF CROMWELL  
 Condition(s) : Bill : \_\_\_\_\_  
 Bill Name \_\_\_\_\_  
 Dist/Susp/Bank Address \_\_\_\_\_

Int Date: 04/01/2016	Date: 04/01/2016	Page: 1							
Prop Loc/Vehicle			Paid Date	Tax	Int	L/F	Total	Overpaid	
UniqueID/Reason	Info.						Adjusted	Tax	
11 WILD ROSE COURT 63F									
00399400			2/24/2016	2,483.14	0.00	0.00	2,483.14		
				2,532.42	0.00	0.00	2,532.42		-49.28
93 WASHINGTON ROAD									
00138000			1/28/2016	6,402.16	0.00	0.00	6,402.16		
				6,982.74	0.00	0.00	6,982.74		-580.58
21 DIANE DRIVE									
00302500			7/20/2015	5,225.78	0.00	0.00	5,225.78		
				5,715.70	0.00	0.00	5,715.70		-489.92
23 BELLAIRE MANOR									
00107100			1/28/2016	4,934.54	0.00	0.00	4,934.54		
				7,401.81	0.00	0.00	7,401.81		-2,467.27
2012/4JGDA5HEXCA022924									
52842			3/4/2016	301.46	0.00	0.00	301.46		
				905.32	0.00	0.00	905.32		-603.86
2013/4S4WX9GD3D4401278									
53698			9/8/2015	633.92	0.00	0.00	633.92		
				651.41	0.00	0.00	680.03		-17.49
2002/1B3E156R62N105505									
56258			2/5/2016	57.44	0.00	0.00	57.44		
				86.09	0.00	0.00	86.09		-28.65
TOTAL				20,038.44	0.00	0.00	20,038.44		
				24,275.49	28.62	0.00	24,304.11		-4,237.05

**RESOLUTIONS OF THE TOWN COUNCIL  
OF THE TOWN OF CROMWELL  
(2016 Capital Projects)  
(April 13, 2016)**

Item \_\_. Town Infrastructure and Facilities Improvements Project

**RESOLVED,**

(a) That the Town Council recommends, and refers such recommendation to the Board of Finance for its consideration, that the Town of Cromwell appropriate \$5,666,000, and authorize the issue bonds or notes and temporary notes in the same amount to finance the appropriation, for costs related to improvements to various Town infrastructure and facilities, contemplated to include, but not limited to, the design and/or construction, acquisition and installation of:

- (1) various road and storm drainage improvements including detention basins and easement acquisitions; such improvements to include work: (A) on all or portions Sunset Drive, Grove Road, Goodrich Avenue, Freestone Avenue, Jewell Avenue, West Tract Road, Raymond Place, Botelle Manor, Mann Memorial Drive and Herbert Porter Drive, and the construction of a detention pond in Watrous Park (estimated cost of \$4,000,000), and (B) to the extent of available appropriation after completion of the aforesaid road and storm drainage improvements, design and/or construction and installation of such other road and drainage improvements as the Director of Public Works and the Town Engineer jointly may select following consultation with the Town Council, consistent with the Town's 2016 Pavement Management Road Resurvey and following the receipt, to the extent required pursuant to Section 8-24 of the Connecticut General Statutes, of a report from the Planning and Zoning Commission approving such additional work;
- (2) repairs to the elevator at the Town Hall complex, 39-41 West Street in Cromwell, and related work, equipment and improvements (estimated cost of \$200,000);
- (3) various parking lot improvements at the Town Hall complex, at Cromwell High School, 34 Evergreen Road in Cromwell, and at Cromwell Middle School, 6 Captain Mann Memorial Drive in Cromwell, and related work and improvements (estimated cost of \$775,00);
- (4) various lighting improvements including: conversion of streetlights to LED lights, general lighting improvements at Pierson Park, and related work, equipment and improvements, and lighting improvements at Pierson Park football field, and related work, equipment and improvements (estimated cost of \$500,000); and
- (5) various costs of the financing thereof (estimated cost of \$191,000).



With respect to: (1) the various road and storm drainage improvements authorized as part of this project, the Director of Public Works and the Town Engineer jointly shall be authorized, following consultation with the Town Council, to determine from time-to-time the scope and particulars of, to delete in their entirety components of such improvements, and to reduce or modify the scope of the such portion of the project; and (2) the various improvements to Town buildings and parking lots, the conversion of streetlights to LED lights and the various lighting improvements at Pierson Park authorized as part of this project, the Town Council, following consultation with the Director of Public Works, shall be authorized to determine from time-to-time the scope and particulars of the project, to delete in their entirety components of such improvements, and to reduce or modify the scope of the such portion of the project; and the entire appropriation may be spent on the project as so reduced or modified. The Town anticipates receiving energy efficiency payments from Eversource Energy with respect to the aforesaid lighting improvements in the estimated amount of \$113,000, to be applied to defray in part the appropriation. The appropriation may be spent for design, construction, acquisition and installation costs, equipment, furnishings, materials, site improvements, land and easement acquisition, site improvements, consultants, engineering fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project.

(b) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that costs for the project may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and the Director of Finance/Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(c) That the Town Manager and the Director of Finance/Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the aforesaid bonds, notes or temporary notes if authorized by the Board of Finance to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or temporary notes.

(d) That the Town Manager, the Director of Finance/Treasurer, and other proper officers and officials of the Town are authorized to take all other action, including but not limited to applying for any other grants that may be available for the project, which is necessary or desirable to complete the project and to issue bonds, notes or temporary notes and obtain grants to finance the aforesaid appropriation.

**FURTHER RESOLVED**, that applicable portions of the project be referred to the Planning and Zoning Commission for review pursuant to Section 8-24 of the General Statutes of Connecticut.

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Item \_\_. Public Works Dump Truck Acquisition Project

RESOLVED,

(a) That the Town Council recommends, and refers such recommendation to the Board of Finance for its consideration, that the Town of Cromwell appropriate \$207,000, and authorize the issue bonds or notes and temporary notes in the same amount to finance the appropriation, for costs related to acquisition of a tri-axle dump truck and related equipment for use by the Cromwell Public Works Department (estimated cost of \$200,000), and various costs of the financing thereof (estimated cost of \$7,000). The Town Council, following consultation with the Director of Public Works, shall be authorized to determine from time-to-time the scope and particulars of the project, and to reduce or modify the scope of the project; and the entire appropriation may be spent on the project as so reduced or modified. The appropriation may be spent for acquisition and delivery costs, equipment, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project.

(b) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that costs for the project may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and the Director of Finance/Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(c) That the Town Manager and the Director of Finance/Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the aforesaid bonds, notes or temporary notes if authorized by the Board of Finance to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or temporary notes.

(d) That the Town Manager, the Director of Finance/Treasurer, and other proper officers and officials of the Town are authorized to take all other action, including but not limited to applying for any other grants that may be available for the project, which is necessary or desirable to complete the project and to issue bonds, notes or temporary notes and obtain grants to finance the aforesaid appropriation.

\*\*\*\*\*

Item \_\_. Edna C. Stevens Elementary School Window Replacement Project

RESOLVED,

(a) That the Town Council recommends, and refers such recommendation to the Board of Finance for its consideration, that the Town of Cromwell appropriate \$202,000, and authorize the issue bonds or notes and temporary notes in the same amount to finance the appropriation, for costs related to replacement of windows at Edna C. Stevens Elementary School, 25 Court Street in Cromwell, and related work, equipment and improvements (estimated cost of \$195,000), and various costs of the financing thereof (estimated cost of \$7,000). The Board of Education shall be authorized to determine from time-to-time the scope and particulars of the project, and to reduce or modify the scope of the project; and the entire appropriation may be spent on the project as so reduced or modified. The appropriation may be spent for design, construction and installation costs, equipment, furnishings, materials, consultants, engineering fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project.

(b) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that costs for the project may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and the Director of Finance/Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds, notes or temporary notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(c) That the Town Manager and the Director of Finance/Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the aforesaid bonds, notes or temporary notes if authorized by the Board of Finance to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds, notes or temporary notes.

(d) That the Town Manager, the Director of Finance/Treasurer, and other proper officers and officials of the Town are authorized to take all other action, including but not limited to applying for any other grants that may be available for the project, which is necessary or desirable to complete the project and to issue bonds, notes or temporary notes and obtain grants to finance the aforesaid appropriation.

**FURTHER RESOLVED**, that the project be referred to the Planning and Zoning Commission for review pursuant to Section 8-24 of the General Statutes of Connecticut.

\*\*\*\*\*

Item \_\_. Special Town Meeting to Consider 2016 Capital Projects

RESOLVED, That the Town Council hereby calls a Special Town Meeting to be held to consider and act upon resolutions with respect to such of the appropriations and borrowing

authorizations for the various capital projects recommended by the Town Council under agenda items \_\_\_\_\_ above as are approved by the Board of Finance; such Special Town Meeting to be held on May \_\_\_\_, 2016, at \_\_\_\_\_, \_\_\_\_\_ Street, in Cromwell, Connecticut; and that the Mayor is hereby authorized and directed to cause due and proper notice of such Special Town Meeting to be given.

\*\*\*\*\*

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

**1. Regional Economic Forum**

I attended the Regional Economic Forum sponsored by the Connecticut Department of Economic and Community Development from 9:00 am to 10:30 am on Monday March 14, 2016 at the Cromwell Radisson Hotel.

**2. Economic Development**

I worked with Mike Millane and representatives from a retail garden center and nursery operator to review development scenarios and permits for new businesses at the Millane's retail garden center and nursery on Main Street. I met with Pat Lafayette, Engineer discuss the permitting process for the construction of a drive thru and renovation of the former Sunoco Station at 164 West Street

**3. County Line Drive Improvements**

Jon Harriman and I attended a meeting at 2:30 pm on Wednesday March 23, 2016 at the Rocky Hill Town Hall. We met with the Town of Rocky Hill staff to discuss the permit process for improvements to the intersection of County Line Drive and Shunpike Road in Rocky Hill. Representatives from Cardinal Engineering also attended the meeting.

**4. Planning and Zoning Commission**

I am working with Pinewood Landscaping at 302 Main Street and Plummer Landscaping at 224 Shunpike Road on applications and plans for retail sales, new signage, parking and other site plan improvements at both locations.

**5. Cromwell Landing Park**

I continue to work with CT DEEP staff and various consultants on the plan for Cromwell Landing Park.

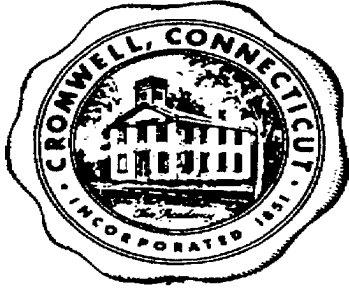
**6. Business Visitations**

We had three great business visitations on Thursday March 31, 2016.

- 9:00 am – Biological Industries at 100 Sebethe Drive
- 9:30 am – Atlantic Ventilating & Equipment at 125 Sebethe Drive
- 10:00 am – Complete Automotive Repair Specialists at 160 Sebethe Drive

**7. Inland Wetlands Issues**

I continue to work with the property owner Jon Marcus and Kelly Starr of the Soil Conservation Service on the proposed restoration plan for the Conservation area located in the front of the Cromwell Commons Shopping Center at 136 Berlin Road.

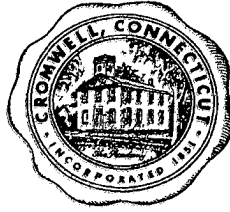


**TOWN OF CROMWELL**  
**SENIOR CENTER/TRANSPORTATION**  
TOWN HALL, 41 WEST STREET  
CROMWELL, CT 06416  
(860) 632-3449      FAX (860) 632-3446

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To: Town Council  
From: Joy Hollister, Senior Center and Human Services Director  
Date: 4/1/16  
Re: Sharing of a new bus with the Town of Portland

To meet the requirements of the 5310 DOT grant, The Senior Center/Transportation Services is requesting your approval for the Town of Cromwell to join into an agreement with the Town of Portland/Portland Senior Center to share a new Senior Center bus. The bus will be owned by the Town of Portland but will be shared equally between both Towns. With your approval, the Towns will split the cost of the bus, minus the amount granted by the DOT, as well as the cost of fuel, maintenance and repairs.



## Town of Cromwell

Nathaniel White Building  
41 West Street  
Cromwell, CT 06416

### FAIR HOUSING RESOLUTION

- Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and
- Whereas, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and
- Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and
- Whereas, The Town of Cromwell is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

#### **NOW THEREFORE, BE IT RESOLVED,**

That the Town of Cromwell hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

#### **BE IT FURTHER RESOLVED,**

That the chief executive officer of the Town of Cromwell or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Cromwell and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her rights to equal housing opportunities.

Adopted by the Town of Cromwell on \_\_\_\_\_

\_\_\_\_\_  
Enzo Faienza,  
Mayor

Town Seal




# CROMWELL POLICE DEPARTMENT

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*Denise Lamontagne*  
*Chief of Police*

## MEMO

**TO:** Mayor Enzo Faienza

**FROM:** Chief Denise Lamontagne 

**SUBJECT:** Emergency Medical Dispatch Agreement

**DATE:** March 23, 2016

In accordance with Connecticut General Statute 28-25b(g) the Town of Cromwell Public Safety Answering Point (PSAP) shall provide emergency medical dispatch or arrange for emergency medical dispatch to be provided by another agency.

The Town of Cromwell and the Cromwell Fire District have had an agreement for many years. The agreement needs to be renewed (attached).

I am requesting the agreement be put on the Town Council meeting agenda on April 13, 2016 for discussion and action to approve the agreement as well as permission for the Town Manager to sign the agreement.

cc: Anthony Salvatore, Town Manager  
Captain Kevin VanderSloot



**MEMORANDUM OF UNDERSTANDING**

As required by Connecticut General Statute 28-25b(g)(1), the Town of Cromwell Public Safety Answering Point (PSAP) shall provide emergency medical dispatch or arrange for emergency medical dispatch to be provided for by another agency or center as permitted.

This agreement is made and entered into by the Town of Cromwell (Town) and the Cromwell Fire District (District) to allow the District to provide Emergency Medical Dispatch (EMD) for the Town's PSAP under the following conditions:

- The District shall at all times satisfy the requirements of subdivisions (2) and (3) of C.G.S. 28-25b(g).
- The District shall provide a copy of their EMD Program to the PSAP Coordinator (Chief of Police), to include the quality assurance component.
- Any documentation, as outlined in subsection (2), pertaining to EMD shall be provided to the PSAP Coordinator upon request.
- A copy of any complaints regarding EMD and their disposition shall be forwarded to the PSAP Coordinator.

In accordance with Connecticut General Statute 7-339c, this agreement will be in effect until one party wishes to amend, terminate or withdraw from the agreement by giving a thirty (30) day written notice.

Any termination of this agreement shall be forthwith communicated to the appropriate State Officials by the PSAP Coordinator.

In witness hereof, the parties elected this document on this \_\_\_\_ day of \_\_\_\_\_, 2016.

***Town of Cromwell:***

By: \_\_\_\_\_  
*Anthony J. Salvatore*  
*Town Manager*

Witness: \_\_\_\_\_


***Cromwell Fire District:***

By: \_\_\_\_\_  
*Frank Seidl*  
*President*

Witness: \_\_\_\_\_

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

**Memorandum**

**To:** Anthony Salvatore –Town Manager  
**CC:** Lou Spina – Director of Public Works  
**From:** Jon Harriman, P.E.   
**Date:** 3/9/2016  
**Re:** LOTCIP Grant Application

---

On March 8<sup>th</sup> the Lower Connecticut River Valley Council of Governments (RiverCOG) began solicitation for proposals for transportation projects to be funded under the Local Transportation Capital Improvement Program (LOTICIP) in FY 2017 and beyond.

We propose applying for a grant to reconstruct a portion of Coles Road from the intersection of Shunpike Road west toward the Route 91 overpass. Eligible projects must be designated as an urban collector road or higher, and should be identified on the Long Range Transportation Plan (Coles Road meets these requirements).

The identified section of Coles Road is quite narrow (22-feet at its narrowest point) and lacks pedestrian facilities. The proposed project would widen Coles Road to 30-feet, allowing for two 11-foot lanes with 4-foot shoulders. The proposal would also include a 4-foot pedestrian sidewalk. This section of Coles Road also exhibits significant drainage issues that would be addressed in the reconstruction.

The LOTICIP funding process requires that the Town incur all of the costs of the design/engineering phase of the project. The Rights of way phase may either be funded with Town funds or LOTICIP funds. Finally the construction Phase consists of 100% LOTICIP funds.

We request that the Town Council consider applying for the LOTICIP Grant to reconstruct this area of Coles Road. The Grant Application is due June 7<sup>th</sup>, and if approved the Town would be given three years to design and bid the project.



145 Dennison Road  
Essex, CT 06426  
860/581-8554 FAX: 860/581-8543  
[www.rivercog.org](http://www.rivercog.org)

Bonnie Reemsnyder, Chairman  
Michael Maniscalco, Vice Chairman  
Noel Bishop, Secretary  
Carl Fortuna, Treasurer

Chester, Clinton, Cromwell,  
Deep River, Durham, East Haddam,  
East Hampton, Essex, Haddam,  
Killingworth, Lyme, Middlefield,  
Middletown, Old Lyme,  
Old Saybrook, Portland, Westbrook,  
Middletown Area Transit, Estuary  
Transit District, Middletown  
Chamber of Commerce

## MEMORANDUM

**TO:** Chief Elected Officials  
Public Works Directors  
Town Planners  
Town Engineers

**FROM:** Robert Haramut, Senior Transportation Planner

**DATE:** March 8, 2016

**SUBJECT:** LOTCIP PROJECT SOLICITATION

The Lower Connecticut River Valley Council of Governments (RiverCOG) is encouraging municipalities to submit proposals for transportation projects to be funded under the Local Transportation Capital Improvement Program (LOTICIP) in FY 2017 and beyond.

Funding will be awarded on a competitive basis informed by a project rating method developed by the RiverCOG staff and MPO board as noted in enclosed the LOTICIP Project Selection Process and Project Rating Criteria as revised on February 26, 2016. The appendix has links to the eligible roadways, CTDOT LOTICIP guidelines and application, bicycle and pedestrian needs assessment, cost estimating guidelines, and additional information. Please review these documents and contact RiverCOG staff prior to preparing your proposal to determine the eligibility of projects.

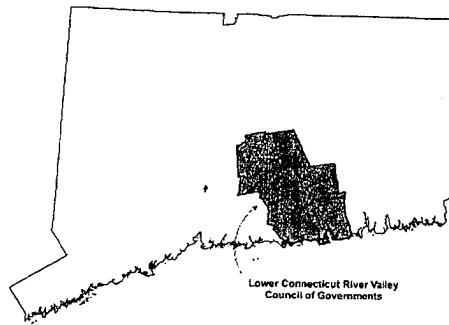
To apply for LOTICIP funds, please complete a separate LOTICIP application, bicycle and pedestrian travel needs assessment form, and cost estimate for each project, and return two hardcopies and an electronic copy by June 7, 2016 to: Robert Haramut, Senior Transportation Planner, LCRVOCG, 145 Dennison Road, Essex Connecticut 06426.

Applications should be prepared in sufficient detail for RiverCOG staff to conduct an adequate evaluation of the proposed project. If you have any questions regarding the application please contact Robert Haramut ([rharamut@rivercog.org](mailto:rharamut@rivercog.org)) at your convenience.

enc:

# **LOWER CONNECTICUT RIVER VALLEY COUNCIL OF GOVERNMENTS**

## **LOTCIP Project Selection Process & Project Rating Criteria**



Revised February 26, 2016

**LCRVCOG  
145 Dennison Road  
Essex, CT 06426  
860/581-8554  
rivercog.org**

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## **I. Project Selection and Funding Process**

### **Introduction**

The Local Transportation Capital Improvement Program (LOTICIP) is a state program that provides state funding in lieu of federal transportation funds (STP-U) which that have been traditionally programed on local road projects. The use of state funds for these types of projects eliminates the federal Title 23 requirements tied to using the federal transportation funds, making it easier for municipalities to make capital improvements related to the transportation system.

### **Total Funding**

State LOTICIP funding is allocated to regions according to a federal distribution formula based on the population of urbanized areas. This is the same formula previously used under the STP-Urban program. The LCRVCOG region makes up 4.1% of Connecticut's urban population. The LOTICIP program provides for \$45,000,000 in funding for FY 2014 and 2015. Therefore the region received \$1,800,000 per year for a total of \$3,600,000

The June 2015 state budget was to allocate \$74,000,000 for FY 2016 and FY 2017. This would have increased the region's sub-allocation to approximately \$3,000,000 per year for a total of \$6,000,000. The State Bond Commission has currently allocated \$45,000,000 for FY 2016 with an additional \$29,000,000 legislated for FY 2016 to be made available as needed.

In future years CTDOT will provide the regions with funding estimates based on their capital budget request which will be confirmed based on the adopted budget, and funding is not available until allocated by the State Bond Commission. It is recommended that the COG Board "over program" these funds to assure that the available funding is utilized within the region in a timely manner.

### **Funding Responsibility**

The project design and engineering phase costs are not eligible for LOTICIP funding and are the responsibility of the municipality. Rights of way phase cost may be either funded with 100% municipal funds or 100% LOTICIP funds depending on the circumstances. The construction phase utilizes 100% LOTICIP funding.

### **Project Eligibility**

LOTICIP projects should address regional transportation priorities through capital improvement projects similar to STP-Urban program it replaces and therefore must meet the same requirements. A region may allocate 15% of their annual LOTICIP funds (or \$500,000) to pavement preservation, pavement rehabilitation, and stand-alone sidewalk projects. Transportation enhancement / alternatives projects are also eligible within reasonable limits. Projects must have a minimum construction cost of \$300,000. Planning studies may be eligible for LOTICIP funding provided they meet CTDOT's current Planning Study Process.

### **Regional Projects**

LCRVCOG is seeking to use LOTCIP funding for traditional transportation roadway capital improvement projects that will improve the physical condition of the regional roadway network or correct existing traffic problems relating to roadway congestion, safety, and geometry. Non-capital improvement projects, may also be considered by the COG/MPO Board, but may be funded under other specific programs after further review.

### **Eligible Applicants**

Eligible applicants include all LCRVCOG member municipalities. Requests from other organizations must be made through a member municipality.

### **Eligible Roadways**

Projects on urban roadways classified as collectors or higher are eligible. These roads are mapped in Appendix A. Projects on state highways are eligible but may also be funded under the STP-Urban program if deemed a priority by CTDOT. Projects outside the urban boundary classified as a major collector or higher are eligible since the LCRVCOG is considered an urban region.

### **Project Size and Cost**

The proposed projects must at a minimum, have a total project cost of \$300,000 and it is expected that the majority of proposed projects will range between \$1,000,000 and \$2,000,000. Administrative costs associated with projects under \$300,000 are prohibitive, whereas large projects consume a disproportionate share of funds. Large projects take a disproportionate share of program funds; therefore projects utilizing greater than \$3,000,000 of LOTCIP funding will not be approved.

Per CTDOT guidelines, if there is a significant change in scope or 20% or greater increase in cost municipalities are required to submit justification to CTDOT through the COG.

### **Project Solicitation**

Projects will be solicited by the LCRVCOG based on available funding levels relation to the obligated funding schedule. The obligation schedule is an active document where approved projects may move within fiscal years or obtain funding from other program sources. As a result of this ongoing process, projects will be reviewed and solicited on an ongoing basis to assure the over programming of funding in an effort utilize all available dollars.

### **Project Rating and Approval Process**

Proposed projects will be reviewed by COG staff for eligibility and completion using the approved rating system. Additional information, such as traffic data collection and field reviews may be performed by staff.

Staff will rank all eligible projects in order of highest rated to lowest rated. Based on the project rankings, staff will prepare a list of projects that consists of; projects that can be funded within the total funding award limit under LOTCIP, and projects that fall beyond the funding limit and could potentially be funded by other programs or under future LOTCIP solicitations.

The list of ranked projects that can be funded shall be submitted to the LCRVCOG MPO Board for its consideration and approval. The list shall then be submitted to CTDOT for consideration and approval. The list of projects that cannot be funded shall be submitted to the LCRVCOG MPO Board for future consideration and identification of alternative federal or state funding programs. Once approved, the municipality will be informed by CTDOT of the project's funding commitment, at which time the municipality may begin the design phase.

#### **CTDOT Quarterly Reporting Requirements**

Municipalities with projects active in the design and construction phases will be required to submit quarterly updates to the LCRVCOG. Updates should be provided by September 1<sup>st</sup>, December 1<sup>st</sup>, March 1<sup>st</sup>, and June 1<sup>st</sup>. Updates will include information needed for LCRVCOG staff to compile and submit to CTDOT the Regional Quarterly Status Report appearing in the CTDOT LOTCIP guidelines.

An expenditure summary form also needs to be completed by municipalities that made eligible expenditures during the state fiscal year. The intention is that the form be filled out by the municipality's independent auditor as part of their annual audit.

#### **CHRO Contractor Compliance Requirements**

Effective October 1, 2015 contractors selected for public works projects using state funds must comply with CT General Statutes §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. An Affirmative Action Plan must be filed with and approved by the Commission on Human Rights and Opportunities prior to the commencement of construction.

State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services ("DAS") under the provisions of CT General Statutes § 4a-60g, as amended (25% of the work with DAS certified Small and Minority owned businesses and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses). The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

#### **Project Schedule**

Projects should not take greater than thirty-six months from commitment to fund to authorization to advertise.

#### **Project Submission**

Municipalities can submit no more than two proposals in a given solicitation period.



## II. Project Rating Criteria

All capital improvement projects submitted under the LOTCIP program will be evaluated based on the following criteria. Using the project rating criteria noted in this section will help to maintain consistency in the rating process. It is the responsibility of the applicant to provide a description and explanation of how they meet any of these criteria. Staff will review each application and determine the number of points warranted for the benefits described by the applicant. It should be noted however, that much of the rating process is based on qualitative judgments and no single set of criterion can be used to assess all the potential types of projects that may be submitted.

- 1) Regional Significance (10 points)
- 2) Traffic Volumes/Transit Ridership (15 points)
- 3) Traffic Improvements (15 points)
- 4) Structural Improvements (15 points)
- 5) Environmental Importance / Impact (10 points)
- 6) Complete Streets (10 points)
- 7) History (5 points)
- 8) Project Readiness (5 points)

### 1. Regional Significance

Regional significance measures the scale at which the project benefits the region and improves the movement of persons and goods within it. Projects are rated to indicate whether the proposed benefits are received on a statewide level, regional level, multi-town level, town level, or sub-town level. Additional points are awarded to projects that support transit oriented development based on distance transit from the nearest point of the project, as well as connection with bicycles and pedestrian and other TOD initiatives within the project area. Additional points are given to projects that will enhance the economic development of the region.

#### Overall transportation benefits

Statewide benefits	5 points
Regional benefits	4 points
Multi-town benefits	3 points
Town benefits	2 points
Sub-town benefits	1 point

#### TOD benefits

Half mile from transit	1 point
Quarter mile from transit	2 points
Connections with other modes	1 point

#### Economic benefits

Enhance economic development	2 points
------------------------------	----------

## 2. Traffic Volume/Transit Ridership

Traffic volume and transit ridership measures the number of persons that will directly benefit from the proposed project or improvement. Traffic volume should be compared using current average daily traffic (ADT) volumes performed by LCRVCOG or the towns when the projects are submitted. If this data is unavailable, then CTDOT counts taken closest to the proposed project locations during the most recent year should be used. Transit ridership should be compared using ridership per day. Projects are rated to favor those with higher traffic flows or transit ridership.

Traffic Volume		Transit Ridership	
ADT greater than 5,500	10 points	R/D greater than 200	5 points
ADT 4,000 to 5,499	8 points	R/D 150 to 199	4 points
ADT 2,500 to 3,999	6 points	R/D 100 to 149	3 points
ADT 1,000 to 2,499	4 points	R/D 50 to 100	2 points
ADT less than 999	2 points	R/D less than 49	1 points

## 3. Traffic Improvements

Traffic operational improvement ratings measure the extent that a proposed project or improvement will correct or lessen the severity a traffic problem. One point is given for each "yes" answer to each of the three following questions for a maximum total of five points.

- 1) Improve traffic flow - Will the project reduce congestion (travel time and delay, etc.)? Indicate degree of improvements – 5 points.
- 2) Improve geometry - Will the project improve the existing geometry (lessen curve radii, increase sightline, decrease number of curb cuts, etc.)? Indicate degree of improvements – 5 points.
- 3) Improve safety - Will the project improve traffic safety (lessen vehicular crashes and run offs, etc.)? – Indicate degree of improvements – 5 points.

## 4. Structural Improvements

Structural improvement ratings measure the extent that a proposed project or improvement will correct or lessen the severity physical structural problem of a roadway, bridge, or culvert. Towns should provide any available ratings such as a pavement condition index from their pavement management system or state ratings on bridges. Structures with the highest structural deficiency rating will be assigned higher priority.

### Pavement condition

Failing (base rehabilitation)	5 points
Poor (structural improvement)	4 points
Fair (preventative maintenance)	3 points
Good (routine maintenance)	2 points
Excellent (do nothing)	1 point

### Drainage system

Five points – One to five points are awarded if the project remedies problems relating to surface or sub-surface drainage systems deficiencies, such as icing or ponding on roadways or water in

the roadway base depending on severity of the problem and degree which the problem will be reduced.

#### Bridges and culverts

Five points – One to five additional points are awarded project remedies problems relating to bridge condition deficiencies or hydraulic capacity, such as deck or super structure repairs, or flooding adequacy depending on severity of the problem and degree which the problem will be reduced.

### **5. Environmental/Environmental Justice**

One principal of Environmental Justice (EJ) is to avoid, minimize, or mitigate disproportionately high and adverse human health and environmental, social, and economic impacts on minority and low income populations. The EJ process investigates the relationship between the proposed project and minority and low income populations. Projects will be reviewed in a local context in relation to minority and low income populations so as not to skew the ranking using regional data. Projects will be awarded up to seven points if the projects benefits low income and/or minority neighborhoods.

Green infrastructure includes the implementation of new technologies and methodologies that help reduce environmental impacts associated with transportation. It includes ways to reduce storm water runoff and associated pollutants, promote the use of recycled materials, bring natural elements into streets, reduce “heat island” effects, and improve the access and accommodations for pedestrians and bicycles. Examples include; permeable pavement, bioswales, bioretention cells, vegetative filter strips, reclaimed or recycled pavements, and in-place reclaiming of existing pavements, etc.

#### EJ

One to seven points based on benefits/burdens to EJ communities.

#### Green infrastructure

One to three points based on implementation of green infrastructure.

### **6. Complete Streets**

Complete Streets policies aid planners and engineers in designing and operating the entire right of way to enable safe access for all users, regardless of age, ability, or mode of transportation. This means that transportation projects will make the street network better and safer for drivers, transit users, pedestrians, and bicyclists making the community better place to live.

#### Bicycle supportive projects

One to three points is provided to projects that improve the safety and mobility if bicyclists or helps to achieve the goals of the regional bicycle and pedestrian plan.

#### Pedestrian supportive projects

One to three points is provided to projects that improve the safety and mobility of pedestrians or helps to achieve the goals of the regional bicycle and pedestrian plan.

#### School zone projects

One point is provided to projects that address vehicular, bicycle, or pedestrian safety in school zones.

#### Traffic calming

One to three points is provided to projects incorporating traffic calming improvements such as reduced lane width, streetscape elements and other measures as appropriate.

### **7. Project Record**

Projects will be awarded one to five points if they are based on recommendation in a state, regional, or local plan. These may include bicycle and pedestrian plans, long range transportation plans, capital infrastructure plans, safety plans, corridor studies, economic studies, plans of conservation and development, etc.

### **8. Project Readiness**

Project readiness is a measure of the current status of the project.

#### Finances

One to two points may be awarded to a project that leverage other sources of financing in relation to LOTCIP funds such as supplementing other funds to fully fund a project.

#### Current status

One to two points may be awarded to projects from municipalities that have not previously been awarded of LOTCIP job or does not have a current project between the “commitment to fund” and “authorization to bid” stages of the LOTCIP process.

#### Design

One point may be awarded to projects that are ready to enter the final design phase of the process.

### **9. Non-capital improvement projects**

The majority of LOTCIP projects will be capital improvement projects. COG's may allocate the greater of 15% or \$500,000 to pavement preservation/pavement rehabilitation, exclusive sidewalk projects or planning studies.

Pavement preservation/rehabilitation projects will be evaluated on the criteria listed above minus the traffic improvement criteria (heading 3).

Sidewalk projects will be evaluated based on criteria headings five through eight with a focus on complete streets.

Planning studies will be evaluated based on CTDOT's current planning study process and study screening application.

**Appendix A**  
**Eligible Roadway Maps**

The following links show functional classification maps by municipality. Roads must be classified as an urban collector or rural major collector to be eligible.

<http://www.ct.gov/dot/cwp/view.asp?a=3532&q=553996>

<http://www.ct.gov/dot/lib/dot/documents/dpolicy/policymaps/fcl/pdf/fclpdf.pdf>

**Appendix B**  
**CTDOT LOTCIP Guidelines**

The following link is the current CTDOT LOTCIP Guidelines.

[http://www.ct.gov/dot/lib/dot/documents/dhighwaydesign/LOTCIP\\_guidelines\\_20131104.pdf](http://www.ct.gov/dot/lib/dot/documents/dhighwaydesign/LOTCIP_guidelines_20131104.pdf)

**Appendix C**  
**CTDOT Bicycle and Pedestrian Needs Assessment Form**

The following link is the CTDOT Bicycle and Pedestrian Travel Needs Assessment Form.

[http://www.ct.gov/dot/lib/dot/bicycle\\_pedestrian\\_needs\\_assessment\\_version\\_2.0\\_\(7-3-2013\).pdf](http://www.ct.gov/dot/lib/dot/bicycle_pedestrian_needs_assessment_version_2.0_(7-3-2013).pdf)

**Appendix D**  
**CTDOT Cost Estimating Guidelines**

The following link is shows the CTDOT 2016 Cost Estimating Guidelines.

[http://www.ct.gov/dot/lib/dot/documents/aec/cost\\_estimating\\_guidelines.pdf](http://www.ct.gov/dot/lib/dot/documents/aec/cost_estimating_guidelines.pdf)



**Appendix E**  
**Additional LOTCIP Information**

The following link is for the CTDOT Office of Engineering's LOTCIP webpage. This page provides additional information such as Public Act 13-239, final design submission forms, and reporting and expenditure forms.

<http://www.ct.gov/dot/cwp/view.asp?a=2303&Q=536574>

March 14, 2016

Cromwell Fish and Game Club  
16 Sunset Drive  
Cromwell, CT 06416

Town of Cromwell  
41 West Street  
Cromwell, CT 06416  
c/o Town manager, Tony Salvatore

Dear Tony,

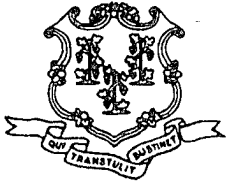
RE: Private Shooting Reserve

The Cromwell Fish and Game Club would like to apply for a private shooting permit to shoot on Sundays. Enclosed are the State Statutes and a copy of the application for the regulated private shooting permit. Would you please review the information and let me know if Sunday shooting would be possible for the Game Club in Cromwell. Thank you for speaking to me about this matter at the Athletic Club Wine Tasting Fundraiser.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lael".

Lael Libera, Treasurer  
Cromwell Fish and Game Club



STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546

Phone:

(860)-594-3219

March 16, 2016

Mr. Anthony J. Salvatore  
Town Manager  
Town Hall  
Town of Cromwell  
41 West Street  
Cromwell, Connecticut 06416

Dear Mr. Salvatore:

Subject: Project No. 33-129  
F.A.P. No. 1033(108)  
Reconstruction of Willowbrook Road  
Town of Cromwell

Enclosed are two copies of the First Supplemental Agreement between the State of Connecticut and the Town of Cromwell for the development of contract plans, specifications and estimates for the above noted project.

Please do the following promptly:

1. Your signature should be affixed to the two copies of the Agreement. Please sign your name as it appears on the signatory page.
2. The Town seal shall be affixed upon all copies of this Agreement.

Please return two signed copies of this Agreement (must be signed within 30 days of the original council resolution) on or before April 20, 2016, so that we may process them for State Signatures. A fully executed copy of the Agreement will be returned to you upon its completion.

Very truly yours

A handwritten signature in black ink, appearing to read "Hugh H. Hayward".

Hugh H. Hayward, P.E.  
Transportation Principal Engineer  
Bureau of Engineering and Construction

Enclosures

cc: Mr. Jon Harriman, P.E., Town Engineer

FIRST SUPPLEMENTAL AGREEMENT  
TO THE  
ORIGINAL AGREEMENT DATED SEPTEMBER 22, 2014  
BETWEEN THE STATE OF CONNECTICUT  
AND  
THE TOWN OF CROMWELL  
FOR THE  
DEVELOPMENT OF CONTRACT PLANS, SPECIFICATIONS AND ESTIMATES  
FOR THE  
RECONSTRUCTION OF WILLOWBROOK ROAD  
UTILIZING FEDERAL FUNDS UNDER THE URBAN COMPONENT OF THE SURFACE  
TRANSPORTATION PROGRAM

State Project No. 33-129

Federal-Aid Project No. 1033(108)

THIS FIRST SUPPLEMENTAL AGREEMENT ("First Supplemental Agreement"), concluded at Newington, Connecticut, this        day of        , 2016, by and between the State of Connecticut, Department of Transportation, James Redeker, Commissioner, acting herein by Thomas A. Harley, P.E., Bureau Chief, Bureau of Engineering and Construction, duly authorized, hereinafter referred to as the "State", and the Town of Cromwell, Town Hall, 41 West Street, Cromwell, Connecticut 06416, acting herein by Anthony J. Salvatore, Town Manager, hereunto duly authorized, hereinafter referred to as the "Municipality", or collectively referred to as the "Parties".

WITNESSETH, THAT,

WHEREAS, the State and Municipality executed an Agreement, No. 9.18-01(14), dated September 22, 2014, entitled "Agreement Between the State of Connecticut and the Town of Cromwell for the Development of Contract Plans, Specifications and Estimates for Reconstruction of Willowbrook Road Utilizing Federal Funds Under the Urban Component of the Surface Transportation Program," hereinafter referred to as the ("Original Agreement"), and

WHEREAS, the total estimated cost indicated in Article III., Paragraph (31) of the Original Agreement has been found to be insufficient and needs to be increased to reflect additional costs required to prepare environmental permits, and

WHEREAS, the Moving Ahead for Progress in the 21st Century Act (MAP-21) and the Fixing America's Surface Transportation Act (FAST) provide funding authorization "for Federal-aid highways, highway safety programs, and transit programs, and for other purposes," and

WHEREAS, the State is authorized to enter into this agreement pursuant to Section 13a-165 of the Connecticut General Statutes, as revised.

NOW, THEREFORE, KNOW YE THAT:  
THE PARTIES HERETO AGREE AS FOLLOWS:

1) That Article I., Paragraph (3) of the Original Agreement is hereby deleted and the following substituted in lieu thereof:

(3) Use the "Consultant Selection, Negotiation and Contract Monitoring Procedures for Municipal Administered Projects," dated December 2011, to retain or employ assistants or consultants for the development of the required contract plans, specifications, estimates, and other project information, reports, statements, studies and environmental permit applications. Written documentation of procedures utilized for retention, employment or selection of such assistants and/or consultants shall be provided to the State.

2) That Article III., Paragraph (31) of the Original Agreement is hereby deleted and the following substituted in lieu thereof:

(31) That the estimated cost for the preliminary engineering phase of the Project is as follows:

ESTIMATED ENGINEERING COSTS

	State Project No. 33-129	Federal-Aid Project No. 1033(108)
A.	Municipal Cost .....	\$ 221,000
B.	Municipal Extra Work Allowance.....	\$ 41,000
C.	State Cost.....	\$ 157,000
D.	State Extra Work Allowance.....	\$ 15,000
E.	Total Costs (A+B+C+D).....	\$ 434,000
F.	Federal Share (80% of E).....	\$ 347,200
G.	State Share (10% of E).....	\$ 43,400
H.	Municipal Share (10% of E).....	\$ 43,400
I.	Maximum Amount of Reimbursement to Municipality (90% of A+B).....	\$ 235,800
J.	Amount to be deposited by the Municipality in accordance with Article I., Paragraph (20) of this Agreement (10% of C+D).....	\$ 17,200

The maximum amount of reimbursement to the Municipality under the terms of this Agreement is Two Hundred Thirty-five Thousand Eight Hundred Dollars (\$235,800), unless revised under the provisions of Article III., Paragraph (30) of this Agreement.

3) That Exhibit A, Paragraph (1) is hereby deleted and the following substituted in lieu thereof:

(1) This Agreement is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Agreement as if they had been fully set forth in it. The Agreement may also be subject to Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services and to Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office. If Executive Order No. 14 and/or Executive Order No. 49 are applicable, they are deemed to be incorporated into and are made a part of the Agreement as if they had been fully set forth in it. At the Municipality's request, the Department shall provide a copy of these orders to the Municipality.

4) That all terms of the Original Agreement not specifically amended or deleted herein, shall remain in full force and effect.

The Parties have executed this Agreement by their duly authorized representatives on the day and year indicated, with full knowledge of and agreement with its terms and conditions.

STATE OF CONNECTICUT  
Department of Transportation  
James Redeker, Commissioner

By \_\_\_\_\_ (Seal)  
Thomas A. Harley, P.E.  
Bureau Chief  
Bureau of Engineering and  
Construction

Date: \_\_\_\_\_

TOWN OF CROMWELL

By \_\_\_\_\_ (Seal)  
Anthony J. Salvatore  
Town Manager

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney General  
State of Connecticut

Date: \_\_\_\_\_

*Gloria Prendergast, Asst.*  
TOWN CLERK

**TOWN OF CROMWELL  
TOWN COUNCIL  
SPECIAL MEETING  
BUDGET WORKSHOP  
MONDAY, FEBRUARY 29, 2016  
TOWN HALL ROOM 224/5 7:00 P.M**

**MINUTES**

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

Absent: S. Slade

Also Present: Town Manager A. Salvatore, Finance Director M. Sylvester, Building  
Official D. Jolley, Recreation Director S. Schein, Director Public Works L. Spina,  
Director of Planning and Development/EDC Coordinator S. Popper, Public and Press

**A. CALL TO ORDER**

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

**B. CITIZENS COMMENTS**

None

**C. FINANCIAL**

1. Recommend a supplemental appropriation \$275,000 for the acquisition of property at 60-61 River Road, as approved at the February 17, 2016 Town Council meeting.

**Motion** made by R. Newton seconded by T. Tokarz and *unanimously carried* to approve supplemental appropriation \$275,000 for the acquisition of property at 60-61 River Road, as approved at the February 17, 2016 Town Council meeting.

- a. Authorize the Mayor to set the date and time of a special town meeting for approval of the supplemental appropriation, per Section 8.09(a) of the Town Charter.

**Motion** made by R. Newton seconded by A. Waters and *unanimously carried* to authorize the Mayor to set the date and time of a special town meeting for approval of the supplemental appropriation, per Section 8.09(a) of the Town Charter.

**D. BUDGET WORKSHOP**

**a. Discussion and Action on General Fund Budget Requests:**

**42. Youth Services \$106,830**

Recreation Director S. Schein presented the request.

**Motion** made by A. Waters seconded by E. Wenners and *unanimously carried* to approve \$106,830.



**43. Recreation \$240,035**

Recreation Director S. Schein presented the request.

**Motion** made by F. Emanuele seconded by A. Waters and *unanimously carried* to approve \$240,035.

*Discussion Capital Request: Replacement Van*

**Motion** made by E. Wenners seconded by R. Newton and *unanimously carried* to approve Part Time Wage budget page.

**22. Committee to Support People with Disabilities -\$100**

Recreation Director S. Schein presented the request.

**Motion** made by A. Waters seconded by F. Emanuele and *unanimously carried* to approve \$100.

**27. Public Works Administration \$255,703.**

Public Works Director Spina presented Public Works Requests # 27 - #34.

**Motion** made by A. Waters seconded by F. Emanuele and *unanimously carried* to approve \$255,703.

*Discussion Capital Request: Small Utility Vehicle*

**28. Engineering \$213,606**

**Motion** made by E. Wenners seconded by F. Emanuele and *unanimously carried* to approve \$213,606.

**29. Solid Waste Removal \$609,713**

**Motion** made by A. Waters seconded by T. Tokarz and *unanimously carried* to approve \$609,713.

*Discussion Capital Request: Recommended to hold off on request for Canopy/Covers for dumpsters.*

**30. Highway Department \$1,277,226**

**Motion** made by F. Emanuele seconded by A. Waters and *unanimously carried* to approve \$1,277,226.

*Discussion Capital Requests: ICE Grant equipment share  
Repairs to dump trucks (2)*

**31. Vehicle Maintenance \$339,634**

**Motion** made by E. Wenners seconded by A. Waters and *unanimously carried* to approve \$339,634.

*Discussion Capital Request: Motorized Bridge Attachment*

*Public Works Director Spina felt that this equipment is not needed at this time.*

**32. Building Maintenance \$564,570**

**Motion** made by F. Emanuele seconded by T. Tokarz and *unanimously carried* to approve **\$564,570.**

**33. Parks & Grounds \$383,105**

**Motion** made by A. Waters seconded by T. Tokarz and *unanimously carried* to approve **\$383,105.**

*Discussion Capital Request: Zero Turn Mowers (2)*

**34. Public Works – Other Expense \$488,275**

**Motion** made by A. Waters seconded by E. Wenners and *unanimously carried* to approve **\$488,275.**

*Mayor Faienza called for a short recess from 8:14 p.m. – 8:19 p.m.*

**1. Town Manager \$315,341**

**Motion** made by A. Waters seconded by R. Newton and *unanimously carried* to approve **\$315,341.**

**4. Economic Development \$12,335**

Director of Planning & Development & EDC Coordinator S. Popper presented items #4 - # 26.

**Motion** made by A. Waters seconded by F. Emanuele and *unanimously carried* to approve **\$12,335.**

*Discussion Capital Request: (EDC) Phase I Environmental Assessment –The consensus of the Council is to hold off on this request until the EDC comes up with a plan.*

*Discussion Capital Request (Redevelopment) Study access to Riverfront. (This request was not supported by the Town Manager). He and the Staff are looking at options.*

**5. Town Planner \$136,725**

**Motion** made by A. Waters seconded by F. Emanuele and *unanimously carried* to approve **\$136,725.**

**6. Development Compliance \$98,035**

**Motion** made by A. Waters seconded by T. Tokarz and *unanimously carried* to approve **\$98,035.**

**7. Building Inspection \$184,708**

Building Official D. Jolley presented the request.

**Motion** made by F. Emanuele seconded by A. Waters and *unanimously carried* to approve **\$184,708.**

*Discussion Capital Request: 4WD Vehicle  
Scanning Service*

**23. Planning Commission \$3,225**

**Motion** made by R. Newton seconded by E. Wenners and *unanimously carried* to approve **\$3,225.**

**24. Zoning Board of Appeals \$1,535**

**Motion** made by R. Newton seconded by E. Wenners and *unanimously carried* to approve **\$1,535.**

**25. Inland Wetlands \$2,185**

**Motion** made by R. Newton seconded by F. Emanuele and *unanimously carried* to approve **\$2,185.**

**26. Conservation Commission \$1,510**

**Motion** made by R. Newton seconded by E. Wenners and *unanimously carried* to approve **\$1,510.**

**12. Donations & Dues \$42,266**

Town Manager Salvatore added \$2,000 for the Hillside Cemetery Association,

**Motion** made by R. Newton seconded by A. Waters and *unanimously carried* to approve **\$44,266.**

**13. Legal Expense \$220,766**

**Motion** made by A. Waters seconded by F. Emanuele and *unanimously carried* to approve **\$220,766.**

**14. Central Service \$142,300**

**Motion** made by A. Waters seconded by F. Emanuele and *unanimously carried* to approve **\$142,300.**

**15. Insurance Expense -\$641,220**

**Motion** made by A. Waters seconded by E. Wenners and *unanimously carried* to approve **\$641,220.**

**16. General Expense \$883,400**

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

**17. Town Council \$35,155**

**Motion** made by R. Newton seconded by F. Emanuele and *unanimously carried* to approve \$35,155.

**18. Board of Finance \$1,650**

**Motion** made by F. Emanuele seconded by R. Newton and *unanimously carried* to approve \$1,650.

**20. Charter Revision Committee \$1,501**

**Motion** made by R. Newton seconded by A. Waters and *unanimously carried* to approve \$1,501.

**21. Board of Assessment \$1,100**

**Motion** made by A. Waters seconded by F. Emanuele and *unanimously carried* to approve \$1,100.

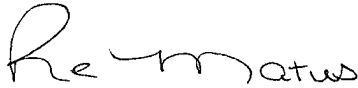
**b. Any other Budget matter.**

None

**D. ADJOURNMENT**

**Motion** made by R. Newton seconded by F. Emanuele and *unanimously carried* to adjourn at 9:26 p.m.

Respectfully submitted,



---

Re Matus  
Secretary

*Gloria Brendersgast, Asst*  
TOWN CLERK

**TOWN OF CROMWELL  
TOWN COUNCIL  
SPECIAL MEETING  
BUDGET WORKSHOP  
THURSDAY, MARCH 3, 2016  
TOWN HALL ROOM 224/5 7:00 P.M**

**MINUTES**

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

Absent:

Also Present: Town Manager A. Salvatore, Finance Director M. Sylvester, Town Clerk J. Ahlquist, Registrars B. Anderson, A. Kelly, Tax Collector D. Sienna, Assessor S. Baron, Health Director W. Bell, Senior/Human Services Director J. Hollister, Library Director E. Branciforte, Chief D. LaMontagne, Captain K. VanderSloot Public and Press

**A. CALL TO ORDER**

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

**B. CITIZENS COMMENTS**

1. P. Alsup, Geer Street
2. C. Cannito, Blackhaw Drive
3. H. Zalewski, Geer Street

**C. BUDGET WORKSHOP**

**a. Discussion and Action on General Fund Budget Requests:**

1. **Any unfinished business from February 29, 2016 Budget Workshop**  
*#16 General Expense was tabled on February 29<sup>th</sup> and will be discussed last.*

**b. Discussion and Action on General Fund Budget Requests:**

**2. Town Clerk -\$199,254**

Town Clerk J. Ahlquist presented the request.

**Motion** made by A. Waters seconded by F. Emanuele to approve \$199,254.

Ms. Ahlquist requested that \$1.00 be added to Part-Time Wages as a place holder. Town Manager Salvatore agreed with the request.

**Amended Motion** made by R. Newton seconded by A. Waters and *unanimously carried* to add \$1.00 to Part-time wages and approve \$199,255.

**3. Elections Department -\$78,449**

Registrars B. Anderson and A. Kelly presented the request.

**Motion** made by F. Emanuele seconded by A. Waters and *unanimously carried* to approve -\$78,449.

*Capital Request discussion: Lap-top computers.*

**8. Finance/Treasurer Department** -\$363,304

Finance Director M. Sylvester presented the request.

**Motion** made by A. Waters seconded by E. Wenners and *unanimously carried* to approve -\$363,304

**9. Tax Collector** -\$166,409

Tax Collector D. Sienna presented the request.

**Motion** made by F. Emanuele seconded by A. Waters and *unanimously carried* to approve -\$166,409.

**10. Assessor's Office** -\$224,099

Assessor S. Baron presented the request.

**Motion** made by seconded by \_\_\_\_\_ and *unanimously carried* to approve -\$224,099.

*Capital Request discussion: Revaluation*

**38. Health Department** -\$179,416

Health Director W. Bell presented the request.

**Motion** made by A. Waters seconded by E. Wenners and *unanimously carried* to approve -\$179,416.

**39. Human Services Administration** -\$113,708

Senior/Human Service Director J. Hollister presented items 39, 40 and 41.

**Motion** made by A. Waters seconded by E. Wenners and *unanimously carried* to approve -\$113,708.

**40. Senior Services**-\$93,333

**Motion** made by A. Waters seconded by R. Newton and *unanimously carried* to approve -\$93,333.

**41. Transportation Service** -\$112,045

**Motion** made by A. Waters seconded by T. Tokarz and *unanimously carried* to approve -\$112,045.

**44. Library** -\$570,285

Library Director E. Branciforte presented the request.

**Motion** made by F. Emanuele seconded by A. Waters and *unanimously carried* to approve -\$570,285.

*Capital Request discussion: Architectural services*

**35. Emergency Management** -\$19,950

Chief of Police D. LaMontagne presented items 35, 36 and 37.

**Motion** made by A. Waters seconded by E. Wenners and *unanimously carried to* approve -\$19,950.

**36. Police** -\$3,156,791

**Motion** made by R. Newton seconded by A. Waters and *unanimously carried to* approve -\$3,156,791.

**37. Animal Control** -\$81,907

**Motion** made by A. Waters seconded by F. Emanuele and *unanimously carried to* approve -\$81,907.

**45. Employee Benefits** -\$3,367,742

**Motion** made by \_\_\_\_\_ seconded by \_\_\_\_\_ and *unanimously carried to* approve -\$3,367,742.

**46. Debt Service** -\$3,838,112

Finance Director Sylvester advises that some adjustments were made.

**Motion** made by A. Waters seconded by S. Slade and *unanimously carried to* approve -\$3,588,112.

**c. Any other Budget matter.**

**16. General Expense** -\$883,400 –tabled

**Motion** made by R. Newton seconded by A. Waters and *unanimously carried to* take off the table.

Town Manager Salvatore recommended that \$60,000 be added to C.N.R. Fund Transfer for the repair of 2 dump trucks

**Motion** made by R. Newton seconded by A. Waters and *unanimously carried to* approve \$943,400.

**d. Approve Grand Total of General Fund Budget**

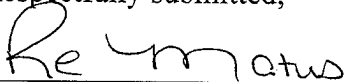
**Motion** made by R. Newton seconded by A. Waters and *unanimously carried to* approve \$15,992,447.

*This represents a 2.16% increase (without CNR) or a 2.61% increase over what was approved at last year's referendum.*

**D. ADJOURNMENT**

**Motion** made by R. Newton seconded by S. Slade and *unanimously carried to* adjourn the Special Meeting at 8:36 p.m.

Respectfully submitted,



Re Matus  
Secretary

**CAPITAL PLAN  
2016 - 2017**

<u>DEPARTMENT</u>	<u>REQUEST 2016 - 2017</u>	<u>AMOUNT</u>	<u>Town Mgr RECOMM.</u>	<u>T/C RECOMM.</u>	<u>B/F RECOMM.</u>
ASSESSOR	2017 Revaluation	350,000	350,000	350,000	-
ELECTIONS	Laptop Computers	13,500	13,500	13,500	-
REDEVELOPMENT COMMISSION	Study-access to Riverfront	10,000	-	10,000	-
ECONOMIC DEVELOPMENT	Phase II Environmental Assessment	30,000	30,000	-	-
BUILDING INSPECTION	4WD Vehicle	30,000	-	-	-
	Scanning Service	50,000	-	-	-
PUBLIC WORKS ADMIN.	Small Utility Vehicle (SUV)	30,000	30,000	30,000	-
ROAD IMPROVEMENT FUND	Road Improvements	300,000	150,000	150,000	-
TRANSFER STATION	Canopy/Covers for Dumpsters	120,000	-	-	-



**CAPITAL PLAN  
2017**

HIGHWAY	ICE Grant-Equipment Share	38,900	38,900	38,900	-
	Repairs to Dump Truck (2)	160,000	80,000	160,000	-
		198,900	118,900	198,900	-
VEHICLE MAINTENANCE					
	Motorized Bridge Attachment	19,000	-	-	-
		19,000	-	-	-
BUILDING MAINTENANCE					
	Town Hall parking lot ( <i>other funding</i> )	375,000	375,000	375,000	-
	Counter replac.-Twn Clk&PW ofcs	30,000	-	-	-
	A/C Unit at Police Department	33,000	33,000	33,000	-
		438,000	408,000	408,000	-
PARKS & GRNDS					
	Pierson Park Lighting ( <i>other funding</i> )	130,000	130,000	130,000	-
	John Deere Multit-Use Mower	40,000	-	-	-
	T590 Bobcat Compact Track Loader	50,000	-	-	-
	Zero Turn Mower (2@ \$14,000)	28,000	28,000	28,000	-
		248,000	158,000	158,000	0
RECREATION					
	Replacement Van	22,000	22,000	22,000	-
		22,000	22,000	22,000	-
POLICE					
	Police Vehicles	87,000	37,000	37,000	-
		87,000	37,000	37,000	-
LIBRARY					
	Archetctural Services ( <i>other funding</i> )	300,000	300,000	300,000	-
		300,000	300,000	300,000	-
	<b>GRAND TOTAL</b>	<b>2,246,400</b>	<b>812,400</b>	<b>872,400</b>	<b>-</b>

RECEIVED FOR FILING  
3/15 2016 at 12:06 P.M.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

*Gloria Prendergast, Asst*  
TOWN CLERK

TOWN OF CROMWELL  
TOWN COUNCIL  
REGULAR MEETING  
WEDNESDAY MARCH 9, 2016  
7:00 PM TOWN HALL ROOM 224/5

MINUTES

Present: Mayor E. Faienza, Deputy Mayor R. Newton, Counselors F. Emanuele,  
A. Waters, T. Tokarz, E. Weners, S. Slade (arrived at 7:26 p.m.)

Absent: None

Also Present: Town Manager A. Salvatore, Finance Director M. Sylvester, Chief D.  
LaMontagne, Captain K. VanderSloot, Public Works Director L. Spina, Engineer J.  
Harriman, Public and Press

**A. CALL TO ORDER**

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

**B. PLEDGE OF ALLEGIANCE**

T. Tokarz led the Pledge of Allegiance.

**C. APPROVAL OF AGENDA**

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

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

Arthur G. Simonian, P.E., LEED, Executive Director, The Mattabassett District  
updated the Councilors regarding Allocation of Middletown Funds and also  
provided an update regarding the Mattabassett Budget. (Letter attached)

P. Sousa, Liaison Board of Education, updated the Council on recent Board of  
Education matters and school activities.

**E. CITIZEN COMMENTS**

1. M. Johnson, Pleasant Street -Questioned location of New Business #2. Spoke  
regarding the Downtown Drainage Project and item New Business #1.

2. R. Waters, South Street -Spoke regarding the Downtown Drainage Project. Mr.  
Waters complimented the Director of the Mattabassett District for the  
improvements they have made at the Mattabassett.

3. A. Kelly, Willowbrook Road and also spoke as the Chairman of the CWPCA. Ms. Kelly spoke as a resident regarding the Dog Park. As the Chairman of the CWPCA, Ms. Kelly spoke regarding K #5 c.

#### **F. MAYOR'S REPORT**

Mayor Faienza reported:

- No Business Tours for February were held. The March visit will be held in conjunction with Representative Carpino's Office and will be to Biological Industries on Sebeth Drive.
- Public Hearing for the Ordinances will be held Wednesday March 16<sup>th</sup> at 6:30 in the Gym. A Special Town Council Meeting will follow.
- They are looking to set up a 5 member panel to begin to study the options at the boat launch.
- A Pension meeting was held last month, pensions are in good shape.
- Cromwell Division of the Chamber is tomorrow at Autumn Lane on Main Street.
- The Long Range Planning Committee is meeting tomorrow; an update will be given at next month's Council Meeting.

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

Town Manager Salvatore reported:

- The problem with our web-page is on-going. We are presently looking at other options.
- The Architect that looked at the building on Nooks Hill Road reported that it is unsafe and should be demolished. They are looking into rehabilitating it for another purpose or selling it.
- He is working on the Budget Transmittal Letter to send the budget off to the Board of Finance.
- They are starting negotiations for the White and Blue Collar Unions. The Police Union is in the process of changing their union so negotiations have not been scheduled at this time.
- He is in the working on the sale of the Main Street parcel at 60-61 River Road.
- Looking at various options to lower insurance rates.
- Attended Safe Routes meeting with the Board of Education; he is looking into concepts for Safe Routes.
- Looking at projects and seasonal help with the Finance and Public Works Directors.
- This week he testified at the State on the topic of Regionalization.

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

Chief LaMontagne reported:

- The Monthly Statistics Report was handed out for February.
- There have been approximately 1,750 calls for service so far this year.
- Officer Perricone is graduating from the academy. In 10-12 weeks he will be done with the FTO training and will be on his own.

- Zachary Augenstein was sworn in on March 7<sup>th</sup>. He will be attending the Academy at the end of the month. Technically this brings the Police Department up to full strength.
- A new Dispatcher was hired.
- Detective Pam Young was given kudos for her investigative work in the Robin Lane fire.
- This will be Chief LaMontagne's last meeting until July as she will be attending the FBI Academy in Quantico.

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

Public Works Director Spina reported:

- They are working on the Downtown Drainage Project.
- Willow Brook Road project is in the final design.
- Filed with the State to work in their right of way to possibly extend our parking lot.
- The Public Work Departments are getting busy with spring activities. The Parks Department is working on the fields and the Highway Department is starting the spring sweeping. They are also assisting the Sewer Department working on the dams on Nooks Hill and Shadow Lane.
- New fees of \$125.00 per trip have been added to the removal of oil from the Transfer Station.
- They continue to work on the Streetlight Program. The vendor will be invited to attend the April Town Council meeting.

#### J. FINANCE DIRECTOR'S REPORT

Finance Director Sylvester reported:

1. Budget Reports are thru the end of February.
  - Revenue side: The ECS grant was adjusted favorably by the State due to some corrections that Karen Clancy from the Board of Education submitted to them.
  - Expenditures: On target at this time.

#### K. FINANCIAL

1. Tax Refunds

**Motion** made by A. Waters seconded by S. Slade and *unanimously carried* to approve tax refunds 1 - 11.

2. Discussion and possible action to appropriate \$50,000 from the 2016 LOCIP Fund to the Downtown Drainage Improvements Project.

Town Manager Salvatore and Finance Director Sylvester presented the request.

**Motion** made by A. Waters seconded by F. Emanuele and *unanimously carried* to appropriate \$50,000 from the 2016 LOCIP Fund to the Downtown Drainage Improvements Project.

3. Discussion and possible action to transfer \$50,000 from the General Fund fund Balance to the CNR Fund for the Downtown Drainage Improvements project.

**Motion** made by A. Waters seconded by F. Emanuele and *unanimously carried* to transfer \$50,000 from the General Fund fund Balance to the CNR Fund for the Downtown Drainage Improvements project.

4. Discussion and possible action to appropriate an additional \$50,000 within the CNR Fund for the drainage improvement project by the Police Station parking lot. (Original appropriation \$200,000)

**Motion** made by A. Waters seconded by E. Wenners and *unanimously carried* to appropriate an additional \$50,000 within the CNR Fund for the drainage improvement project by the Police Station parking lot. (Original appropriation \$200,000)

5. Discussion and action to approve Other Fund Budgets
  - a. Sidewalk Fund -\$10,000

**Motion** made by A. Waters seconded by T. Tokarz and *unanimously carried* to approve \$10,000.

- b. Dog Fund -\$24,024

**Motion** made by A. Waters seconded by S. Slade and *unanimously carried* to approve \$24,024.

*S. Slade clarified that this Dog Fund request is for Animal Control and not the Dog Park.*

- c. Authorize Mayor to set time and date of Special Town Meeting to approve Sidewalk Fund, Dog Fund, and Sewer Usage and Assessment Funds.

**Motion** made by A. Waters seconded by E. Wenners and *unanimously carried* to authorize Mayor to set time and date of Special Town Meeting to approve Sidewalk Fund, Dog Fund, and Sewer Usage and Assessment Funds.

6. Any unfinished business from Budget Workshops.  
None

## L. STAFF REPORTS

Economic Development Coordinator S. Popper submitted a written Report.

## 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*

*Mayor Faienza called for a five minute recess at 8:45 p.m.*

3. Discussion and possible action on street light conversion.

**Motion** made by R. Newton seconded by A. Waters and *unanimously carried* to table.

#### N. NEW BUSINESS

1. Discussion and possible approval to include the TPC River Highlands Homeowners Association into the Town's residential reimbursement program. Public Works Director Spina presented the request.

This is the same program that other private associations in town receive. Town Manager Salvatore stated that the funds were included in the present budget.

The annual cost of the reimbursement will be \$9,468.75.

**Motion** made by A. Waters seconded by F. Emanuele and *carried* to include the River Highlands Homeowners Association into the Town's residential reimbursement program.

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

Abstained: E. Wenners

2. Discussion and approval to authorize Town Manager to sell a 1.90 acre parcel of land at the south end of Main Street identified as Parcel ID 00480800.

**Motion** made by R. Newton seconded by S. Slade and *unanimously carried* to authorize Town Manager to sell a 1.90 acre parcel of land at the south end of Main Street identified as Parcel ID 00480800.

3. Discussion and action to appoint a seven-member Charter Revision Commission.

Mayor Faienza presented the following names:

(R) -Michael Camilleri (elected)

(R) -Michael Cannata (elected)

(R) -Anthony Amenta

(R) -Paul Beaulieu

(R) -Allan Spotts (appointed to Board of Finance to fill vacancy-not elected)

(D) -Shirley Banic

(I) - Marie Roberto

**Motion** made by R. Newton seconded by S. Slade to appoint the Mayor's recommendations to the Charter Revision Commission.

A. Waters submitted Heather Polke's name. He felt that a younger person should be considered and that Mrs. Polke is active in many different organizations' in Town.

S. Slade also submitted Heather Polke's name and also thinks that she would do a good job.

Mayor Faienza stated that he has been working on this for a month and hadn't received any input until the past Thursday evening. He had already put the list together selecting residents that volunteered to serve on the commission.

The consensus of the Council was to vote on each candidate individually and if a candidate failed to receive a majority vote, Mrs. Polke would be included in the voting process.

*Motion and second rescinded by Mr. Newton and Mr. Waters.*

Michael Camilleri

Aye: T. Tokarz, A. Waters, F. Emanuele, E. Faienza, R. Newton, E. Wenners, S. Slade  
Unanimously carried to appoint Mr. Camilleri

Michael Cannata

Aye: T. Tokarz, A. Waters, F. Emanuele, E. Faienza, R. Newton, E. Wenners, S. Slade  
Unanimously carried to appoint Mr. Cannata

Anthony Amenta

Aye: T. Tokarz, A. Waters, F. Emanuele, E. Faienza, R. Newton, E. Wenners, S. Slade  
Unanimously carried to appoint Mr. Amenta

Paul Beaulieu

Aye: T. Tokarz, A. Waters, F. Emanuele, E. Faienza, R. Newton, E. Wenners, S. Slade  
Unanimously carried to appoint Mr. Beaulieu

Allan Spotts

Aye: T. Tokarz, A. Waters, F. Emanuele, E. Faienza, R. Newton, E. Wenners, S. Slade  
Unanimously carried to appoint Mr. Spotts

Shirley Banic

Aye: T. Tokarz, A. Waters, F. Emanuele, E. Faienza, R. Newton, E. Wenners, S. Slade  
Unanimously carried to appoint Ms. Banic

Maria Roberto

Aye: T. Tokarz, A. Waters, F. Emanuele, E. Faienza, R. Newton, E. Wenners, S. Slade  
Unanimously carried to appoint Ms. Roberto

**O. APPROVAL OF MINUTES**

1. Combined Special Meeting February 10, 2016

**Motion** made by R. Newton seconded by F. Emanuele and *unanimously carried* to approve the minutes of the Special Meeting of February 10, 2016.

2. Regular Meeting February 10, 2016

**Motion** made by R. Newton seconded by A. Waters and *unanimously carried* to approve the minutes of the Regular Meeting of February 10, 2016.

3. Special Meeting February 17, 2016

E. Wenners requested that under Chapter 82, Animals, change to Counselor Emanuele discussed instead of Counselor Emanuele requested to have cats licensed. (Mr. Emanuele's discussion to license cats was not added to the proposed amendments to the ordinance.)

Motion made by A. Waters seconded by R. Newton and *unanimously carried* to approve the minutes of the Special Meeting of February 17, 2016 as amended.

**P. RESIGNATIONS**

None

**Q. APPOINTMENTS**

None

**R. TOWN COUNCIL COMMISSION LIAISON REPORTS**

S. Slade -Fire Commission

E. Wengers-P&Z and Board of Finance

R. Newton -CWPCA

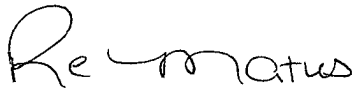
F. Emanuele -Board of Education

A. Waters -Memorial Day Parade

**S. ADJOURNMENT**

Motion made by R. Newton seconded by F. Emanuele and *unanimously carried* to adjourn the meeting at 9:25 p.m.

Respectfully submitted,



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Re Matus  
Secretary



THE MATTABASSETT DISTRICT  
NEW BRITAIN - BERLIN - CROMWELL - MIDDLETOWN  
REGIONAL SEWER AUTHORITY

ARTHUR G. SIMONIAN, P.E., LEED  
EXECUTIVE DIRECTOR

245 MAIN STREET  
CROMWELL, CT 06416-2302  
PHONE: 860-635-5550  
FAX: 860-635-7290

February 1, 2016

Mayor Enzo Faienza  
41 West Street  
1st Floor  
Cromwell, CT 06416

Re: Allocation of Middletown Funds

Dear Mayor Faienza:

Enclosed is the allocation and distribution schedule related to the funds received when the City of Middletown was accepted into the District on February 26, 2014. The City of Middletown is considered a Constituent member and as a condition of acceptance under Connecticut Special Act #11-15 was required to pay a \$13,000,000 admission fee.

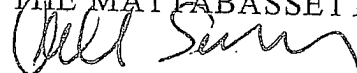
The funds are held in the District's reserve account and a portion is utilized each year as revenue applied as an assessment credit to the other three constituents and The Metropolitan District (MDC). In addition, these funds also provide the required collateral to the State of CT for the \$80,000,000 Nitrogen Project Clean Water Fund loan. The credits each year are applied based on a previously approved allocated wastewater reserve flow to each constituent. The attached spreadsheet shows the fund amortization schedule over nineteen years at which time the Nitrogen Construction Project loan repayment is finished. The credit amounts are applied to the debt payment assessment of the budget thus reducing the total annual burden to each Municipality.

I will plan on attending a future City or Town Council meeting to answer questions and explain the utilization process of the funds publicly.

If you have any questions, please feel free to contact me at 860-635-5550.

Sincerely,

THE MATTABASSETT DISTRICT

  
Arthur G. Simonian, P.E., LEED  
Executive Director

c: John Dunham, Board Chairman

## Allocation of \$13 million over 18 to 20 years decreasing

Allocation even over 20 years						1986-2014 Reserved Allocation			NB, B. C. & MDC	
\$13,000,000										
	<u>Res Flow</u>	<u>%</u>	<u>Lump Sum</u>	<u>20 years</u>	<u>Ave</u>	<u>% Constt</u>	<u>% All</u>	<u>Balance</u>	<u>Credit</u>	<u>Total</u>
New Britain	12.60	64.62%	\$8,400,000	\$420,000	12.60	70.39%	57.27%	\$1,066,667	\$0	\$13,000,000
Berlin	3.30	16.92%	\$2,200,000	\$110,000	3.30	18.44%	15.00%	\$991,667	\$75,000.00	\$11,895,000
Cromwell	2.00	10.26%	\$1,333,333	\$66,667	2.00	11.17%	9.09%	\$918,948	\$72,719.00	\$10,837,895
MDC	1.60	8.21%	\$1,066,667	\$53,333	1.60	N/A	7.27%	\$848,509	\$70,439.00	\$9,828,684
Middletown	N/A	N/A	N/A	N/A	2.50	N/A	11.36%	\$780,351	\$68,158.00	\$8,867,368
Total	19.50	100.00%	\$13,000,000	\$650,000	22.00	100.00%	100.00%	\$650,877	\$63,597.00	\$7,953,948

### Allocation Decreasing over 18 to 20 years

<u>Fiscal Year</u>	<u>New Britain</u>		<u>Berlin</u>		<u>Cromwell</u>		<u>MDC</u>		<u>Total</u>
	<u>Credit</u>	<u>Balance</u>	<u>Credit</u>	<u>Balance</u>	<u>Credit</u>	<u>Balance</u>	<u>Credit</u>	<u>Balance</u>	
2014-2015	\$0	\$8,400,000	\$0	\$2,200,000	\$0	\$1,333,333	\$0	\$1,066,667	\$13,000,000
2015-2016	\$735,000	\$7,665,000	\$205,000	\$1,995,000	\$90,000	\$1,243,333	\$75,000.00	\$991,667	\$11,895,000
2016-2017	\$701,842	\$6,963,158	\$195,000	\$1,800,000	\$87,544	\$1,155,789	\$72,719.00	\$918,948	\$10,837,895
2017-2018	\$668,684	\$6,294,474	\$185,000	\$1,615,000	\$85,088	\$1,070,701	\$70,439.00	\$848,509	\$9,828,684
2018-2019	\$635,526	\$5,658,948	\$175,000	\$1,440,000	\$82,632	\$988,069	\$68,158.00	\$780,351	\$8,867,368
2019-2020	\$602,368	\$5,056,580	\$165,000	\$1,275,000	\$80,175	\$907,894	\$65,877.00	\$714,474	\$7,953,948
2020-2021	\$569,211	\$4,487,369	\$155,000	\$1,120,000	\$77,719	\$830,175	\$63,597.00	\$650,877	\$7,088,421
2021-2022	\$536,053	\$3,951,316	\$145,000	\$975,000	\$75,263	\$754,912	\$61,316.00	\$589,561	\$6,270,789
2022-2023	\$502,895	\$3,448,421	\$135,000	\$840,000	\$72,807	\$682,105	\$59,035.00	\$530,526	\$5,501,052
2023-2024	\$469,737	\$2,978,684	\$125,000	\$715,000	\$70,351	\$611,754	\$56,754.00	\$473,772	\$4,779,210
2024-2025	\$436,579	\$2,542,105	\$115,000	\$600,000	\$67,895	\$543,859	\$54,474.00	\$419,298	\$4,105,262
2025-2026	\$403,421	\$2,138,684	\$105,000	\$495,000	\$65,439	\$478,420	\$52,193.00	\$367,105	\$3,479,209
2026-2027	\$370,263	\$1,768,421	\$95,000	\$400,000	\$62,982	\$415,438	\$49,912.00	\$317,193	\$2,901,052
2027-2028	\$337,105	\$1,431,316	\$85,000	\$315,000	\$60,526	\$354,912	\$47,632.00	\$269,561	\$2,370,789
2028-2029	\$303,947	\$1,127,369	\$75,000	\$240,000	\$58,070	\$296,842	\$45,351.00	\$224,210	\$1,888,421
2029-2030	\$270,789	\$856,580	\$65,000	\$175,000	\$55,614	\$241,228	\$43,070.00	\$181,140	\$1,453,948
2030-2031	\$237,632	\$618,948	\$55,000	\$120,000	\$53,158	\$188,070	\$40,790.00	\$140,350	\$1,067,368
2031-2032	\$204,474	\$414,474	\$45,000	\$75,000	\$50,702	\$137,368	\$38,509.00	\$101,841	\$728,683
2032-2033	\$171,316	\$243,158	\$35,000	\$40,000	\$48,246	\$89,122	\$36,228.00	\$65,613	\$437,893
2033-2034	\$138,158	\$105,000	\$25,000	\$15,000	\$45,789	\$43,333	\$33,947.00	\$31,666	\$194,999
2034-2035	\$105,000.00	\$0	\$15,000	\$0	\$43,333.00	\$0	\$31,666.00	\$0	\$0
TOTAL	\$8,400,000	\$8,400,000	\$2,200,000	\$2,200,000	\$1,333,333	\$1,333,333	\$1,066,667	\$0	\$13,000,000

Run Time: 18:49

## Incident Statistics Report

01/01/2016 00:00 Thru 01/31/2016 23:59

Call Type Description	Total for Period
911 Hang Up Call	11
Administrative Matter	23
Alarm - All types	43
ALARM-FALSE BILLABLE	25
All Other Offenses	2
Animal Complaint	15
Assist Motorist	32
Assist Other Agency	24
Car Seat Installation	3
Civil Matter	2
Counterfeit/Forgery	1
Credit Card/ATM Fraud	2
Criminal Mischief / Vandalism	2
Dis Conduct/BOP	2
Domestic Incident	4
DUI	1
Escort	2
Fingerprinting	38
FV Protocol / P.A.	5
Identity Theft	4
Impaired / Intox Person	2
Juvenile Incident	6
Larceny - From Building	6
Larceny - From MV	2
Larceny -Purse-snatch	1
Larceny -Shoplifting	13
Larceny- Other	1
Medical Emergency	65
Missing Person	1
MV Accident	32
MV Abandoned	1
MV ACCIDENT PRIV PROP	12
MV Parking Violation	4
MV Theft	1
MV Violation	126
Noise Complaint	4
Nursing Home Fax Report	1
Property Check	85
Property Lost/Found	6

## Incident Statistics Report

01/01/2016 00:00 Thru 01/31/2016 23:59

Call Type Description	Total for Period
Property Seized	1
Record Only Call	3
Road Cond/TCS Out	11
ROBBERY	2
See Complainant	19
Suspicious Activity	47
TEST CALL	6
Threaten/Harass/Intimidation	4
Town Ordinance	1
Traffic Assignment	2
Trespassing	2
Unfounded Complaint	12
Untimely Death	1
Unwanted Person	2
Well Being Check	13
<b>Total:</b>	<b>736</b>

TOWN OF CROMWELL  
TOWN COUNCIL  
SPECIAL MEETING  
WEDNESDAY MARCH 16, 2016  
6:45 PM TOWN HALL GYM

RECEIVED FOR FILING  
3-18 2016 at 2:51 M.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

  
TOWN CLERK

(Following 6:30 Public Hearing)

MINUTES

Present: Mayor E. Faienza, Deputy Mayor R. Newton, F. Emanuele, A. Waters,  
T. Tokarz, E. Weners

Absent: S. Slade

Also Present: Captain K. VanderSloot, Health Director W. Bell, Animal Control Officer  
C. Gagnon, Town Attorney K. Olson, members of the Public and Press

**A. CALL TO ORDER**

Mayor Faienza called the Special Meeting to order at 9:10 p.m.

**B. APPROVAL OF AGENDA**

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

**C. FINANCIAL**

1. Tax Refund

*No action taken (withdrawn)*

**D. UNFINISHED BUSINESS**

1. Discussion and action to approve Job Descriptions -tabled

**Motion** made by R. Newton seconded by E. Weners and *unanimously carried* to  
remove from the table.

a. Accounting Clerk for Tax and Sewer

**Motion** made by R. Newton seconded by E. Weners to approve the Accounting  
Clerk for Tax and Sewer job description.

Town Manager Salvatore presented the request.

F. Emanuele stated that this item should be tabled so the Council can review the  
letter that Ms. Kelly, CWPCA Chairman distributed to them this evening.

T. Tokarz inquired why the financial requirements are on the Office Assistants' Job  
Description and not on the Accounting Clerks'. Town Manager Salvatore stated  
that Finance Director Sylvester added the financial description to the Office  
Assistant's description as a plus for any projects that are done by that position  
when working in the Finance Department. Mr. Salvatore stated that of course the  
financial requirements could be added to the Accounting Clerk's job description  
as well.

**Motion** made by T. Tokarz seconded by R. Newton and *unanimously carried* to  
amend the Accounting Clerk for Tax and Sewer's job description by adding the

Financial Requirements as stated in the Office Assistant's description;  
Bookkeeping, accounting, or finance experience a plus.

Aye: T. Tokarz, A. Waters, E. Faienza, R. Newton, E. Wenners  
Nay: F. Emanuele  
*Main Motion carried as amended*

b. Office Assistant/Floater

Town Manager Salvatore informed the Council that this position replaces the full time position that was previously shared by the Town Clerk and Tax Office. The position will be housed in the Manager's Office and assist other departments with projects and provide office coverage as needed. Three part-time positions were cut from the budget as well (from the Town Clerk's Office, the Finance Department and the Building Department).

**Motion** made by F. Emanuele seconded by A. Waters and *unanimously carried* to approve the Office Assistant job description.

**E. NEW BUSINESS**

1. Discussion and action to approve applying for 2016 Distracted Driving High Visibility Grant.

**Motion** made by A. Waters seconded by F. Emanuele and *unanimously carried* to approve applying for 2016 Distracted Driving High Visibility Grant and appropriate \$17,300 from Capital Non-Recurring of which 75% will be reimbursed to the Town.

- a. Authorize Town Manager to sign grant.

**Motion** made by E. Wenners seconded by R. Newton and *unanimously carried* to authorize the Town Manager to sign the grant.

2. Discussion and action to amend Ordinances. (Town Attorney's explanation of changes attached to minutes)

- a. Chapter 60, Sewer

**Motion** made by R. Newton seconded by T. Tokarz to amend Chapter 60, Sewer Commission.

The consensus of the Council was to add a filing deadline of June 30<sup>th</sup> or TBD to the Ordinance. Town Attorney Olson felt that this is a small change to the proposed ordinance and will not have to be re-advertised.

**Motion amended** by E. Wenners seconded by R. Newton and *unanimously carried* to add a filing deadline June 30<sup>th</sup> or TBD to the Ordinance.

*Main Motion unanimously carried as amended.*

- b. Chapter 82, Animals

**Motion** made by F. Emanuele seconded by A. Waters and *unanimously carried* to Amend Chapter 82, Animals.

- c. Chapter 137, Food Establishments

**Motion** made by A. Waters seconded by E. Wenners to amend Chapter 82, Animals.

The consensus of the Council was to table and take action along with Chapter 178, Peddling and Soliciting Ordinance when it is discussed.

*Motion and second withdrawn*

**Motion** made by R. Newton seconded by A. Waters and *unanimously carried to table.*

d. Chapter 178, Peddling and Soliciting

**Motion** made by A. Waters seconded by E. Wenners to amend Chapter 178, Peddling and Soliciting.

After a lengthy discussion the consensus of the Council was to exempt Farmer's Market vendors.

Town Attorney Olson was charged to review Chapter 178 and Chapter 137 and make the necessary revisions to exempt Farmer's Market vendors.

Attorney Olson advised the Council that this action may be the cause of law suits from other organizations within the town.

**Motion** made by R. Newton seconded by A. Waters and *unanimously carried to table.*

3. Authorize Mayor to set time and date for Special Town Meeting to sell 1.90 acre parcel of land at the south end of Main Street identified as Parcel ID 00480800.  
*No action taken (withdrawn)*

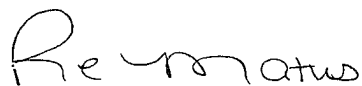
4. Discussion and approval to authorize payment of an attorney's bill for the CWPCA.

Town Manager Salvatore presented the request. He recommended that the bill of approximately \$2400 that was incurred by the CWPCA for legal services is approved for payment. He and Mayor Faienza met with Chairman A. Kelly and she now understands that they need the Council's approval to hire an attorney.

#### F. ADJOURN

**Motion** made by F. Emanuele seconded by R. Newton and *unanimously carried to adjourn the Special Meeting at 10:30 p.m.*

Respectfully submitted,



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Re Matus  
Secretary



## MEMORANDUM

TO: Anthony Salvatore, Town Manager  
FROM: Kari L. Olson  
DATE: March 15, 2016  
RE: Summary of Proposed Ordinance Changes

The following summary is intended to give a "nutshell" explanation of the substantive changes to each ordinance as proposed. Other less substantial changes in format and style are not addressed herein.

### **A. CHAPTER 82 - ANIMALS**

The proposed amendments to this ordinance clarify and expand the definition of livestock and create a new category by definition for cats. It further clarifies that "Animals" under the ordinance includes only dogs and livestock and thereby broadens the types of animals that are subject to penalties for roaming and nuisance as has been experienced by the Animal Control Officer to date, but purposefully excludes cats from that definition.

### **B. CHAPTER 60 - SEWER COMMISSION**

The purpose of the revisions to Chapter 60 is to clarify various issues and/or ambiguities that have been brought to light over the past several years. These changes are to avoid future confusion and should not be interpreted as suggesting any wrongdoing on the part of the CWPCA or its members. To the contrary, their willingness to volunteer for this important post is commended.

The proposed changes are listed below:

1. 60-1: Clarifies that the terms of the ordinance must be read in concert with, and not to the exclusion of, the Town Charter and its provisions.
2. 60-2: Unchanged
3. 60-3: Clarifies that the clerk of the CWPCA is to be assigned by the Director of the Department of Public Works.



4. 60-4: Rewrites this section to clearly include that the CWPCA is subject to the requirements of the Freedom of Information Act.
5. 60-5: Rewrites this section to confirm that all Town employees of the CWPCA shall be under the supervision of the Director of Public Works or his or her designee and shall be approved by the Town Manager.
6. 60-6: Rewrites this section to clarify that the CWPCA, as a Town agency, is subject to the purchasing policies and procedures of the Town and that any decisions to purchase items or services or to sell or transfer real property shall be subject to Town Council approval and the possibility of a public hearing.
7. 60-7: Rewrites this section to confirm that the CWPCA shall appropriate and reimburse the Town from the Sewer Usage Fund for costs the Town incurs in assisting the CWPCA, including but not limited to, providing space and/or employees to the CWPCA.
8. 60-8: Rewrites this section to make sure that the CWPCA provides a fiscal report to the Town for purposes of its annual audit and financial report. Also confirms that the CWPCA creates its own budget which shall now be reviewed by the Director of Finance. The requirement that the budget for the CWPCA go to a special town meeting remains unchanged.
9. 60-9: Clarifies that violating the Town's Sewer Ordinance is grounds for removal of any member of the agency.

**C. CHAPTER 178: PEDDLING AND SOLICITING**

The changes to this ordinance are intended to accommodate the desire in the Town to accommodate and foster the development of a certified Farmer's Market while protecting the interests of businesses and already licensed vendors within the Town.

The proposed changes are outlined below.

1. 178-1: Creates a new subsection that sets forth those persons or businesses that are excepted from this Chapter. In general, those excepted include store patrons, businesses already licensed in the Town and those participating in a certified Farmer's Market provided they are already exempt under Section 178-12.
2. 178-2: Creates new definitions for a Farmer's Market and for a Market Manager.

3. 178-3: Modifies the application procedures to make sure that all peddlers make application to the Chief of Police prior to peddling. This includes those who may ultimately be exempt under Section 178-12.

The new provisions also provide for a special application procedure for those managing a Farmer' Market to ensure that all proposed peddlers are in compliance with this ordinance. It further confirms that such peddlers must comply with any and all other regulations of the Chief of Police and/or the Health Director.

**Note:** The Chief of Police is working with counsel to streamline this application process.

4. 178-4: Gives clear discretion to the Chief of Police to determine applicability and compliance with the ordinance.
5. 178-5: Unchanged
6. 178-6: Unchanged
7. 178-7: Unchanged
8. 178-8: Clarifies the license fees for those peddling and those who are peddling at a Farmer's Market as well as the items being peddled with obvious consideration being given to those who are actually selling local farm products and those businesses already licensed in Town. Such peddlers will pay no fee. Those peddling crafts or non-edible items will pay \$25 per season. All others peddling edible items shall pay \$50 per month or \$200 per season.
9. 178-9: No significant substantive changes
10. 178-10: Unchanged
11. 178-11: Revised to make clear that the Market Manager takes full responsibility for all vendors complying with the ordinance and imposes sanctions for non-compliance.
12. 178-12: Clarifies the exemption of charitable organizations and local farm stands from the provision of the Chapter with prior registration and/or approval. The section expressly excludes Farmer's Markets from a whole hoc exemption as they are required to make application and pay fees in accordance with Sections 178-3 and 178-8.
13. Clarifies that applications also must be retained records.

**D. CHAPTER 137 – FOOD ESTABLISHMENTS**

The provisions of this ordinance have been changed to accommodate the proposed Farmer's Markets governed also by Chapter 178.

1. 137-1: Definitions revised to include a definition of a Farmer's Market as well as to clearly outline the current regulatory Food Classes. Also revised the definition of "Itinerant Food Establishments."
2. 137-2: No real substantive changes
3. 137-3: No substantive changes
4. 137-4: Establishes an application procedure for Food Establishment Licenses and clarifies that there may be a plan review fee required and exempts certain establishments from that fee such as Farms and Food Establishments already licensed in Cromwell that intend to peddle at a Farmer's Market.
5. 137-5: Gives discretion to the Director of Health to determine if a license is required for the proposed use and sets the license fees for same. Also sets forth the penalties for operating without a license.
6. 137-6 through 137-14: No substantive changes

TOWN OF CROMWELL  
TOWN COUNCIL  
SPECIAL MEETING  
MONDAY MARCH 28, 2016  
6:30 PM TOWN HALL ROOM 224/5

RECEIVED FOR FILING  
3/30 2016 at 12:21 P.M.  
TOWN CLERK'S OFFICE  
CROMWELL, CONN.

*Gloria Brendergast, Asst.*  
TOWN CLERK

MINUTES

Present: Mayor E. Faienza, E. Wengers, S. Slade, A. Waters, T. Tokarz  
Absent: F. Emanuele, Deputy Mayor R. Newton  
Also Present: Chief of Police D. LaMontagne, Captain K. VanderSloot, Health Director  
W. Bell, Town Attorney K. Olson, Public and Press

**A. CALL TO ORDER**

Mayor Faienza called the meeting to order at 6:30 p.m.

**B. APPROVAL OF AGENDA**

Motion made by E. Wengers seconded by S. Slade and *unanimously carried* to approve the agenda.

**C. RESIGNATIONS**

1. Board of Education
  - a. Phil Gagnon
  - b. Gaia McDermott

Motion made by A. Waters seconded by E. Wengers and *unanimously carried* to accept Mr. Gagnon's and Ms. McDermott's resignation with regret.

**D. APPOINTMENTS**

1. Board of Education
  - a. Celina Kelleher (to fill vacant position-Phil Gagnon)

Motion made by A. Waters seconded by S. Slade and *unanimously carried* to appoint Celina Kelleher to fill vacant position on the Board of Education.

**E. UNFINISHED BUSINESS**

1. Discussion and action to review and amend Ordinances.

Attorney Olson presented the changes and additions that were being proposed. A whole new ordinance just to deal with Farmer's markets is being proposed taking it out of the last proposal under the peddler's ordinance and the food establishments ordinance. A proper farmer's market pays no extra fees under either. Changes were made to the food establishments ordinance to bring it in line with changes to the general statutes

Discussion followed where the Councilors made recommendations for each ordinance and approved sending the amended ordinances to a Public Hearing.

a. Chapter 60, Sewer

1. Change filing date deadline to September 1st (previous date was June 30<sup>th</sup>)

**Motion** made by E. Wenners seconded by A. Waters and *unanimously carried* to approve sending to Public Hearing as amended.

b. Chapter 137, Food Establishments -tabled

**Motion** made by A. Waters seconded by E. Wenners and *unanimously carried* to remove from the table.

**Motion** made by E. Wenners seconded by A. Waters and *unanimously carried* to approve sending to Public Hearing as amended.

c. Chapter 178, Peddling and Soliciting -tabled

**Motion** made by A. Waters seconded by T. Tokarz and *unanimously carried* to remove from the table.

**Motion** made by S. Slade seconded by A. Waters and *unanimously carried* to approve sending to Public Hearing as amended.

**F. NEW BUSINESS**

1. Discussion and action to review and amend Ordinances.

a. Chapter 179, Farmer's Market

J. Polke, Pondview Drive -was recognized by Mayor Faienza and allowed to make recommendations regarding the proposed Farmer's Market Ordinance.

**Motion** made by A. Waters seconded by S. Slade and *unanimously carried* to approve sending to Public Hearing as amended.

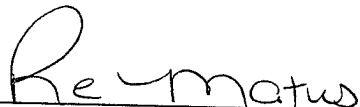
2. Authorize Mayor to set time and date of Public Hearing for all proposed Ordinance Changes.

**Motion** made by A. Waters seconded by E. Wenners and *unanimously carried* to authorize Mayor Faienza to set time and date of Public Hearing for all proposed Ordinance Changes.

**G. ADJOURN**

**Motion** made by T. Tokarz seconded by E. Wenners and *unanimously carried* to adjourn the Special Meeting at 7:56 p.m.

Respectfully submitted,



Re Matus  
Secretary



# Town of Cromwell Office of the Town Manager

Nathaniel White Building  
41 West St  
Cromwell, CT 06416

Anthony J. Salvatore, Sr.  
Town Manager

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

To: Marianne Sylvester  
Finance Director

From: Anthony Salvatore  
Town Manager

Date: March 30, 2016

RE: Certificate of Achievement

I would like to take this opportunity on behalf of the Town of Cromwell to congratulate you for receiving the Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2014/15.

It has come to my attention that this is a noteworthy accomplishment by the Town of Cromwell and you specifically, as our Finance Director.

Please accept my appreciation and personal congratulations for a job well done.

Keep up the good work!

Copy: Personnel File  
Mayor Faienza  
Town Council Members



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

March 16, 2016

Anthony J. Salvatore  
Town Manager  
Town of Cromwell  
41 West Street  
Cromwell

CT 06416

Dear Mr. Salvatore:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **June 30, 2015** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An award for the Certificate of Achievement has been mailed to:

**Marianne Sylvester**  
**Finance Director**

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, [www.gfoa.org](http://www.gfoa.org).

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,  
Government Finance Officers Association

A handwritten signature in black ink that reads "Stephen J. Gauthier". The signature is written in a cursive, flowing style.

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

03/16/2016

NEWS RELEASE

For Information contact:  
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Cromwell** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

**Marianne Sylvester, Finance Director**

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.