

TOWN OF CROMWELL
TOWN COUNCIL
REGULAR MEETING
WEDNESDAY FEBRUARY 8, 2017
7:00 PM TOWN HALL ROOM 224/5

AGENDA

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF AGENDA
- D. COMMISSION CHAIRMAN REPORTS/LIASON REPORT
- E. CITIZEN COMMENTS
- F. MAYOR'S REPORT
- G. TOWN MANAGER'S REPORT
- H. CHIEF OF POLICE'S REPORT
- I. PUBLIC WORK DIRECTOR'S REPORT
- J. FINANCE DIRECTOR'S REPORT
 - 1. Budget Reports
- K. FINANCIAL
 - 1. Tax Refunds
- L. STAFF REPORTS
 - EDC Stuart Popper submitted a written report.
- M. UNFINISHED BUSINESS
 - 1. Continue discussion and possible action on Solid Waste Report. - Tabled
 - 2. To consider and act upon Library Expansion Project. -Tabled
 - 3. Discussion and action to approve amending:
 - a. Chapter 151-46, Outdoor Wood-burning furnaces. -tabled
 - b. Chapter 99, Building Construction -tabled
- N. NEW BUSINESS
 - 1. Discussion and action to appropriate \$100,000 within the CNR Fund for costs associated with the architectural study/design and other related costs for the Library expansion.
 - a. Transfer \$100,000 from the General Fund fund balance to the Capital/Non-Recurring Fund fund balance.
 - b. Authorize Mayor to set time and date of Special Town Meeting.
 - 2. Discussion and possible action on Proposed Transfer Station Policy for Cromwell Condominium Properties.
 - 3. Appoint the American Legion Carlson-Sjovall Post No. 105 as the agent for the Town for the Memorial Day Service and Parade.
 - 4. Authorize Mayor to set time and date for Public Hearing on Capital Plan.
 - 5. Discussion and possible action for use of Town Facilities.
- O. APPROVAL OF MINUTES
 - 1. Regular Meeting, January 11, 2017

RECEIVED FOR FILING
2-2 2017 at 2:45 PM.
TOWN CLERK'S OFFICE
CROMWELL, CONN.

Lou Conroy
TOWN CLERK

P. RESIGNATIONS

1. Inland/Wetlands and Watercourses Agency
 - a. J. Scott Lambert

Q. APPOINTMENTS

1. Recreation Commission
 - a. John Schmaltz, reappointment, term expires December 2017
2. Board of Assessment Appeals
 - a. William Vincenzi, to fill a vacancy, term expires November 2017

R. TOWN COUNCIL COMMISSION LIAISON REPORTS

S. EXECUTIVE SESSION

1. Discuss the lease, sale or purchase, or acquisition of real estate by the Town of Cromwell.
 - a. Action if necessary

T. ADJOURNMENT

Rules for Citizen Comments

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



TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2017 07

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 TOWN MANAGER'S OFFICE	315,341	7,120	322,461	188,430.78	1,183.07	132,847.15	58.8%
002 TOWN CLERK'S OFFICE	199,255	3,900	203,155	107,060.88	18,088.18	78,005.94	61.6%
003 REGISTRAR OF VOTERS	78,449	1,028	79,477	45,583.25	10,180.24	23,713.51	57.0%
004 PLANNING COMMISSION	3,225	0	3,225	626.26	279.67	2,319.07	28.1%
005 ECONOMIC DEVELOPMENT	12,335	3,200	15,535	8,545.56	124.33	6,865.11	55.8%
006 BOARD OF FINANCE	1,650	0	1,650	375.00	.00	1,275.00	22.7%
008 CHARTER REVISION COMM	1,501	0	1,501	768.60	.00	732.40	51.2%
009 BOARD OF ASSESSMENT APPEALS	1,100	0	1,100	275.40	.00	824.60	25.0%
010 ZONING BOARD OF APPEALS	1,535	0	1,535	101.31	.00	1,354.03	11.8%
011 INLAND WETLANDS	2,185	0	2,185	660.06	122.90	1,402.04	35.8%
012 COMM. FOR DISABLED PEOPLE	100	0	100	.00	.00	100.00	.0%
013 DONATIONS AND DUES	44,266	0	44,266	40,756.33	3,000.00	509.67	98.8%
014 TOWN COUNCIL	35,155	0	35,155	33,519.65	.00	1,635.35	95.3%
015 LEGAL EXPENSE	220,766	0	220,766	128,044.87	45,934.92	46,786.21	78.8%
016 CENTRAL SERVICES	142,300	0	142,300	89,781.80	43,325.21	9,192.99	93.5%
017 INSURANCE EXPENSE	641,220	0	641,220	386,007.07	141,557.94	113,654.99	82.5%
018 GENERAL EXPENSE	943,400	0	943,400	1,064,455.62	5,500.00	61,233.38	94.6%
019 DEVELOPER/PLANNER	136,725	3,039	139,764	78,064.04	.00	61,699.96	55.9%
020 FINANCE DEPARTMENT	363,304	3,039	371,450	208,081.17	4,354.77	159,014.06	57.2%
021 TAX COLLECTOR	166,409	3,636	170,045	84,514.98	288.75	85,241.27	49.9%
022 ASSESSOR S OFFICE	224,099	4,388	228,487	129,034.76	5,082.68	94,369.56	58.1%
030 PUBLIC WORKS ADMIN.	255,703	4,811	260,514	141,401.36	5,363.64	113,749.00	56.3%
031 ENGINEERING	213,606	3,962	217,568	110,202.98	12,880.22	94,484.80	57.5%
032 SOLID WASTE REMOVAL	609,713	1,170	610,883	277,169.90	226,389.45	107,323.65	82.4%
033 BUILDING INSPECTION	184,708	4,032	188,740	104,628.32	1,293.82	82,817.86	56.1%
034 HIGHWAY DEPT.	1,277,226	30,836	1,308,062	528,843.86	149,741.83	629,476.31	51.9%
035 BUILDING MAINTENANCE	564,570	6,670	571,240	292,473.77	49,757.11	229,007.12	59.9%
036 PARKS & GROUNDS	383,105	3,638	386,743	206,278.35	16,129.65	164,335.00	57.5%
037 PUBLIC WORKS-OTHER	488,275	0	488,275	210,102.89	205,414.12	72,757.99	85.1%
038 VEHICLE MAINTENANCE	339,634	2,434	342,068	148,916.97	49,124.61	144,026.42	57.9%
040 POLICE DEPARTMENT	3,156,791	35,265	3,192,056	7,005.04	32,590.44	1,398,460.52	56.2%
041 EMERGENCY MANAGEMENT	19,950	0	19,950	7,035.33	.00	12,914.67	35.3%
042 ANIMAL CONTROL	81,907	0	81,907	39,388.97	.00	42,518.03	48.1%
050 HEALTH DEPARTMENT	179,416	2,664	182,080	103,941.04	25,744.47	52,394.49	59.2%
051 HUMAN SERVICES	113,708	0	113,708	64,249.02	289.96	49,169.02	56.8%
053 SENIOR SERVICES	93,333	1,121	94,454	45,236.54	8,149.10	41,068.36	56.5%
054 YOUTH SERVICES	106,830	2,113	108,943	56,745.55	2,860.81	49,336.64	54.7%
055 TRANSPORTATION SERVICES	114,045	2,077	116,122	64,577.11	2,015.99	47,528.90	58.4%
060 RECREATION DEPARTMENT	240,035	0	240,035	145,555.56	2,061.25	92,418.19	61.5%
061 LIBRARY	570,285	0	570,285	318,878.56	13,272.74	238,133.70	58.2%
070 BOUNDED DEBT	3,588,112	0	3,588,112	379,055.63	.00	3,209,056.37	10.6%
080 EMPLOYEE BENEFITS	3,367,742	-100,860	3,266,882	1,627,319.11	925,849.17	713,713.72	78.2%
090 BOARD OF EDUCATION	28,768,297	0	28,768,297	13,036,390.95	.00	15,731,906.05	45.3%
119 DEVELOPMENT COMPLIANCE	98,035	2,190	100,225	56,405.54	50.00	43,769.46	56.3%

TOWN OF CROMWELL, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2017 07

120 CONSERVATION COMMISSION	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
120 CONSERVATION COMMISSION	1,510	0	1,510	60.00	.00	1,450.00	4.0%
GRAND TOTAL	48,348,856	224,369	48,573,225	22,320,551.74	2,008,080.70	24,244,592.56	50.1%

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

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2017-07

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
002 TOWN CLERK'S OFFICE	-288,300	-6,700	-295,000	-236,788.16	-58,211.84	80.3%
021 TAX COLLECTOR	-1,026,523.965	100	-41,550.491	-33,188.239.01	-8,362,251.99	79.9%
022 ASSESSOR'S OFFICE	-600	25,000	-500	-388.03	-111.97	77.6%
030 PUBLIC WORKS ADMIN.	-75,300	0	-50,500	-19,530.35	-30,769.65	38.8%
033 BUILDING INSPECTION	-150,050	0	-150,050	-81,140.00	-68,910.00	54.1%
040 POLICE DEPARTMENT	-76,500	-3,000	-79,500	-38,298.18	-41,201.82	48.2%
042 ANIMAL CONTROL	-1,000	250	-750	-675.00	-75.00	90.0%
050 HEALTH DEPARTMENT	-28,100	3,000	-25,100	-1,260.00	-23,840.00	5.0%
053 SENIOR SERVICES	-2,000	500	-1,500	-1,665.90	165.90	111.1%
054 YOUTH SERVICES	-4,830	80	-4,750	-1,052.50	-3,697.50	22.2%
060 RECREATION DEPARTMENT	0	0	0	-80.00	80.00	100.0%
061 LIBRARY	-9,000	0	-9,000	-4,607.48	-4,392.52	51.2%
206 BOARDS & COMMISSIONS	-7,750	1,500	-6,250	-2,290.40	-3,959.60	36.6%
207 STATE OF CONNECTICUT	-5,185.513	295,421	-4,890.092	-2,865,920.24	-2,024,171.76	58.6%
208 MISCELLANEOUS SOURCES	-385,026	28,147	-413,173	-254,474.08	-158,698.92	61.6%
999 FUND BALANCE	-1,005,793	133,393	-872,400	-872,400.00	-872,400.00	.0%
GRAND TOTAL	-47,743,727	-605,129	-48,348,856	-36,696,409.33	-11,652,446.67	75.9%

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

Condition(s) : Name Address Prop Loc/Vehicle Info. UnQueueID/Reason Paid Date Tax Int L/F Total Adjusted Overpaid Tax

Bill Dist/Susp/Bank	Name Address	Prop Loc/Vehicle Info. UnQueueID/Reason	Paid Date	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2014-03-0055852	HYUNDAI LEASE TITLING TR 260 INTERSTATE CIRCLE ATLANTA GA 30348	2015/5NPE22AF4RH045755 55852	12/30/2016	410.89 547.83	0.00 0.00	0.00 0.00	410.89 547.83	-136.94
2015-01-0002558	JAMES WOODROW & GLENTREEN 47 SOUTH ST CROMWELL CT 06416	Sec. 12-129 Refund of Excess Payments. 47 SOUTH STREET 00239900	12/30/2016	3,857.04 4,657.04	0.00 3.86	0.00 0.00	3,857.04 4,660.90	-800.00
2015-01-0003684	MRIDHA ABDUL K & KALAM FARIDA 1114 CROMWELL HILLS DRIVE CROMWELL CT 06416	Sec. 12-129 Refund of Excess Payments. 1114 CROMWELL HILLS DRIVE 1-11 00168700	1/17/2017	1,737.00 1,898.42	0.00 0.00	0.00 0.00	1,737.00 1,898.42	-161.42
2015-01-0003863	KURGANOSKI ANDREI 19 CLUB HOUSE DRIVE CROMWELL CT 06416	Sec. 12-129 Refund of Excess Payments. 19 CLUB HOUSE DRIVE 03F 00056800	1/17/2017	3,902.10 5,853.15	0.00 0.00	0.00 0.00	3,902.10 5,853.15	-1,951.05
2015-01-0004172	PINNEY CAROLE D 71 FIVE FIELDS ROAD MADISON CT 06443	13 WOODLAND DRIVE 13 00496300	1/12/2017	1,844.96 1,914.96	0.00 0.00	0.00 0.00	1,844.96 1,914.96	-70.00
2015-01-0004801	SECRETARY OF HOUSING & URBAN DEVELOPME 24 GLENVIEW DRIVE 16C3 00155100	Sec. 12-129 Refund of Excess Payments. 24 GLENVIEW DRIVE 16C3 00155100	1/17/2017	3,561.42 3,668.26	0.00 106.84	0.00 0.00	3,561.42 3,775.10	-106.84
2015-03-0055639	HONDA LEASE TRUST 600 KELLY WAY HOLYOKE MA 01040	Sec. 12-129 Refund of Excess Payments. 2013/1HGRZF34DAL56107 55645	7/27/2016	149.06 357.42	0.00 0.00	0.00 0.00	149.06 357.42	-208.36
2015-03-0055643	HONDA LEASE TRUST 600 KELLY WAY HOLYOKE MA 01040	Sec. 12-129 Refund of Excess Payments. 2013/2HGRZF57DH532867 55649	7/27/2016	204.50 306.58	0.00 0.00	0.00 0.00	204.50 306.58	-102.08
2015-03-0055671	HONDA LEASE TRUST 600 KELLY WAY HOLYOKE MA 01040	Sec. 12-129 Refund of Excess Payments. 2013/5FNXF4H9DB019897 55677	7/27/2016	305.55 732.72	0.00 0.00	0.00 0.00	305.55 732.72	-427.17
2015-03-0055840	HYUNDAI LEASE TITLING TRUST 4100 WINDWOOD PARKWAY ATLANTA GA 30339-6031	Sec. 12-129 Refund of Excess Payments. 2013/5NPEB4KXDH542943 55846	7/29/2016	279.97 305.33	0.00 0.00	0.00 0.00	279.97 305.33	-25.36
2015-03-0062799	V W CREDIT LEASING LTD 1401 FRANKLIN BLVD LIBERTYVILLE IL 60048-4460	2007/1J4GA39197L145470 61328	8/10/2016	234.41 351.46	0.00 10.54	0.00 0.00	234.41 362.00	-117.05
2015-03-0063343	WHEELS LT 666 GARLAND PL DES PLAINES IL 60016	Sec. 12-129 Refund of Excess Payments. 2013/WAUFPAFL7DN037424 62810	7/28/2016	95.49 571.74	0.00 0.00	0.00 0.00	95.49 571.74	-476.25
2015-03-0063394	WHEELS LT 666 GARLAND PL DES PLAINES IL 60016	Sec. 12-129 Refund of Excess Payments. 2012/NMOLSTBN8CT085453 63354	7/15/2016	221.95 295.91	0.00 0.00	0.00 0.00	221.95 295.91	-73.96
2015-04-0080179	BELLOBOONO FRANCES M 13 HORSE RUN HILL RD CROMWELL CT 06416-1133	2012/1GCEBHF5C8122650 63405	7/13/2016	272.79 363.69	0.00 0.00	0.00 0.00	272.79 363.69	-90.90
2015-04-0081282	LAJOIE DOUGLAS S 3 WEBSTER HTS CROMWELL CT 06416-2122	2009/5J6RE48509L024949 80179	1/11/2017	0.00 308.15	0.00 0.00	0.00 0.00	0.00 308.15	-308.15
2015-04-0081287	LEASE PLAN U S A INC 1165 SANCTUARY PARKWAY ALPHARETTA GA 30009-4838	Sec. 12-129 Refund of Excess Payments. 2016/JFZGPA0C68219243 81262	1/11/2017	409.85 416.13	0.00 0.00	0.00 0.00	409.85 416.13	-6.28
2015-04-0081289	LEASE PLAN U S A INC 1165 SANCTUARY PARKWAY ALPHARETTA GA 30009-4838	Sec. 12-129 Refund of Excess Payments. 2011/1FDS33ELXBD33873 81287	12/31/2016	133.30 532.45	0.00 0.00	0.00 0.00	133.30 532.45	-399.15
2015-04-0082502	WOLFE SHAWN M 54 HILLSIDE RD CROMWELL CT 06416-2035	2014/1FDS33EL8EDB04593 81289	12/31/2016	679.69 1,019.69	0.00 0.00	0.00 0.00	679.69 1,019.69	-340.00
TOTAL	19	Sec. 12-129 Refund of Excess Payments. 2009/ZD4RBC0029J000533 82502	12/30/2016	9.57 19.57	0.00 0.00	0.00 0.00	9.57 19.57	-10.00
		Sec. 12-129 Refund of Excess Payments. 18,309.54 24,120.50			0.00 121.24	0.00 0.00	18,309.54 24,241.74	-5,810.96

To: Town Council

From: Stuart B. Popper Director of Planning and Development

Date: February 1, 2017

Re: Economic Development Coordinator Report for January 2017

1. Cromwell Landing Park Improvements

- The Town Engineer, the Recreation Director and I reviewed the eight submissions responding to the Cromwell Landing Park RFQ/RFP. The process is ongoing and we hope to select a consultant by the middle of February.

2. Economic Development

- I continued to work with the proposed developers for the County Line Drive site.
- I met with four businesses interested in opening new businesses in Cromwell and three local businesses looking to expand.

3. Planning and Zoning Commission

At the January 17, 2017 meeting the Planning and Zoning Commission approved:

- Application #16-48: Request for a Special Permit under Section 4.2 of the Zoning Regulations to construct a new building in the Special Flood Hazard Area at 25 Shunpike Road. Nga Nguyen is the Applicant and the Owner.
- Application #16-49: Request for Site Plan Approval to construct a new 3,500 square foot commercial building at 25 Shunpike Road. Nga Nguyen is the Applicant and the Owner.

4. Planning and Zoning Issues

- I attended the court hearing on the Nike Site appeal on Monday January 23, 2017.
- I prepared a letter outlining the permit process for the new tenant for the Cromwell Square Shopping Center.

5. Business Visitations

- We had three great visits on Wednesday January 25, 2017 at Energy Zone Fitness at 199 Shunpike Road, Vindicator Motorcycle at 199 Shunpike Road and at Edgewood Party Rental at 194 Shunpike Road.

151-46 OUTDOOR WOOD-BURNING FURNACES

- A. Definition. For purposes of this section, in accord with CT.G.S.22a-174K, an “outdoor wood-burning furnace” is defined as an accessory structure or appliance designed to be located outside living space ordinarily used for human habitation and designed to transfer or provide heat, via liquid or other means, through the burning of wood or solid waste, for heating spaces other than where such structure or appliance is located, any other structure or appliance on the premises, or for heating domestic, swimming pool, hot tub or Jacuzzi water. “Outdoor wood-burning furnace” does not include a fire pit, wood-fired barbecue or chiminea.
- B. Outdoor wood-burning furnaces as defined in CT.G.S.22a-174K are permitted in all zones by a zoning permit providing the proposed unit complies with all the requirements of CT.G.S.22a-174K and is located a minimum of 200 feet from the nearest residence or commercial area and the chimney does not exceed the maximum height of structures permitted in the zone. Only outdoor wood-burning furnaces which have been certified under the voluntary partnership agreement with E.P.A., are acceptable.
- C. Limitations for installation and construction. No person shall, from the effective date of this section, construct, install, establish, modify, operate or use an outdoor wood-burning furnace, unless:
1. The outdoor wood-burning furnace was constructed, installed, established, modified, operated or in use prior to the effective date of this section; and
 2. The outdoor wood-burning furnace complies with the provisions of CT.G.S.22a-174K.
- D. Operational limitations. All installed and constructed outdoor wood-burning furnaces, as established under Subsection B are subject to regulation for proper use and operation, and improper operation will be determined by, but not limited to, the following factors:
1. Generation of heavy, thick, blinding, environmentally polluting, hazardous or public health compromising smoke or furnace discharge; or
 2. Generation of toxic, environmentally polluting, hazardous or public health compromising odors; or
 3. Failure to operate the unit in accord with the manufacturer’s recommendations.
 4. The furnace shall be operative only during the months of November thru April.
- E. Enforcement Officer: means the person designated by the Town Manager, including the Director of Health, the Town’s Zoning Enforcement Officer, the Chief of Police and/or the Town Manager’s designee(s).



TOWN OF CROMWELL
BUILDING DEPARTMENT
Nathaniel White Building
41 West Street, Cromwell, CT 06416

FEBRUARY 8, 2017 TOWN COUNCIL MEETING

TO: Anthony J. Salvatore, Town Manager and Town Council Members
FROM: David Jolley, Building Official *DJ*
DATE: January 31, 2017
RE: **Changes to "Chapter 99 Building Construction"**

At the January 11, 2017 Council Meeting, I requested changes to Chapter 99 of the Town Code. My request was approved with specific changes to 99-4 "Refunds of Fees".

Please review the following edits.

As noted before, deleted words are ~~struck-out~~ and new words are underlined.

F:\Daves letters and memos/memo 12-05-16

PROPOSED

Chapter 99. Building Construction

[HISTORY: Adopted by the Board of Selectmen of the Town of Cromwell 8-3-1976.
Amendments noted where applicable.]

CHARTER REVISION

Effective with the general election held in November 2013, the Town changed to a Town Council/Town Manager form of government. According to Charter §11.04, any references in Town ordinances to the "First Selectman" or to the "Board of Selectmen" shall now be deemed to refer to the "Town Manager" or the "Town Council," as appropriate.

GENERAL REFERENCES

Housing standards – See Ch. 151
Sewers – See Ch. 193.
Streets and sidewalks - See Ch. 204.

§99-1. Adoption of standards by reference.

The Town of Cromwell hereby adopts as its Building Code the Connecticut State Building Code as it now exists and as it may hereafter be amended by the State Building Inspector and The Codes and Standards Committee.

§99-2. Fees.

A. Building Permits Valuations: The applicant for a permit shall provide an estimated permit value at the time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued. If in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied unless the applicant can show detailed estimates that meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official.

B. Plan Review: The Building Official shall determine whether a plan review fee is required and the appropriate fee according to the following schedule. All required plan review fees shall be paid to the Town of Cromwell prior to the acceptance of a permit application and/or construction documents. The Building Official shall determine if any project should be sent to an outside agency for plan review and such agency shall be approved by the Building Official. All costs for outside review shall be paid by the applicant.

1) Schedule of fees for plan review:

a) Residential Construction: Detached one- and two-family dwelling and multiple single-family dwellings (townhouses) not more than three stories above grade plane with a separate means of egress and their accessory structures, including all mechanicals, additions, alterations: \$50.00 per dwelling.

b) Plan review for all construction other than residential construction: \$200.00.

2) Resubmitted Plans and/or Construction Documents: \$50.00 per Residential dwelling, \$200.00 for all other construction. The Building Official shall determine whether resubmitted plans and or construction documents are subject to this fee or fraction thereof. The fee is to be paid prior to the resubmission.

C. Permit Fees: A permit shall not be valid until the following fees have been paid.

1) Standard fee for all permits: \$20.00 for the first thousand in estimated construction costs or fraction thereof.

2) Standard fee for all permits after the first thousand in estimated construction costs is \$15.00 per thousand or fraction thereof.

D. Final Certificates: The following certificates shall not be issued until all fees as set forth herein have been paid to the Town of Cromwell. The Building Official shall determine whether the following certificate fees are applicable.

1) Certificate of Approval: \$20.00

2) Certificate of Occupancy: \$20.00

E. Related Fees: The payment of the fees set forth herein for the construction, alteration, removal or demolition work done in connection with or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law. Fees, including but not limited to those related to all permits and reinspections, shall be paid prior to the issuance of any Certificate of Approval or Certificate of Occupancy. The Building Official shall determine whether any related fee is applicable.

1) Additional permits – per section 99-2(C).

2) Reinspection fee: \$30.00 per inspection.

F. Waiver of fees for municipal projects.

[Added TC 6-16-2014]

1) The Chief Building Official or his designee shall waive any of the building permit fees set forth in §99-2B, C, D and E for any permits issued to the Town of Cromwell or the Cromwell Board of Education.

2) The State of Connecticut education fee cannot be waived and must be paid by the municipality or the Cromwell Board of Education.

3) The waiver of fees does not apply to the Cromwell Fire District or to the Mattabasset Regional Sewer District.

§99-3. Building permit application procedure.

A. Application to the office of the Building Official for the permits set forth in §99-3 hereof, shall be on a form prescribed by the office of the Building Official and in accordance with procedures established by that office.

B. All permits issued are subject to any conditions imposed in the application and may be subject to revocation for violations thereof.

C. Premises on which taxes are delinquent. No application for a Building Permit or a Certificate of Occupancy shall be approved for premises on which taxes are delinquent except in accordance with Chapter 213 of the Cromwell Town Code. For purposes of

this section, delinquent taxes are defined in Chapter 213, § 213-2 [Added BOS 1-10-1996; amended BOS 1-10-2012⁽¹⁾]

[1] Editor's Note: This ordinance, which provided an effective date of 12-10-1996, also repealed former Subsection D, Denial of permit, added BOS 1-10-1996, which immediately followed.

§99-4. Refunds of fees.

- A. Application for a refund of any fee paid hereunder shall be made, in writing, to the office of the Building Official, specifying the reason for the refund. After review of such application, the office of the Building Official shall make a recommendation, in writing, to the Town Manager Board of Selectmen for action thereon. (Dave)
- B. Refunds will be considered on an individual basis by the Town Manager Board of Selectmen with respect to permits if application for refund is made within six months of the date of their original issuance. No refund application shall be considered after six months from the original permit issuance date. (Dave)
- C. Fees for those final certificates and permits as set forth in § 99-2D hereof shall not be refundable. (Dave)
- D. In the case of a revocation of a permit or abandonment or discontinuance of a building project, the value of the work actually completed shall be computed by the office of the Building Official, and any excess fee shall be returned to the permit holder, subject to the following conditions:
 - (1) The maximum refund shall be 70% of the fee paid.
 - (2) All penalties imposed against the permit holder under the Building Code shall first be deducted from any approved refund.
- E. The Town Manager Board of Selectmen may approve, modify or deny the refund request. (Dave)

§99-5. Violations and penalties; appeals.

- A. All violations of the provisions of this ordinance and/or the Connecticut State Building Code as incorporated herein, shall be punishable by a fine of not more than \$500 for each offense. Each day that a violation continues shall be deemed a separate offense.
- B. Any person who shall continue any work in or about a building or structure after having been served by the Building Official's office with a stop order, except such work as he is directed to perform by the Building Official's office to remove a violation or unsafe condition, shall be subject to an additional fine of not less than \$25 nor more than \$500 for each offense. Every day that a violation continues shall be deemed a separate offense.
- C. The appeal provisions of Chapter 1, Article I of the Town Code shall not apply to violations of this Chapter or the State Building Code incorporated herein. Refer to The Connecticut State Building Code "Means of Appeal".
[Added BOS 4-9-1997]

Building/DavesNotes-Letters-Memos/PermitCode-2016-2

01/27/2017

PROPOSED:
TRANSFER STATION POLICY FOR CROMWELL
CONDOMINIUM PROPERTIES

1. Property Management Associations may purchase a pass to the Transfer Station allowing them 24-trips at a cost of \$100 (This will be for items left on premises by residents. Permitted items to include: Bulky Waste, Tree Limbs, Mattresses, Washers, Dryers, etc.)
2. C & D (Construction & Demolition materials) will not be permitted.
3. Additional passes may be purchased for an additional \$100 if needed.
4. Violations of Transfer Station Policies are subject to fines and/or loss of privileges.
5. Policy will be in effect for the calendar year 2107. The Town of Cromwell reserves the right to change and/or discontinue present policy at the Town Managers and/or the Public Works Director's discretion.

To: Anthony, Salvatore, Town Manager
Cc: Marianne Sylvester, Director of Finance
From: Drusilla Carter, Library Director

Re: Appropriation for architectural services

I am requesting an appropriation for \$100,000 for architectural design and related costs for the planned renovation and/or expansion of the Cromwell Belden Public Library.

Per the terms of the state grant we must have architectural plans for our proposed renovation/expansion by June 30th, 2017. In order to meet this deadline the project will need to be put to bid in January and necessary funding must be in place by the closing date of the RFP.

Costs for the architect and related services for this phase of the project are not expected to exceed \$100,000

Date: February 2nd, 2017

To: Town Manager, Anthony Salvatore

From: Arthur Atkin, Town of Cromwell, Human Resources intern

Subject: Reserving Meeting Space at Town Hall

In response to your request, this memo outlines the results of a phone survey to five surrounding towns on their (town hall) room reservation policies. Rocky Hill, Newington, Berlin, Portland and East Hampton were the surveyed towns; and were selected because of their population and size similarities to Cromwell. The survey's results indicate that most towns don't offer town hall space to groups other than their town councils, boards and commissions, and departments, given space and resource constraints and the availability of meeting spaces at other municipal facilities.

Towns that Charge Private Groups for Renting Space

Rocky Hill and Newington charge fees to certain groups for reserving town hall space. These fees do not apply to their town councils, boards and commissions, and departments. Rocky Hill exempts specific groups, including, Little League, Lacrosse, and Girl Scouts, but charges condo associations \$30 an hour to reserve space. Newington charges all private groups a fee, which can range from charging on a per basis usage, or charging groups an annual fee to reserve a room for regular meetings (i.e., a group may pay \$75 to reserve a space for bi-weekly meetings throughout a calendar year). Rocky Hill's town hall facility was previously open for private citizens to reserve, but the popularity of their town programs warranted a switch to their current policy. Newington also indicated that high demand for town hall space prompted their room reservation policy.

Towns that don't Rent Space to Private Groups

Berlin, Portland and East Hampton indicated that aside from their town councils, boards and commissions, and departments, private groups do not use town hall space. All three towns cited space constraints (i.e., limited parking spaces and limited availability of rooms) and resource constraints (i.e., ability to maintain building staff to meet reservation needs) as the primary reasons outside groups do not use Town Hall space. Rather, outside groups can reserve space at other municipal facilities, including senior centers, libraries and schools. East Hampton doesn't have a written policy that bars groups from reserving Town Hall space because they receive so few reservation requests. Rather, East Hampton groups prefer scheduling events at other municipal facilities because they offer greater scheduling flexibility and availability of space, as compared to Town Hall.

Conclusion:

In conclusion, the majority of surveyed towns indicated that they don't offer Town Hall meeting space to groups, aside from their town councils, boards and commissions, and departments. Berlin, Portland and East Hampton cited space and resource constraints (i.e., parking and room availability, and ability to maintain building staff) as the primary reasons they didn't rent space to private citizens. Conversely, Rocky Hill and Newington charge groups for space because of high demand for their town hall facilities.

TOWN OF CROMWELL
41 West Street
Cromwell, CT 06416
(860) 632-3412
(860) 632-3435 -Fax

APPLICATION FOR USE OF TOWN FACILITIES

Application Date: _____ Name of Organization: _____

Contact person: _____ Position: _____

Contact telephone numbers (home & work): _____

Contact mailing address: _____

Person responsible for supervision of event: _____

Supervisor telephone numbers (home & work): _____

Supervisor mailing address: _____

Date(s) requested: _____ Times requested from: _____ to _____

Room requested: _____ Number of attendees: _____

What is the purpose of this event or meeting? _____

What non town-equipment will be used? _____

What, if any, refreshments will be served? _____

As an authorized representative of the above named organization, I agree that the organization will be fully responsible for the care of the facilities requested and for the complete supervision of all persons entering in connection with this activity. I further agree that this organization will reimburse the Town of Cromwell in full for any and all damage to Town property resulting from the requested use. I understand that I must complete and sign the Room Use Activity Report before and after utilizing the facility. I have read the attached Town of Cromwell Policy for Use of Municipal Facilities or Town Gymnasium, as applicable, the Room Chart, and the Room Use Activity Report and hereby certify that the organization which I represent and the activity which we are sponsoring fully meets the conditions set forth, and hereby agree to observe all of the rules and procedures outlined in the policy.

Applicant's signature

Date

FOR OFFICE USE ONLY

Certificate of Insurance On File (Y/N): _____ Expiration date: _____

____ Approved or ____ Not Approved by _____

Town Manager

Approved by Board of Selectman 6/13/01

TOWN OF CROMWELL
TOWN COUNCIL
REGULAR MEETING

RECEIVED FOR FILING
1/13 2017 at 8:46 P.M.
TOWN CLERK'S OFFICE
CROMWELL, CONN.

01-13-17P03:46 RCVD WEDNESDAY JANUARY 11, 2017
7:00 PM TOWN HALL ROOM 224/5

Gloria Pruders, Asst
TOWN CLERK

MINUTES

Present: Mayor E. Faienza, Deputy Mayor R. Newton, E. Wenners, S. Slade,
F. Emanuele (left the meeting at 8:45 p.m.), A. Waters, T. Tokarz

Absent:

Also Present: Town Manager A. Salvatore, Chief of Police D. LaMontagne, Director
Public Works L. Spina, Director of Finance M. Sylvester, Director of Health W. Bell,
Building Official D. Jolley, Director of Recreation and Youth Services C. Rusack, Public
and Press

A. CALL TO ORDER

Mayor Faienza called the meeting to order at 7:23 p.m.

B. PLEDGE OF ALLEGIANCE

A. Waters led the Pledge of Allegiance.

C. APPROVAL OF AGENDA

Request to move New Business Items #1 and #3 up to after approval of agenda
were made.

Motion made by E. Wenners seconded by A. Waters and *unanimously carried*
to approve the agenda as amended moving New Business items #1 and #3 to after
approval of agenda.

1. Discussion and action to approve amending:

Director of Health W. Bell presented items a - c.

a. Chapter 146-14, Septic System Maintenance

Motion made by A. Waters seconded by S. Slade and *unanimously carried* to
deny.

b. Chapter 151-46, Outdoor Wood-burning furnaces

Motion made by A. Waters seconded by S. Slade and *unanimously carried*
to table.

c. Chapter 150-6, Landlord Registration

Motion made by A. Waters seconded by S. Slade and *unanimously carried* to
deny.

d. Chapter 99, Building Construction

Building Official D. Jolley presented item d.

Motion made by R. Newton seconded by S. Slade and *unanimously carried* to table.

3. Discussion and action to appoint a Senior/Human Services Director.

Town Manager Salvatore presented the item.

Motion made by R. Newton seconded by F. Emanuele and *unanimously carried* to approve appointing Amy Saada as Senior/Human Services Director.

Ms. Saada was given the opportunity to say a few words and received a warm welcome from the Council.

D. COMMISSION CHAIRMAN REPORTS/LIASON REPORT

EDC Coordinator S. Popper submitted a written report that was attached to the agenda.

Liaison P. Sousa reported on recent Board of Education events.

E. CITIZEN COMMENTS

1. R. Waters, South Street - Stated that roads are in poor condition and funds should be used to fix them before anything is spent on Park Improvements.

F. MAYOR'S REPORT

Mayor Faienza reported:

Mayor Faienza answered R. Waters' comment; Funds that are being used to make improvements to Cromwell Landing are grant funds and cannot be used to fix roads.

- Business Tours will start again on January 25th.
- He will be meeting with Fire District President F. Seidl, Fire District Vice President C. Murphy, Executive Director M. Dagostino, Deputy Mayor Newton and Town Manager Salvatore to discuss ways they can combine services and provide savings to the taxpayers.
- Copies of this year's audit were distributed to Council Members. Finance Director Sylvester will give an overview during her report.
- He is looking into dates in February for the proposed joint meeting of the Board of Education, Board of Finance and Town Council.
- He attended the Council of Small Towns earlier in the day.
- The Cromwell Division of the Chamber will be meeting here tomorrow in the Arch Room at 7:45 a.m.
- There will be a Grand Opening Saturday, January 14th at 9:00 a.m. of Energy Zone Fitness, located at 199 Shunpike Road.
- He gave kudos to the Police and Fire Department for the ice rescue earlier in the day at Adelbrook.

G. TOWN MANAGER'S REPORT

Town Manager Salvatore presented:

An overview of the accomplishments that we (the Council, Board of Finance and staff) made for calendar year 2016 and fiscal year 15/16.

- The Town Hall elevator.
- The Town Hall parking lot, repaving and extension.
- The lights at Pierson Park.
- The Splash Pad.
- Hired 3 directors.
- Retained the AAA bond rating.
- The Raymond Road Project.
- The Streetlight purchase and replacements.
- The Walking Trail at Evergreen Hill Park.
- Three Union Contracts were negotiated.
- Combined the WPCA with the Tax Department.

Town Manager Salvatore continued with his monthly report:

- He was re-appointed the Council of Government (COG) Executive Board.
- At today's Council of Small Town's (COST) Annual Meeting he was appointed to their Board of Director's.
- The bill for the lights on the Football Field is very high. The Board of Education will be asked to share the cost.
- The Dog Park remains closed.
- The State Budget cuts are a concern.
- The Budget Process has started; a calendar was included in the packet.
- The Civilian Dispatchers Union requested to begin contract negotiations.
- Planning will begin for the Library Expansion.
- Gave Mr. Gere kudos for the excellent job he did filling in as the Interim Senior/Human Services Director.
- Spoke regarding the Fire Department's Santa's Run. It was planned the Saturday before the Christmas Holiday and was rescheduled for the Monday before Christmas due to increment weather. This made it extremely difficult for the Human Service Staff giving them only two days to get the toys sorted. Jim Gere and Lisa Olson did an outstanding job getting the toys ready for distribution. Next year's Santa's Run should be scheduled much earlier in the month.

Mayor Faienza commented that the Santa's Run should be combined with the Tree Lighting Ceremony and held early in December.

H. CHIEF OF POLICE'S REPORT

The monthly Incident report was distributed for December.

Chief LaMontagne reported:

- There was an increase in calls for service in December.
- Sgt. Mantel retired on December 23rd. He was the senior Sergeant and will be missed.

- A new officer, Mitchell Brooks, was hired; due to the Holidays his ceremonial swearing-in will be held in June when he graduates from the academy.
- They are starting work on the budget.
- Chicago Sam's is holding a fund-raiser for the new K-9 on Sunday, January 29th from 1 -5 p.m.
- At 9:40 a.m. this morning they received a 911 call from Adelbrook because a student was walking on and then fell through the ice. Chief LaMontagne gave kudos to Dispatcher Downes, Sgt. Bengston, Officers Carlson, Pietrarroia and Augenstein and the Cromwell Fire Department for their efforts in the rescue.

I. PUBLIC WORK DIRECTOR'S REPORT

Director of Public Works L. Spina reported:

- Elevator Modernization was completed on December 23rd and elevator has been put back into service. Otis will be here on Monday, January 16, to replace the door rollers. Building Maintenance staff will be painting exterior doors.
- Curbside Christmas Tree Collection is being done this week. I expect to be completed by week's end.
- Street Light Project - LED replacements going well. As of last Friday, they had installed 518. We expect to complete project by late January, or first week of February.
- Qualifications packages for North Road Extension bridge replacement have been received. Interviews with five consulting firms are scheduled for January 19th. (Federal Local Bridge Program grant)
- Assuming the appropriation passes Town Meeting, an RFQ for Coles Road reconstruction engineering services will be issued at the end of the month. (LOTICIP grant)
- Realignment of County Line Drive. Consulting engineer has completed design, the application before Rocky Hill Wetlands Commission will be accepted and heard January 11th at 6pm. Decision anticipated at next month's meeting.
- MS4 - annual report completed (its available on Town website for anyone interested). Engineering Department working on incorporating costs into next year's budget to comply with the revised regulations that come into effect July 1, 2017.

J. FINANCE DIRECTOR'S REPORT

Finance Director Sylvester reported:

- Presented an overview of the Audit Report.
- This month's budget reports included a quarterly summary.
- The town took a cut of approximately \$84,000 on ECS.
- LOCIP funds were cut.
- They are moving forward with next year's budget process.

K. FINANCIAL

1. Budget Reports

Finance Director Sylvester reported that the Expenditures are on target and there are no issues with the revenue.

2. Tax Refunds

Motion made by A. Waters seconded by S. Slade and *unanimously carried* to approve tax refunds 1 - 19.

L. STAFF REPORTS

EDC written report was attached to agenda packet.

M. UNFINISHED BUSINESS

1. Continue discussion and possible action on Solid Waste Report. - Tabled
Left tabled
2. To consider and act upon Library Expansion Project. -Tabled
Left tabled

N. NEW BUSINESS

1. Discussion and action to approve amending:
Moved to beginning of meeting.
 - a. Chapter 146-14, Septic System Maintenance
 - b. Chapter 151-46, Outdoor Wood-burning furnaces
 - c. Chapter 150-6, Landlord Registration
 - d. Chapter 99, Building Construction

2. Discussion and action to approve updated Town of Cromwell/Field/Facility Use Policy.
Director of Recreation and Youth Services C. Rusack presented the item and gave an overview of the updates. He requested that on page 3 the Third Priority Users fee be changed to \$50.00 per hour and the date in the last paragraph on page 5 be changed to April 1st. E. Wenners asked that the word lighting be changed to lightening on page 2.
The consensus of the Council was that this document was professional and well done and gave kudos to Mr. Rusack for his effort.
Motion made by R. Newton seconded by S. Slade and *unanimously carried* to approve as amended. Copy is attached to the minutes.

3. Discussion and action to appoint a Senior/Human Services Director.
Town Manager Salvatore presented the item.
Moved to beginning of meeting.

4. Set dates and times for 17/18 Budget Workshops.
Mayor Faienza recommended February 27th and March 1st at 7 p.m.
Motion made by A. Waters seconded by T. Tokarz and *unanimously carried* to approve the 17/18 Budget Workshop Dates of February 27th and March 1st at 7:00 p.m. in room 224/5

O. APPROVAL OF MINUTES

1. Regular Meeting, December 14, 2016

Motion made by S. Slade seconded by A. Waters and *unanimously carried* to approve the minutes of December 14, 2016.

P. RESIGNATIONS

1. Board of Assessment Appeals

a. Tony Gagnon

Motion made by A. Waters seconded by T. Tokarz and *unanimously carried* to accept Mr. Gagnon's resignation with regret.

Q. APPOINTMENTS

None

R. TOWN COUNCIL COMMISSION LIAISON REPORTS

S. Slade -Recreation and Fire District

E. Faienza - Advised that Charter Revision will meet next week on January 19th. The Assessor's Office is sending out the surveys for revaluation. Mayor Faienza stressed that it is very important that they are filled out and mailed back. The April 12th Town Council Meeting will be canceled and held as a Special Meeting on April 19th.

He attended the Library Commission Meeting. It was the new Director's first meeting. She was very well received.

Mayor Faienza asked for a moment of silence to honor long serving Board of Selectmen member, Dave Murphy.

T. Tokarz-I/W

S. EXECUTIVE SESSION

1. Discuss the lease, sale or purchase, or acquisition of real estate by the Town of Cromwell.

a. Action if necessary

Motion made by A. Waters seconded by E. Wenners and *unanimously carried* to adjourn to Executive Session at 9:45 p.m. to discuss the lease, sale or purchase, or acquisition of real estate by the Town of Cromwell.

Town Manager A. Salvatore was invited into Executive Session.

Motion made by R. Newton seconded by E. Wenners and *unanimously carried* to come out of Executive Session at 10:14 p.m.

Motion made by R. Newton seconded by E. Wenners and *unanimously carried* to authorize the Town Manager to sell town property on 35 Nooks Hills Road.

T. ADJOURNMENT

Motion made by R. Newton seconded by S. Slade and *unanimously carried* to adjourn the Regular Meeting at 10:15 p.m.

Respectfully submitted,

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

Re Matus
Secretary

Incident Statistics Report

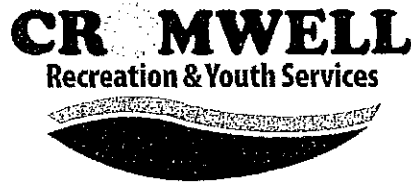
12/01/2016 00:00 Thru 12/31/2016 23:59

Call Type Description	Total for Period
911 Hang Up Call	14
Administrative Matter	14
Alarm - All types	19
ALARM-FALSE BILLABLE	73
All Other Offenses	4
Animal Complaint	16
Assist Motorist	31
Assist Other Agency	22
Car Seat Installation	4
Civil Matter	2
Criminal Mischief / Vandalism	3
Dis Conduct/BOP	1
Domestic Incident	7
Drug/Narcotic Violation	2
DUI	3
Dumping	1
Escort	2
Fingerprinting	20
FV Protocol / P.A.	10
Harrassing Phone Calls	3
Identity Theft	5
Impaired / Intox Person	1
Juvenile Incident	3
Larceny - From Building	4
Larceny - From MV	13
Larceny -Purse-snatch	1
Larceny -Shoplifting	12
Larceny, Bad Checks	1
Larceny- Other	2
Medical Emergency	45
MV Accident	36
MV Abandoned	1
MV Parking Violation	14
MV Theft	3
MV Violation	122
MVA NR PRIV PROP	7
Neighbor Dispute	1
Noise Complaint	5
Nursing Home Fax Report	2

Incident Statistics Report

12/01/2016 00:00 Thru 12/31/2016 23:59

Call Type Description	Total for Period
Property Check	117
Property Lost/Found	13
Property Seized	1
Record Only Call	23
Road Cond/TCS Out	17
See Complainant	20
Suspicious Activity	51
TEST CALL	7
Threaten/Harass/Intimidation	2
Traffic Assignment	4
Unfounded Complaint	17
Unwanted Person	3
Well Being Check	21
Total:	825



TOWN OF CROMWELL FIELD/FACILITY USE POLICY

FIELDS

This field/facility use policy is for all organizations/groups/individuals wishing to use town fields and facilities. These fields and facilities are located in town parks, Town Hall or on school property.

All organizations/groups/individuals wishing to use town fields or facilities must fill out the attached Field/Facility Use Request Form, pay any applicable fees and supply proof of a valid insurance policy outlined in section VII at the time of booking. **No reservations will be made without this information.** All groups that book these fields and facilities through the Recreation Department must supply rosters for all teams at least 4 weeks prior to the start of use. These rosters will be checked for current residency requirements as specified below.

FIELD MAINTENANCE FEE POLICY

I. General

The Cromwell Parks Department (Under Public Works) is responsible for the maintenance and upkeep of all town fields and parks located in the Town of Cromwell. A written schedule of all games and practices must be submitted 6 weeks prior to use of the fields to ensure proper reservations and field preparation.

Any organization or group wishing to do work or buy items affecting any field/grounds must present the idea in writing and get it approved by the Parks Department prior to purchasing or performing work.

In the event of rain, the Parks Department will make every effort to make all fields playable. If the Department employee deems fields are unplayable, an E-mail will be sent out and it will be posted on the Town's Web site. It is the responsibility of the contact person to inform all of their participants that games or practices are cancelled. If the rain comes after the department employees leave for the day, organizations must be prudent and consider the long range effects of playing before going on a field. No work may be done to the fields by an organization/group/individual. Any work done to the fields will result in cancellation of future reservations for the organization/group/individual.

Examples of conditions that may require the alteration or cancellation of an activity are:

- Standing puddles of water on the field
- Footing that is unsure or slippery
- Ground that is water logged or squishy
- Grass that can be dislodged from the ground easily
- Lightning
- Severe weather storms
- Unsafe facility conditions
- Uses that prove to be destructive or detrimental to the site

If rain persists for multiple days or there are very heavy downpours, no games or practices shall be held until the Park Department employees notify organizations/groups/individuals. If an organization/group/individual ignores this policy and goes on fields/grounds deemed unplayable, the organization/group/individual shall be held monetarily responsible for the time and materials it requires the Town of Cromwell to make all necessary repairs to the field. A report will be prepared and provided to the organization/group/individual containing pictures of the field damage, the amount of time and materials necessary to repair, the cost of those items along with an invoice.

II. Users

(Please see section V. Rental Requirements & Fees for applicable fees)

First Priority Users for all the fields will be given to (in this order)

1. Cromwell Public School teams
2. Cromwell Recreation Department programs
3. Other Cromwell Board of Education activities
4. Cromwell Youth Leagues*
5. In-Town Non-profits 501 (c) (3) groups comprised primarily of Cromwell residents

* Please note that these leagues must belong to an affiliated state or national organization that is responsible for the administration of their sport (i.e. Little League, additional baseball leagues, Youth Football, Travel Soccer, Lacrosse). All team rosters must have 67% or more Cromwell participation of Cromwell residents.

First Priority Users for the Town Hall Gym will be given to (in this order)

1. Cromwell Recreation Department programs
2. Other Town of Cromwell Departments
3. Cromwell Public School Use
4. Cromwell Youth Leagues
5. In-Town Non-profit 501 (c) (3) groups comprised primarily of Cromwell residents

Second Priority Users for all fields/facilities will be given in the following order:

1. Groups or individuals who are residents
2. Non-profit groups 501 (c) (3)

Third Priority users are:

1. For profit clubs, groups, businesses and associations, for youth and/or adults
2. Non-residents and others

Special Events- Include but not limited to any and all events held beyond the regularly scheduled season of an organization/group or event that is held for a limited time on the fields/facilities located within the Town of Cromwell.

III. Conditions of Use

The Town of Cromwell in its sole and absolute discretion, reserves the right to decline rental of the parks, facilities or fields or to cancel the rental of parks, facilities or fields.

Parks, facilities or fields can be reserved only in the name of an adult who represents an approved organization and who agrees in writing to be responsible for organizations behavior on said property.

IV. Mandatory Reservations

Organized athletic activities on town and school property are permitted only on a reservation basis. Persons not having a permit for the use of parks, facilities or fields must give way to all times to a permit holder. Any group of 10 or more persons must apply for a permit usage.

All groups must adhere to the published guidelines of the Cromwell Recreation Department, Cromwell Board of Education or Town of Cromwell ordinances. There is a no authorized usage of alcohol and tobacco products on any Town or Board of Education property with the exception of a permit of exemption for alcohol use at picnics issued by the Cromwell Police Department and picnic permit from Cromwell Recreation Department.

V. Rental Requirements & Fees

All interested parties wishing to rent a field/facility must complete a field/facility use request form. If approval of use is granted, applicants must complete the Town of Cromwell Facility/Field Use contract enclosed and submit the rental fee within 5 business days of approval.

Fees: First Priority Users are exempt from fees
 Second Priority Users must pay a fee of \$25 per hour
 Third Priority Users must pay a fee of \$50 per hour

Special events fee is a flat fee based on locations, extent of event and, maintenance issues. Recreation Director and Public Works Director or his/her designee will determine this fee when given request.

All user groups will be responsible for additional fees associated with the mandatory presences of police, fire and park personnel at their event.

VI. Utility Charges

The Town Manager and Public Works Director of his/her designee may decide that users would be charged for utilities (i.e. field lighting) but would inform the group of this during the reservation process.

VII. Insurance Requirements

All groups using the fields/facilities must supply the Cromwell Recreation Department with proof of liability insurance. The Town of Cromwell requires a minimum of \$1,000,000 liability insurance with the Town listed as an additional insured. Proof of this insurance must be submitted to the Recreation Department at the time of booking.

VIII. Cancellation and Refund Procedures

The Town of Cromwell in its sole and absolute discretion, reserves the right to cancel permission for any group to use a park, facility or field if the purpose of such use is not considered to be in the best interest of the community or neighborhood.

If the Town cancels a permit due to weather or field conditions, all fees will be refunded if it is a one-day event. For long-term usage a re-scheduled date will be given. Please allow up to 15 business days for a refund to be issued.

If police coverage or park maintenance coverage is required, all fee structures and cancellation policies must be in accordance to their contracts with the Town of Cromwell.

No refunds will be made in any amount for failure to show on a reserved rental date. If it is deemed necessary to cancel a permit due to a violation of town policy or town ordinances, all user fees paid will be automatically forfeited.

IX. Additional Supervision

The Town of Cromwell reserves the right to require any lessee or user to provide police protection when deemed necessary. Additional park personnel will be assigned, if deemed necessary, by the Recreation or Public Works Director or their designee; any resulting expenses or costs will be filled to the lessee or user.

X. Appeals Process

All waiver requests to any provision of this policy are to be directed to the Recreation Director. Appeals from the Recreation Director's decision can be made to the Town Manager with a subsequent appeal to the Town Council, if necessary. The decision of the Town Council is final.

FACILITIES

Town Hall Gym

The Town Hall Gym will be made available to user groups as space permits. Please reference Users Section II for user priority and section V Rental Requirements and Fees.

Tennis Courts

Tennis Courts can be reserved on a first-come, first-served basis individually at a rate of \$10.00 per hour per court or \$50 per hour for all six. A permit will be issued upon payment of the applicable fee.

Pavilion Rentals

Pavilion rentals information is available in the Pavilion Rental Packet (available on the Cromwell Recreation Page of the Town Website). Before a reservation for our Parks pavilion can be booked:

- 1) A Pavilion Rental Form must be completed and returned with a \$100 security deposit to the Recreation Office. The deposit is refundable after the function is over and the area used has been inspected for damage, and could take up to two (2) weeks to be returned. If damage exceeds the \$100 deposit, separate billing will be made to cover additional costs for needed repairs and/or cleaning.
- 2) Once the desired date is approved, the rental fee must be **PAID** at the time of reservation. Fee is \$50 for each **FOUR** hour time block for residents which can be booked starting on Feb. 1 of each year and \$100 for each **Four** hour time block non-residents starting on April 1 of each year for dates in that year. No reservations will be taken prior to these dates each year.

Town Council Approved 1/11/2017

Cromwell Recreation Department
41 West Street
Cromwell, CT 06416
www.cromwellct.com

Phone: 860-632-3467 Fax: 860-632-3435

Field/Facility Use Policy
Request Form

Applicant/Organization _____

Address _____ Telephone _____ Cell _____

Primary Contact _____ Email _____

Address _____ Telephone _____ Fax _____

Field/Facility Requested _____ Purpose _____

Time Start _____ Time End _____ # Residents _____ # Non-residents _____

Date(s) requested _____

Attach a separate sheet for rentals or long term field use with dates, times, fields/facilities requested. (i.e. leagues).

It is understood that the use of the fields/facilities by the applicant is subject to any and all of the conditions listed in the Field/Facility Use Policy.

As an authorized representative of the above named organization/group, I agree that I will be fully responsible for the care of the fields/facilities requested and for the complete supervision of all persons entering in connection with this activity. I further agree that this organization/group will reimburse the Town of Cromwell in full for any and all damage to Town property resulting from the requested use. I have read the attached Facility/Field Use Policy and hereby certify that the organization/group which I represent and activity which we are sponsoring fully meets the conditions set forth and hereby agree to observe all of the rules and procedures outlined in the policy. I have also read the Town of Cromwell Policy for Use of Municipal Meeting Rooms which applies to any use of Town facilities.

Applicant Name (please print) _____

Applicant Signature _____

Date _____

Director of Recreation

Date

FEES ARE OUTLINED IN FIELD/FACILITY USE POLICY

Office Use Only:

Contract _____

Insurance _____

Indemnification _____

Fee	Amount	Paid/Received
Deposit		
Rental		
Lights		
Parks		
Police		
Other		
Total		

TOWN OF CROMWELL FIELD USE CONTRACT

Please let it be recognized this agreement between the Town of Cromwell Recreation Department and the _____
Effective _____ to _____. This form shall be filled out and signed each year.

User Group Responsibilities:

1. Agree to abide by the Town of Cromwell Field/Facility Use Policy.
2. Provide on-site supervision during all practices, games, meets and special events. Site supervisor will enforce all park rules and take all necessary action to cease inappropriate behaviors that may be displayed by any team member, visitor, or coach.
3. Contact the Recreation Director immediately (within 24 hours) in the event of any serious injury, mishap, or inappropriate behavior. Please call 860-632-3467.
4. Contact the Public Works Department (860) 632-3400 with any maintenance issues or aspects of the facility that could be considered harmful to users.
5. Provide the Town of Cromwell's Recreation Department with a current copy of proof of insurance with at least **\$1,000,000** general liability insurance policy, naming the Town of Cromwell as an additional named insured. A copy of this certificate must be on file with the Recreation Director before groups can have access to any field. For sport groups, proof of player/participant accident insurance in the amount of at least \$25,000, must also be provided.
6. Keep the facility clean. All equipment will be returned to its designated area, and at no time will equipment be left on the playing areas. All areas shall be free from litter before leaving the facility.
7. In the case of inclement weather, the user will go to our Web site for any cancellation information.

Town of Cromwell Responsibilities:

1. The Town of Cromwell will provide safe and adequate facilities including general maintenance of all areas.
2. The Town will make every attempt to notify the group contact person at least 24 hours prior to any park/facility closings for maintenance or other purpose unless obvious weather conditions or emergency situations force an unforeseen closure.

Liability Release Form:

As a representative of the group listed above, the group recognizes that there are risks of injury involved in participating in recreational activities. Therefore, the group does hereby release the Town of Cromwell and its employees and agents from all liability with respect to an injury received by a member within the group listed above arising from such activities. The organization supervisor, president, or person whose signature appears on the request form assumes full responsibility for following the Town of Cromwell, Field/Facility Use Policy. By signing this form, I agree that the rental payment will be made on time or the dates will be revoked.

Organization	Contact Person, Title	Signature	Date
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Director of Recreation	Signature		Date
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IDEMNIFICATION AGREEMENT FOR USE OF FIELDS/FACILITIES

I am 21 years of age or older and understand the terms of this waiver, release and indemnification agreement and/or I am authorized by the organization listed on the request for Field/Facility Use to execute the agreement on the Organization's behalf. In exchange for myself and/or the Organization being allowed access to Cromwell's fields/facilities, I and/or the organization agree to be bound by each of the following:

Obligation to inspect: The user agrees to inspect the field/facility prior to the start of the activity. If the user believes that anything is unsafe, the user will immediately advise the Town of Cromwell and the user will delay, postpone or cancel the activity until such unsafe condition(s) are remedied.

Assumption of Risk: The user assumes all risks, known and unknown, in any way connected with participation or attendance at the activity. The user accepts the legal responsibility for any liability, injury, loss or damage in any way connected with participation in or attendance at the activity.

Waiver, Release and Indemnification: The user does hereby waive, release and hold harmless the Town of Cromwell, and/or its servants, volunteers, agents and/or employee from any claims for any liability, injury, loss or damage in any way connected with participation in and/or attendance at the activity. In addition, the user agrees to indemnify and hold harmless the Town of Cromwell and its servants, volunteers, agents and employees from any claims made against the Town by any person or entity as a result of participation and/or attendance at the activity. The user will procure and provide the Town the Certificates of Liability Insurance required by the procedure of field/facility use.

Savings Clause: If any part of this Waiver, Release and Indemnification Agreement is invalid, illegal or incapable of being enforced by reason of any rule or law or public policy, all other parts of this Waiver, Release and Indemnification Agreement shall be dependent upon any other part.

I have read this agreement; I am signing this agreement voluntarily for myself or on behalf of the Organization listed on the Request for Field/Facility Use Form.

Printed Name

Signature

Date

Printed Name of Organization, if applicable

January 18, 2017

Mayor Enzo Faienza
Town Hall
41 West St
Cromwell, CT 06416

Dear Mayor Faienza-

I would like to submit my resignation of my position on the Inland Wetlands and Watercourses Agency. I have enjoyed my time serving on the agency, but since my appointment to the Board of Education, I'm not able to make as many meetings as I would like. Thanks again for the opportunity to serve our community.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Scott Lamberson". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

J. Scott Lamberson