


**TOWN OF CROMWELL  
TOWN COUNCIL  
TOWN HALL COUNCIL CHAMBERS  
41 WEST STREET, CROMWELL, CT 06416**

RECEIVED FOR RECORD  
Aug 08, 2022 03:20P  
JoAnn Doyle  
TOWN CLERK  
CROMWELL, CT 

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**AMENDED REGULAR MEETING AGENDA  
Wednesday, August 10, 2022 at 7:00 p.m.**

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. APPROVAL OF AGENDA**
- D. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS**
  - 1. CMS Building Committee Report
  - 2. Review and Revise Building Committee Charge (*propose that the Building Committee follow the Town's Purchasing Policy in all areas*)
- E. MAYOR'S UPDATE**
- F. TOWN MANAGER'S UPDATE**
- G. FINANCIAL/FINANCE DIRECTOR'S UPDATE**
  - 1. Budget Report
  - 2. Tax Refunds
- H. CHIEF OF POLICE'S UPDATE**
- I. PUBLIC WORKS DIRECTOR'S UPDATE**
- J. CITIZEN COMMENTS**
- K. NEW BUSINESS**
  - 1. Community Center Update and Next Steps
  - 2. Tax Deferral Appeal Request
  - 3. Discussion regarding Councilman Waters
  - 4. Discussion and possible action regarding Selection Committee
- L. APPROVAL OF MINUTES**
  - 1. June 8, 2022 Regular Meeting Minutes
  - 2. June 14, 2022 Special Meeting Minutes
  - 3. June 22, 2022 Special Meeting Minutes

**TOWN OF CROMWELL  
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41 WEST STREET, CROMWELL, CT 06416**

4. July 19, 2022 Special Meeting Minutes

**M. RESIGNATIONS**

**N. APPOINTMENTS AND REAPPOINTMENTS**

**1. Appointments:**

- a. Conservation Commission, Faye Tine (U), alternate member for a term expiring 8/5/2026
- b. Conservation Commission, Jamin DeProto (U), alternate member for a term expiring 8/5/2026
- c. Football Field Committee, Kathryn Russ (R), regular member

**2. Reappointments:**

- a. Conservation Commission, Joseph Corlis (D), regular member for a term expiring 1/1/2025
- b. Conservation Commission, Joseph Cap (D), regular member for a term expiring 1/1/2026

**O. INFORMATIONAL ITEMS**

- 1. Senate Bond Request Forms 2022
- 2. Children's Garden

**P. EXECUTIVE SESSION**

- 1. Ratify UPSEU Union Contract (*possible action*)
- 2. Non-Union Employees (*possible action*)

**Q. ADJOURN**





## **Town Council Report August 10, 2022**

After the successful referendum authorizing the funding to move forward with a new Cromwell Middle School, Cromwell's grant request was submitted to the Connecticut Office of School Construction Grants Review through the Department of Administrative Services on June 28. The short list that is presented to the Connecticut State Legislature will be posted in December.

The committee, in collaboration with the town's Finance director, created the Request for Qualification/Proposals to secure the architect and project manager for the next phase of the project. The RFQ/Ps deadline was Friday, Aug. 5 at 10 a.m. The committee anticipates these firms will be under contract with the Town by early-September. The committee will then move to the selection process for the construction manager and commissioning agent.

The building committee is also proposing some revisions to the committee's charge. The reason for the edits is to more clearly state the committee's responsibilities to solicit RFQ/Ps and select the project manager, construction manager and commissioning agent, as well as any other 3rd party service or consulting firm, for the project. The charge today includes only the architect as a required contractor for the committee to bring on board. The suggested updates align with what is expected with the state's Office of School Construction Grants Review, as well as how the process went for the Woodside Intermediate School construction, and will follow the town's policy section D.1. Procedures for Competitive Bidding, unless superseded by the State, with two exceptions

1. Waiving section 2.3 as the building committee's interview sub committee and the town's assistant finance director will serve as the committee to review the responses.
2. Waiving section 3.6 where the committee is able to select the vendor, even if it is not the lowest bid.

Support for these changes will allow the committee to quickly move forward with this important next step of the project. The building committee looks forward to partnering with the finance director and town manager throughout this process and asks the town council to revisit and approve the charge with the modifications presented. A revised charge by the end of August would support the committee's timeline for vendor selection.

At the last building committee meeting, the committee established an interview sub committee. The sub committee's responsibilities will be to set the interview schedule, review the RFQ's, create the short lists, report to the whole committee who their selections are, develop the interview questions with input from the whole committee, and conduct the interviews. The full building committee will be able to attend the interviews, though only the sub-committee will ask the questions.

At a previous committee meeting, an after action review was held to review the pre-referendum phase of the project and to note what went well, opportunities to improve and what the committee wants to continue in the future. A few highlights from the discussion:

#### **What Went Well**

- Communications subcommittee
- Open House event
- The committee's collaboration, teamwork, engagement, and varied work experiences
- Postcards to all community members
- Touring recently renovated middle school

#### **Opportunities to Improve**

- Establish committee first, then have the committee hire architect and owner's rep
- Did not see much engagement, QR scans from Chronicle ad
- Learning curve on town policies and structures, delayed some activities and resulted in missed comms opportunities
- Send a postcard to residents earlier in the process to quell misinformation/rumors
- Need a better system to notify residents of a referendum vote. Recommend a town wide email and text messaging system.

#### **To Continue**

- Ongoing communications with email, text, facebook subscribers
- Continue to solicit feedback from community
- Stream and store meetings via YouTube
- Create a playbook for future building committees to use as guidance

The committee continues to meet approximately every other week on Wednesdays at Cromwell High School and welcomes feedback from the community. To provide feedback you may give public comment at a meeting or email [CMSBuildingCommittee@gmail.com](mailto:CMSBuildingCommittee@gmail.com).

Respectfully Submitted,  
Rosanna Glynn  
Chair, CMS Building Committee



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TOWN OF CROMWELL

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DATE: AUGUST 1, 2022  
TO: ANTHONY J. SALVATORE, TOWN MANAGER  
FROM: MARIANNE SYLVESTER, FINANCE DIRECTOR  
RE: AUGUST TOWN COUNCIL REPORT

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*Marianne*

I am submitting budget reports for fiscal years 2022 and 2023 for the Town Council meeting on August 10th. These reports reflect activity through the end of July.

The Finance Office continues to work with departments to pay final invoices for the 2022 fiscal year. Our auditors have been requesting information to review including payroll, personnel, purchasing, and investment documents. The new fiscal year has not presented any unusual challenges at this point.

Let me know if you have any questions or wish to discuss anything further.

Thank you.

# TOWN OF CROMWELL, CT



## YEAR-TO-DATE BUDGET REPORT

*Fiscal year 2022 Expenditures*

FY 2022 13

JOURNAL DETAIL 2019 1 TO 2023 13

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 TOWN MANAGER'S OFFICE	406,840	3,608	410,448	356,782.68	25.00	53,640.32	86.9%
002 TOWN CLERK'S OFFICE	214,289	0	214,289	210,621.98	574.11	3,092.91	98.5%
003 REGISTRAR OF VOTERS	80,184	0	80,184	72,312.85	3,756.77	4,114.38	94.9%
004 PLANNING COMMISSION	3,525	0	3,525	1,341.31	.00	2,183.69	38.1%
005 ECONOMIC DEVELOPMENT	23,301	0	23,301	20,158.50	.00	3,142.50	86.5%
006 BOARD OF FINANCE	1,350	0	1,350	1,035.24	.00	314.76	76.7%
008 CHARTER REVISION COMM	3,000	0	3,000	1,746.25	.00	2,253.75	24.9%
009 BOARD OF ASSESSMENT APPEALS	1,200	0	1,200	526.55	.00	673.45	43.9%
010 ZONING BOARD OF APPEALS	1,250	0	1,250	552.56	.00	697.44	44.2%
011 INLAND WETLANDS	2,300	0	2,300	614.93	.00	1,685.07	26.7%
012 COMM. FOR DISABLED PEOPLE	100	0	100	.00	.00	100.00	.0%
013 DONATIONS AND DUES	48,808	0	48,808	47,889.48	.00	918.52	98.1%
014 TOWN COUNCIL	41,361	0	41,361	40,595.50	.00	765.50	98.1%
015 LEGAL EXPENSE	227,100	0	227,100	178,247.82	520.00	48,332.18	78.7%
016 CENTRAL SERVICES	204,551	0	204,551	197,717.05	1,238.28	5,595.67	97.3%
017 INSURANCE EXPENSE	595,700	0	595,700	573,207.46	.00	22,492.54	96.2%
018 GENERAL EXPENSE	744,002	106,555	850,557	843,396.94	3,000.00	4,160.19	99.5%
019 DEVELOPER/PLANNER	139,195	0	139,195	135,638.66	.00	3,556.34	97.4%
020 FINANCE DEPARTMENT	437,765	0	437,765	424,796.51	374.00	12,594.49	97.1%
021 TAX COLLECTOR	158,183	0	158,183	152,924.40	.00	5,258.60	96.7%
022 ASSESSOR'S OFFICE	243,706	0	243,706	238,496.43	.00	5,209.57	97.9%
030 PUBLIC WORKS ADMIN.	292,263	0	292,263	257,903.42	.00	34,359.58	88.2%
031 ENGINEERING	246,304	0	246,304	227,943.57	3,312.50	15,047.93	93.9%
032 SOLID WASTE REMOVAL	723,962	-4,000	719,962	646,556.56	2,747.21	70,658.23	90.2%
033 BUILDING INSPECTION	198,829	0	198,829	194,136.92	.00	4,692.08	97.6%
034 HIGHWAY DEPT.	1,446,517	-5,500	1,441,017	1,292,641.77	26,216.17	122,159.06	91.5%
035 BUILDING MAINTENANCE	681,727	0	681,727	687,195.32	3,179.38	-8,647.70	101.3%
036 PARKS & GROUNDS	443,993	0	443,993	341,970.81	12,679.99	89,342.20	79.9%
037 PUBLIC WORKS-OTHER	424,000	0	424,000	414,975.27	6,030.64	2,994.09	99.3%
038 VEHICLE MAINTENANCE	318,952	9,500	328,452	301,026.12	22,011.38	5,414.50	98.4%
040 POLICE DEPARTMENT	3,664,392	0	3,664,392	3,530,364.39	8,042.57	125,985.04	96.6%
041 EMERGENCY MANAGEMENT	19,050	0	19,050	15,808.91	2,241.09	1,000.00	94.8%
042 ANIMAL CONTROL	92,822	0	92,822	90,167.57	.00	2,654.43	97.1%
050 HEALTH DEPARTMENT	216,639	0	216,639	199,474.78	823.31	16,340.91	92.5%
051 HUMAN SERVICES	132,061	0	132,061	130,096.44	.00	1,964.56	98.5%
053 SENIOR SERVICES	128,121	0	128,121	126,211.92	220.02	1,689.06	98.7%
054 YOUTH SERVICES	107,009	0	107,009	67,741.75	277.84	38,989.41	63.6%
055 TRANSPORTATION SERVICES	154,230	0	154,230	140,355.15	443.31	13,431.54	91.3%
060 RECREATION DEPARTMENT	276,255	0	276,255	272,369.23	.00	3,891.77	98.6%
061 LIBRARY	634,469	0	634,469	581,019.45	162.02	53,287.53	91.6%
070 BONDED DEBT	3,651,450	0	3,651,450	3,400,494.00	.00	250,956.00	93.1%
080 EMPLOYEE BENEFITS	4,008,240	-3,608	4,004,632	3,767,731.70	8,072.50	228,827.80	94.3%
090 BOARD OF EDUCATION	32,750,000	0	32,750,000	32,788,916.78	.00	-38,916.78	100.1%
119 DEVELOPMENT COMPLIANCE	113,515	0	113,515	106,589.46	.00	6,925.54	93.9%



# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



FOR 2022 13		JOURNAL DETAIL 2019 1 TO 2023 13						
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
120	CONSERVATION COMMISSION	1,210	0	1,210	169.18	.00	1,040.82	14.0%
	TOTAL GENERAL FUND	54,303,720	106,555	54,410,275	53,079,457.57	105,948.09	1,224,869.47	97.7%

# TOWN OF CROMWELL, CT



## YEAR-TO-DATE BUDGET REPORT

*Fiscal year 2022 Revenue*

FOR 2022 13

JOURNAL DETAIL 2019 1 TO 2023 13

ACCOUNTS FOR:	GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
001							
002	TOWN CLERK'S OFFICE	-294,500	0	-294,500	-437,203.85	142,703.85	148.5%
021	TAX COLLECTOR	-46,163,159	0	-46,163,159	-46,775,533.50	612,374.50	101.3%
022	ASSESSOR'S OFFICE	-1,000	0	-1,000	-276.00	-724.00	27.6%
030	PUBLIC WORKS ADMIN.	-45,900	0	-45,900	-68,122.86	22,222.86	148.4%
033	BUILDING INSPECTION	-350,000	0	-350,000	-395,460.87	45,460.87	113.0%
040	POLICE DEPARTMENT	-86,800	0	-86,800	-112,519.35	25,719.35	129.6%
042	ANIMAL CONTROL	-550	0	-550	-550.00	0.00	0.0%
050	HEALTH DEPARTMENT	-25,000	0	-25,000	-27,135.00	2,135.00	108.5%
053	SENIOR SERVICES	-1,500	0	-1,500	-654.00	-846.00	43.6%
061	LIBRARY	-2,500	0	-2,500	-1,369.72	-1,130.28	54.8%
206	BOARDS & COMMISSIONS	-9,500	0	-9,500	-14,265.10	4,765.10	150.2%
207	STATE OF CONNECTICUT	-5,371,399	0	-5,371,399	-5,518,750.30	147,351.30	102.7%
208	MISCELLANEOUS SOURCES	-531,712	0	-531,712	-1,940,829.76	1,409,117.76	365.0%
999	FUND BALANCE	-1,420,200	0	-1,420,200	.00	-1,420,200.00	.0%
	TOTAL GENERAL FUND	-54,303,720	0	-54,303,720	-55,292,120.31	988,400.31	101.8%



# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT

*Fiscal year 2023 Expenditures*



FOR 2023 13

JOURNAL DETAIL 2019 1 TO 2023 13

ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP.	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001								
001	TOWN MANAGER'S OFFICE	387,846	0	387,846	27,821.97	3,294.04	356,729.99	8.0%
002	TOWN CLERK'S OFFICE	215,953	0	215,953	14,774.57	319.04	200,859.39	7.0%
003	REGISTRAR OF VOTERS	80,209	0	80,209	2,619.62	119.04	77,470.34	3.4%
004	PLANNING COMMISSION	3,525	0	3,525	101.62	167.35	3,256.03	7.6%
005	ECONOMIC DEVELOPMENT	22,302	0	22,302	.00	.00	22,302.00	.0%
006	BOARD OF FINANCE	1,350	0	1,350	81.50	.00	1,268.50	6.0%
008	CHARTER REVISION COMM	3,000	0	3,000	120.50	.00	2,879.50	4.0%
009	BOARD OF ASSESSMENT APPEALS	1,200	0	1,200	.00	.00	1,200.00	.0%
010	ZONING BOARD OF APPEALS	1,250	0	1,250	88.62	167.35	1,994.03	20.5%
011	INLAND WETLANDS	1,900	0	1,900	113.50	.00	1,786.50	6.0%
012	COMM. FOR DISABLED PEOPLE	100	0	100	.00	.00	100.00	.0%
013	DONATIONS AND DUES	49,872	0	49,872	16,318.00	29,019.00	4,535.00	90.9%
014	TOWN COUNCIL	42,130	0	42,130	2,250.00	37,480.00	2,400.00	94.3%
015	LEGAL EXPENSE	232,100	0	232,100	.00	186,000.00	46,100.00	80.1%
016	CENTRAL SERVICES	210,401	0	210,401	19,758.43	160,611.34	30,031.23	85.7%
017	INSURANCE EXPENSE	607,610	0	607,610	164,245.20	414,778.20	28,586.60	95.3%
018	GENERAL EXPENSE	734,002	0	734,002	745,729.15	.00	8,272.85	98.9%
019	DEVELOPER/PLANNER	140,299	0	140,299	11,535.60	.00	128,763.40	8.2%
020	FINANCE DEPARTMENT	443,179	0	443,179	49,578.72	119.04	393,481.24	11.2%
021	TAX COLLECTOR	159,943	0	159,943	10,663.02	218.68	149,061.30	6.8%
022	ASSESSOR'S OFFICE	246,990	0	246,990	23,282.73	5,260.00	218,447.27	11.6%
030	PUBLIC WORKS ADMIN.	279,922	0	279,922	8,457.40	29,194.22	242,270.38	13.5%
031	ENGINEERING	246,354	0	246,354	16,326.40	15,361.42	214,666.18	12.9%
032	SOLID WASTE REMOVAL	878,220	0	878,220	19,310.34	549,206.00	309,703.66	64.7%
033	BUILDING INSPECTION	210,771	0	210,771	15,086.92	3,239.70	192,444.38	8.7%
034	HIGHWAY DEPT.	1,505,106	0	1,505,106	63,821.77	142,556.94	1,298,727.29	13.7%
035	BUILDING MAINTENANCE	656,972	0	656,972	36,642.60	122,419.35	497,910.05	24.2%
036	PARKS & GROUNDS	451,431	0	451,431	24,640.85	50,899.00	375,891.15	16.7%
037	PUBLIC WORKS-OTHER	449,000	0	449,000	71,570.07	100,989.93	276,440.00	38.4%
038	VEHICLE MAINTENANCE	330,200	0	330,200	7,599.86	106,630.78	215,969.36	34.6%
040	POLICE DEPARTMENT	3,837,472	0	3,837,472	308,657.66	135,180.38	3,393,633.96	11.6%
041	EMERGENCY MANAGEMENT	21,050	0	21,050	1,000.00	800.00	19,250.00	8.6%
042	ANIMAL CONTROL	95,414	0	95,414	16,116.04	.00	79,297.96	16.9%
050	HEALTH DEPARTMENT	205,377	0	205,377	17,005.80	58,093.77	130,277.43	36.6%
051	HUMAN SERVICES	137,217	0	137,217	11,100.45	119.04	125,997.51	8.2%
053	SENIOR SERVICES	136,972	0	136,972	8,828.20	10,998.28	117,145.52	14.5%
054	YOUTH SERVICES	107,755	0	107,755	1,580.82	4,740.00	101,434.18	5.9%
055	TRANSPORTATION SERVICES	152,064	0	152,064	9,244.65	8,920.00	133,899.35	11.9%
060	RECREATION DEPARTMENT	277,639	0	277,639	26,257.09	23,194.51	228,187.40	17.8%
061	LIBRARY	653,393	0	653,393	64,898.07	39,331.32	549,163.61	16.0%
070	BONDED DEBT	3,429,499	0	3,429,499	.00	.00	3,429,499.00	.0%
080	EMPLOYEE BENEFITS	4,208,128	0	4,208,128	366,974.77	1,675,045.83	2,166,107.40	48.5%
090	BOARD OF EDUCATION	33,996,415	0	33,996,415	19,568.96	.00	33,976,846.04	.1%
119	DEVELOPMENT COMPLIANCE	109,799	0	109,799	8,225.16	250.00	101,323.84	7.7%

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



FOR 2023 13

JOURNAL DETAIL 2019 1 TO 2023 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
120 CONSERVATION COMMISSION	1,210	0	1,210	.00	.00	1,210.00	.0%
TOTAL GENERAL FUND	55,982,541	0	55,982,541	2,211,996.63	3,914,723.55	49,855,820.82	10.9%



# TOWN OF CROMWELL, CT



## YEAR-TO-DATE BUDGET REPORT

*Fiscal year 2023 revenues*

FOR 2023 13

JOURNAL DETAIL 2019 1 TO 2023 13

ACCOUNTS FOR:	GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
001							
002	TOWN CLERK'S OFFICE	-372,000	0	-372,000	-19,384.00	-352,616.00	5.2%
021	TAX COLLECTOR	-47,894,122	0	-47,894,122	-7,037,858.33	-40,856,263.67	14.7%
022	ASSESSOR'S OFFICE	-500	0	-500	.00	-500.00	.0%
030	PUBLIC WORKS ADMIN.	-45,900	0	-45,900	-1,093.50	-44,806.50	2.4%
033	BUILDING INSPECTION	-350,000	0	-350,000	-26,710.00	-323,290.00	7.6%
040	POLICE DEPARTMENT	-99,800	0	-99,800	-70.00	-99,730.00	.1%
042	ANIMAL CONTROL	-550	0	-550	.00	-550.00	.0%
050	HEALTH DEPARTMENT	-25,000	0	-25,000	-235.00	-24,765.00	.9%
053	SENIOR SERVICES	-500	0	-500	.00	-500.00	.0%
061	LIBRARY	0	0	0	-39.34	39.34	100.0%
206	BOARDS & COMMISSIONS	-9,500	0	-9,500	-604.00	-8,896.00	6.4%
207	STATE OF CONNECTICUT	-5,627,265	0	-5,627,265	.00	-5,627,265.00	.0%
208	MISCELLANEOUS SOURCES	-578,404	0	-578,404	-52,958.00	-525,446.00	9.2%
999	FUND BALANCE	-979,000	0	-979,000	.00	-979,000.00	.0%
	TOTAL GENERAL FUND	-55,982,541	0	-55,982,541	-7,138,952.17	-48,843,588.83	12.8%

Condition(s) : Bill Dist/Susp/Bank Address	Name Address	Prop Loc/Vehicle Info. UniqueID/Reason	Paid Date	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2020-03-0051804	CAMERON JEFFREY T 1 SPRINGDALE RD CROMWELL CT 06416-2540	2014/KMHDH4AEXEU029058 51804 Sec. 12-129 Refund of Excess Payments.	7/28/2022	48.26 145.98	0.00 12.54	0.00 5.00	48.26 163.52	-97.72
2020-03-0053996	ENTERPRISE FM TRUST 9315 OLIVE BLVD SAINT LOUIS MO 63132-3211	2018/4S3GTA62J3707423 53996 Sec. 12-129 Refund of Excess Payments.	3/25/2022	199.49 398.96	0.00 0.00	0.00 0.00	199.49 398.96	-199.47
M007	ENTERPRISE FM TRUST 9315 OLIVE BLVD SAINT LOUIS MO 63132-3211	2019/4S4SABC2K3308705 54015 Sec. 12-129 Refund of Excess Payments.	3/25/2022	369.70 554.28	0.00 0.00	0.00 0.00	369.70 554.28	-184.58
M007	ENTERPRISE FM TRUST 9315 OLIVE BLVD SAINT LOUIS MO 63132-3211	2019/JF2GTAC9K8303482 54016 Sec. 12-129 Refund of Excess Payments.	3/25/2022	352.14 527.95	0.00 0.00	0.00 0.00	352.14 527.95	-175.81
M007	ENTERPRISE FM TRUST 9315 OLIVE BLVD SAINT LOUIS MO 63132-3211	2018/KNMAT2WV7JF570549 58711 Sec. 12-129 Refund of Excess Payments.	6/2/2022	355.10 426.29	0.00 0.00	0.00 0.00	355.10 426.29	-71.19
M013	SACRAMENTO CA 95865-4648 ENTERPRISE FM TRUST 9315 OLIVE BLVD	Sec. 12-129 Refund of Excess Payments. 2020/3N6CM0KN7LK707259 80700	6/29/2022	360.60 450.32	0.00 0.00	0.00 0.00	360.60 450.32	-89.72
S804	ST. LOUIS MO 63132 ENTERPRISE FM TRUST 9315 OLIVE BLVD	Sec. 12-129 Refund of Excess Payments. 2020/3N6CM0KN3LK706805 80701	6/29/2022	405.46 450.32	0.00 0.00	0.00 0.00	405.46 450.32	-44.86
S804	ST. LOUIS MO 63132 ENTERPRISE FM TRUST 9315 OLIVE BLVD	Sec. 12-129 Refund of Excess Payments. 2020/3N6CM0KN0LK705840 80703	6/29/2022	360.60 450.32	0.00 0.00	0.00 0.00	360.60 450.32	-89.72
S804	ST. LOUIS MO 63132 ENTERPRISE FM TRUST 9315 OLIVE BLVD	Sec. 12-129 Refund of Excess Payments. 2020/3N6CM0KN1LK707631 80704	6/29/2022	360.60 450.32	0.00 0.00	0.00 0.00	360.60 450.32	-89.72
S804	ST. LOUIS MO 63132 VARRICCHIO NICHOLAS A 14 TIMBER HILL RD	Sec. 12-129 Refund of Excess Payments. 2017/1C4R3FBG6HC787726 82128	1/28/2022	271.44 596.91	0.00 0.00	0.00 0.00	271.44 596.91	-325.47
2020-04-0082360	TOYOTA LEASE TRUST 3200 WEST RAY ROAD CHANDLER AZ 85226	Sec. 12-129 Refund of Excess Payments. 2021/4T1K61AK0MU519167 82360	6/21/2022	520.72 650.30	0.00 0.00	0.00 0.00	520.72 650.30	-129.58
2021-03-0052654	COWPER JUDITH A + COWPER GEORGE C 52 MISSIONARY RD CROMWELL CT 06416	Sec. 12-129 Refund of Excess Payments. 2005/2T1BR30E45C379612 52654	7/22/2022	80.60 107.44	0.00 0.00	0.00 0.00	80.60 107.44	-26.84
2021-03-0054072	FAIENZA VINCENT 98 COOPER LANE STAFFORD SPRINGS CT 06076	Sec. 12-129 Refund of Excess Payments. 2020/1G1Y72D48L5111936 54072	7/14/2022	1,791.63 2,150.80	0.00 0.00	0.00 0.00	1,791.63 2,150.80	-359.17
2021-03-0054119	FACSIANI NATALIA D + C/O LORENZO FASCI 41 MORRIS RD CROMWELL CT 06416-2146	Sec. 12-129 Refund of Excess Payments. 2014/2T1BURHE4EC227626 54119	7/26/2022	224.44 269.42	0.00 0.00	0.00 0.00	224.44 269.42	-44.98
2021-03-0057274	LOZA RICHARD E 12 OAKWOOD MNR CROMWELL CT 06416-1603	Sec. 12-129 Refund of Excess Payments. 2011/1J4HA5H1XB1527405 57274	8/3/2022	377.99 453.79	0.00 0.00	0.00 0.00	377.99 453.79	-75.80
2021-03-0057666	MASTROMARINO ANTHONY 2216 CROMWELL HILLS DR CROMWELL CT 06416-1806	Sec. 12-129 Refund of Excess Payments. 2002/5TEVL52NX22119311 57666	7/29/2022	65.26 111.99	0.00 0.00	0.00 0.00	65.26 111.99	-46.73
2021-03-0058585	NISSAN INFINITI LT LLC P O BOX 254648 SACRAMENTO CA 95865	Sec. 12-129 Refund of Excess Payments. 2018/SJKCH5CR2JA005397 58585	7/1/2022	156.38 625.51	0.00 0.00	0.00 0.00	156.38 625.51	-469.13
M015	PANTANELLA CHRISTINE 55A NORTH RD CROMWELL CT 06416-1007	Sec. 12-129 Refund of Excess Payments. 2008/1J8HR58N08C130904 59083	7/13/2022	145.21 174.31	0.00 0.00	0.00 0.00	145.21 174.31	-29.10
TOTAL	18			6,445.62 8,995.21	0.00 12.54	0.00 5.00	6,445.62 9,012.75	-2,549.59





# CROMWELL POLICE DEPARTMENT

---

*Denise Lamontagne*  
*Chief of Police*

## MEMO

**TO:** Anthony Salvatore  
Town Manager

**FROM:** Chief Denise Lamontagne 

**SUBJECT:** Town Council Report

**DATE:** August 2, 2022

In preparation for the August Town Council meeting, I am providing you the July monthly statistics.

Response to Aggression/Resistance: one (2 officers)

Civilian Complaints: none

Training:

- Officer Jespersen: At Scene Traffic Crash/Traffic Homicide Investigation (1 of 3 Accident Investigation courses).
- Chief Lamontagne and Detective Jones: CISS User Training
- Chief Lamontagne: COLLECT Recertification Training
- Officer Pietraroia: Breath Alcohol Testing Instructor Certification
- Officer Brooks: DARE Instructor Training

Officer Sylwia Visconti and Officer Nathan Cyr will be graduated the Police Officer Standards and Training academy on July 28, 2022. Officer Cyr has begun his Field Training. Officer Visconti is injured and on light duty until her surgery date. Once she is able to return to full duty she will begin her Field Training (in approx. 6 months).

## Incident Statistics Report

07/01/2022 00:00 Thru 07/31/2022 23:59

Call Type Description	Total for Period
911 Hang Up Call	8
Administrative Matter	66
Alarm - All types	13
ALARM-FALSE BILLABLE	34
All Other Offenses	5
Animal Complaint	51
Assault, Simple	2
Assist Motorist	35
Assist Other Agency	26
Burglary	1
CAR WASH	58
Civil Matter	5
Counterfeit/Forgery	1
Criminal Mischief / Vandalism	4
Dis Conduct/BOP	1
Domestic Incident	6
Drug/Narcotic Violation	1
DUI	2
Dumping	3
Escort	5
Family Offenses, Nonviolent	1
Fight/Disturbance	1
Fingerprinting	18
FV Protocol / P.A.	12
Identity Theft	4
Impaired / Intox Person	2
Intoxicated Driver	1
Juvenile Incident	6
K-9 Assist	2
Larceny - From Building	4
Larceny - From MV	3
Larceny - MV Parts/Access	6
LARCENY - FROM MV/RECORD ONLY	2
Larceny -Shoplifting	11
Larceny- Other	3
MEDICAL - OXYGEN REPLACEMENT	1
Medical Emergency	39
MEDICATION DISPOSAL BOX	1
MV Accident	31



## Incident Statistics Report

07/01/2022 00:00 Thru 07/31/2022 23:59

Call Type Description	Total for Period
MV Abandoned	1
MV Parking Violation	8
MV Theft	1
MV Violation	100
MV VIOLATION ATTEMPTED	5
MVA NR PRIV PROP	14
Noise Complaint	10
Nursing Home Fax Report	9
Property Check	375
Property Lost/Found	13
Property Seized	1
Record Only Call	8
Road Cond/TCS Out	16
See Complainant	47
Serve Warrant INFO	2
Suspicious Activity	67
TEST CALL	8
Threaten/Harass/Intimidation	2
Town Ordinance	4
Traffic Assignment	12
Trespassing	1
Unfounded Complaint	30
Untimely Death	3
Unwanted Person	5
Well Being Check	29
<b>Total:</b>	<b>1246</b>

## Monthly NIBRS Statistics

07/01/2022 00:00 Thru 07/31/2022 23:59

Call Description		Curr Mth	Prev Mth	% Chg	Prev Year	% Chg	Year To Date	Year To Date 2021	% Chg
		07/ 2022	06/ 2022	Mth to Mth	07/2021	Mth to Yr	1/1 - 07/31/2022	1/1 - 07/31/2021	2022 / 2021
100	Kidnap/Abduction	1	0	% +100	0	% +100	1	0	% +100
11A	Forcible Rape	0	1	% 100	0	% 0	1	0	% +100
11D	Forcible Fondling	1	0	% +100	0	% +100	5	2	% +150
120	Robbery	0	0	% 0	0	% 0	1	2	% -50
13A	Aggravated Assault	2	1	% +100	0	% +200	5	0	% +500
13B	Simple Assault	5	0	% +500	7	% -28.	23	30	% -23.
13C	Intimidation	1	1	% 0	11	% -90.	20	33	% -39.
200	Arson	0	0	% 0	0	% 0	0	1	% -100
210	Extortion/Blackmail	0	0	% 0	0	% 0	1	0	% +100
220	Burglary/Breaking and Enter	1	4	% -75	4	% -75	11	14	% -21.
23C	Shoplifting	8	19	% -57.	11	% -27.	100	72	% +38.8
23D	Theft From Building	1	0	% +100	4	% -75	14	12	% +16.6
23F	Theft From Vehicle	5	6	% -16.	2	% +150	40	14	% +185.
23G	Theft of MV Parts or Access	5	9	% -44.	7	% -28.	49	32	% +53.1
23H	All other Larceny	3	1	% +200	0	% +300	15	8	% +87.5
240	Motor Vehicle Theft	1	7	% -85.	5	% -80	16	14	% +14.2
250	Counterfeiting/Forgery	3	0	% +300	0	% +300	10	3	% +233.
26A	False Pretenses/Swindle/Con	0	0	% 0	1	% 100	3	8	% -62.
26B	Credit Card/Automatic Telle	3	3	% 0	1	% +200	14	5	% +180
26C	Impersonation	0	0	% 0	0	% 0	1	2	% -50
26E	Wire Fraud	0	0	% 0	1	% 100	2	3	% -33.
26F	Identity Theft	1	1	% 0	0	% +100	6	7	% -14.
270	Embezzlement	0	0	% 0	0	% 0	3	3	% 0
290	Destruction/Damage/Vandalis	5	10	% -50	5	% 0	60	32	% +87.5
35A	Drug Narcotic Violations	2	0	% +200	1	% +100	11	11	% 0
35B	Drug Equipment Violations	2	3	% -33.	1	% +100	18	10	% +80
36B	Statutory Rape	0	0	% 0	0	% 0	1	0	% +100
40A	Prostitution	0	0	% 0	0	% 0	0	4	% -25
520	Weapon Law Violations	0	0	% 0	0	% 0	3	2	% +50
720	Animal Cruelty	0	0	% 0	0	% 0	0	1	% -100
90A	Fraud-Insufficient Funds Ch	0	0	% 0	0	% 0	0	1	% -100
90C	Disorderly Conduct	3	4	% -25	6	% -50	27	18	% +50
90D	Driving under the Influence	2	1	% +100	3	% -33.	23	18	% +27.7
90F	Family Offenses, Nonviolent	0	0	% 0	1	% 100	3	8	% -62.
90J	Trespass of Real Property	5	3	% +66.6	9	% -44.	23	22	% +4.54
90Z	All Other Offenses	12	4	% +200	12	% 0	51	41	% +24.3
Report Totals:		72	78	% -7.6	92	% -21.	561	433	% +29.5



## Cromwell Community Center Program

Space Division	Quantity	Square Footage	Subtotal	Notes
<b>ENTRANCE</b>				exterior covered canopy
Entry Vestibule	1	200	200	wide enough for car and bus
Welcoming Lobby	1	500	500	inviting / 4 people signage
Lounge/café	1	500	500	
Gift Shop	1	500	500	
Storage	1	200	200	
<b>ADMINISTRATIVE OFFICES</b>				
<b>Recreation Services</b>				
Director Office	1	200	200	
Assistant Office	1	120	120	
Admin open work area	1	400	400	
Program Coordinator				
Monitor - front desk				
<b>Human/Social Services</b>				include a private discrete entry
Director Office	1	200	200	
Social Worker Office	1	120	120	
Human Services Assistant	1	120	120	
Waiting Area	1	120	120	
Food Bank	1	800	800	
Storage	1	200	200	
<b>Senior Services</b>			0	
Assistant	1	120	120	
Outreach Coordinator	1	120	120	
<b>Youth Services</b>				
Admin Office	1	120	120	
Assistant Office	1	120	120	
1 on 1 Counseling Room	1	200	200	
Group Family Meeting Room	1	500	500	8-10 people sitting area - circle
Family waiting room	1	150	150	Private
<b>Transportation Services</b>				
Dispatcher Office	1	120	120	
Copy /schedule area	1	200	200	4 drivers
<b>Support Spaces</b>				
Copy Room/Mail Room	1	250	250	central to offices
Nurse Office	1	200	200	
Loan Closet	1	100	100	



**SILVER/PETRUCELLI + ASSOCIATES**  
Architects / Engineers / Interior Designers  
3190 Whitney Avenue, Hamden, CT 06518  
Tel: 203 230 9007 Fax: 203 230 8247  
www.silverpetrucci.com



## Cromwell Community Center Program

Space Division	Quantity	Square Footage	Subtotal	Notes
<b>PROGRAM ROOMS</b>				
Gymnasium	1	8250	8,250	high school basket ball court
perimeter walking track above	1	2800	2,800	with bleachers
Storage	1	300	300	
Fitness Center	1	2000	2,000	
Dance Studio	1	1000	1,000	
Lockers - showers	2	600	1,200	assumes no rentals
Kitchen	1	800	800	
Storage/Freezer/Refrigerator	1	350	350	
Multipurpose Room	1	2400	2,400	divide into 2 or 3 rooms, seat 150-200 @ tables & chairs
Stage	1	800	800	
Storage	1	300	300	
Game Room	1	800	800	
Arts & Crafts	1	1000	1,000	
Kiln	1	100	100	
Storage	1	100	100	
<b>BUILDING SUPPORT</b>				
Bathrooms	4	200	800	
Family Bathroom	1	100	100	
Custodial	2	100	200	
Storage	6	100	600	
Mechanical	1	1000	1,000	
Electrical	2	150	300	
Water Room	1	300	300	
Data	2	100	200	
SUBTOTAL			32,080	
<b>CIRCULATION &amp; STRUCTURE - GROSS SQ FT FACTOR - 30%</b>			9,624	
<b>OVERALL PROGRAM GROSS SQ FT</b>			<b>41,704</b>	
<b>OUTDOOR</b>				
Pool				plan for future use
Bocce Ball Court				
Pickle ball				
Cornhole				
Garden				
Patio				seat 20-30 people
Covered parking for 5 buses				
Parking quantity	based on 3 - 6 per 1000 sq ft =121-242 parking spots, determine how many anticipated visitors per day			



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INDUSTRIAL TO BE BUILT

MOUNTAIN BIKE AND WALKING TRAILS

GAS EASEMENT

WETLANDS

RETENTION POND

FIELDS (REAR UNDER UTILIZED)

VERNAL POOL

TENNIS - NEW

BASKETBALL (RUNDOWN)

PARKS DEPARTMENT

SKATE PARK

FARM

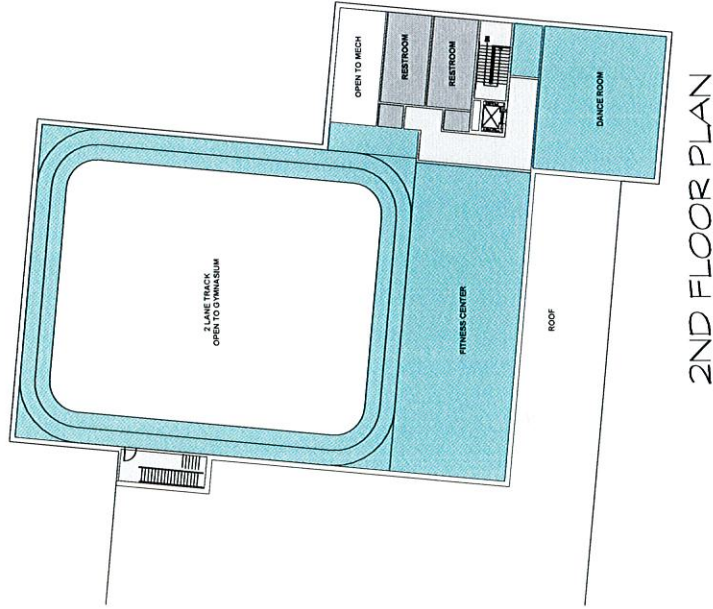
PLAYGROUND/SPLASH PAD

PAVILION - NEEDS REPAIRS/ REBUILD & RELOCATE?)

MIDDLE SCHOOL

SUN PATH





2ND FLOOR PLAN



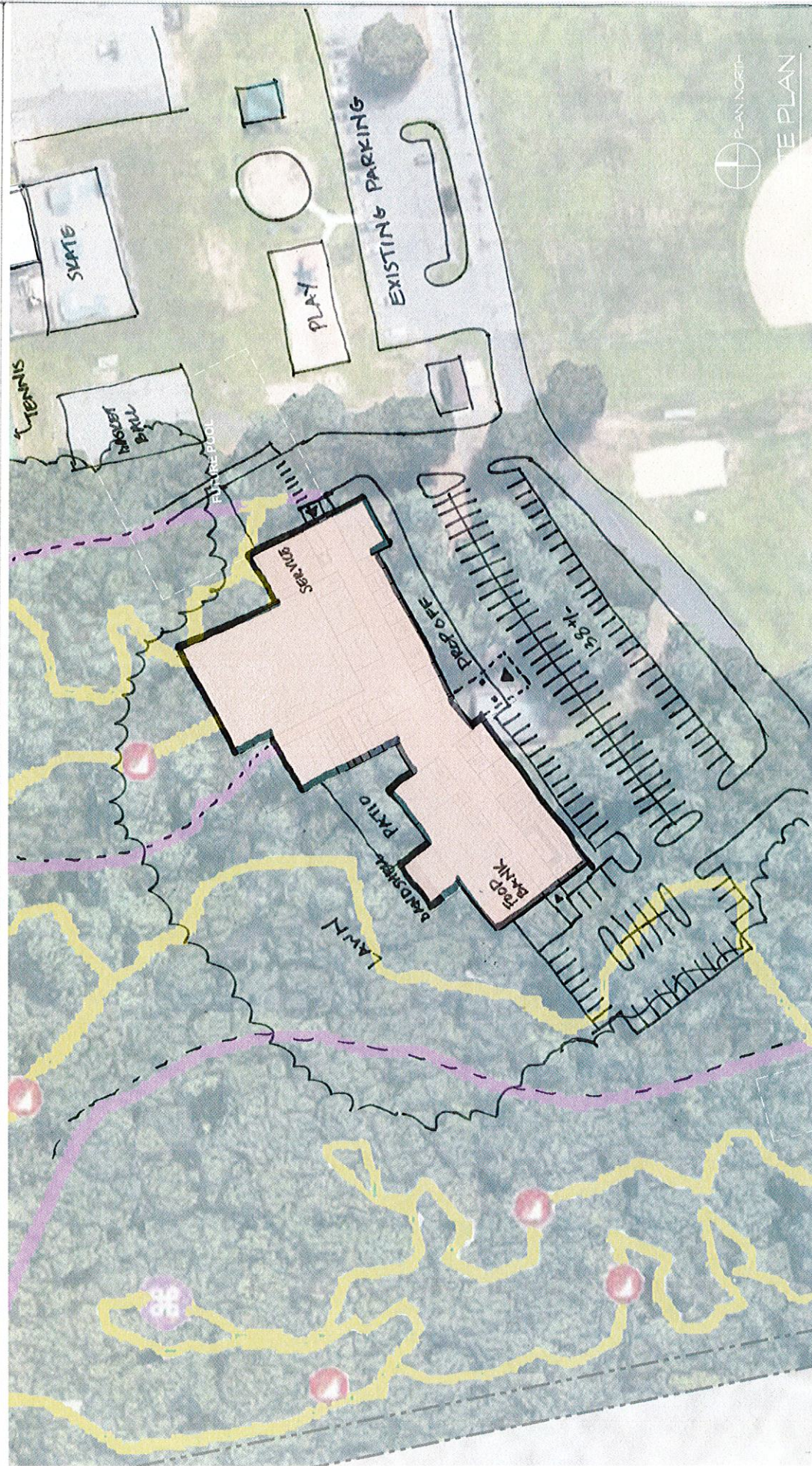
MAIN FLOOR PLAN

# 1 CONCEPTUAL OPTION 1

1"=32'-0"

## CROMWELL COMMUNITY CENTER STUDY @ WATROUS PARK





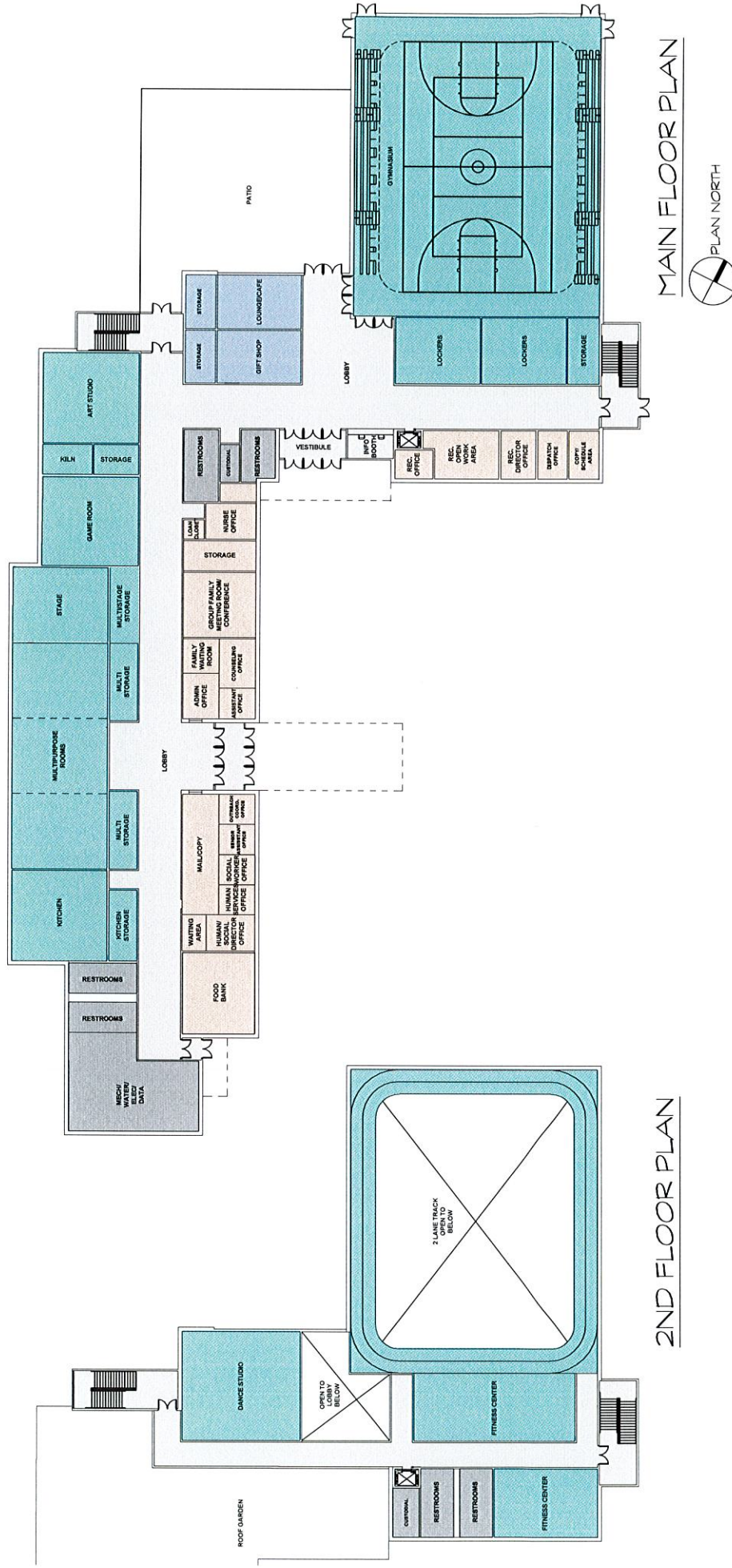
## CROMWELL COMMUNITY CENTER STUDY

@ WATROUS PARK

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 Tel: 203 230 9007 Fax: 203 230 8247  
[www.silverpetrucelli.com](http://www.silverpetrucelli.com)

**1** CONCEPTUAL OPTION 1  
 1"=64'-0"

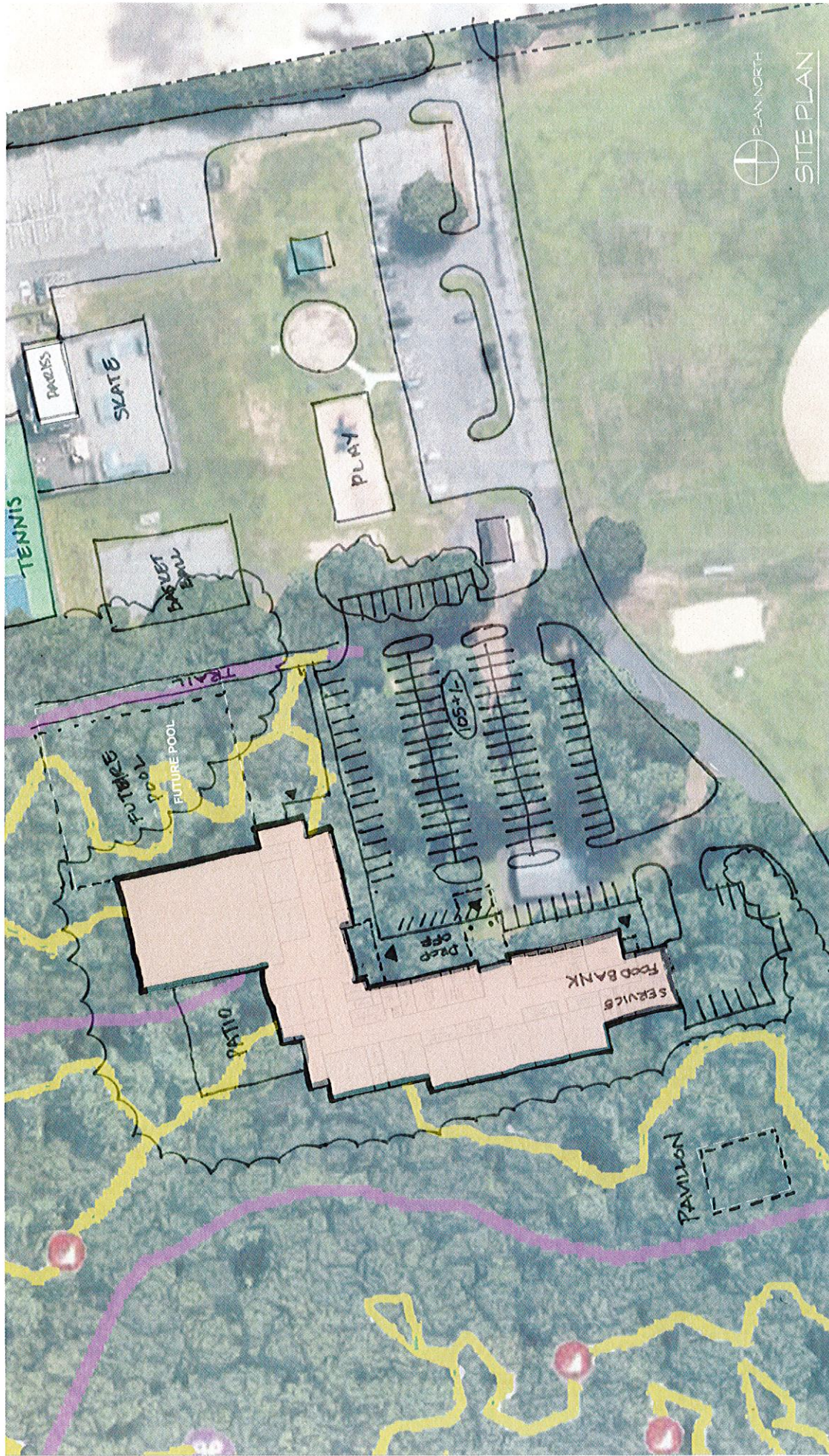




# CROMWELL COMMUNITY CENTER STUDY

@ WATROUS PARK






## CROMWELL COMMUNITY CENTER STUDY

@ WATROUS PARK

2 CONCEPTUAL OPTION 2  
1-64-O





PLAN NORTH

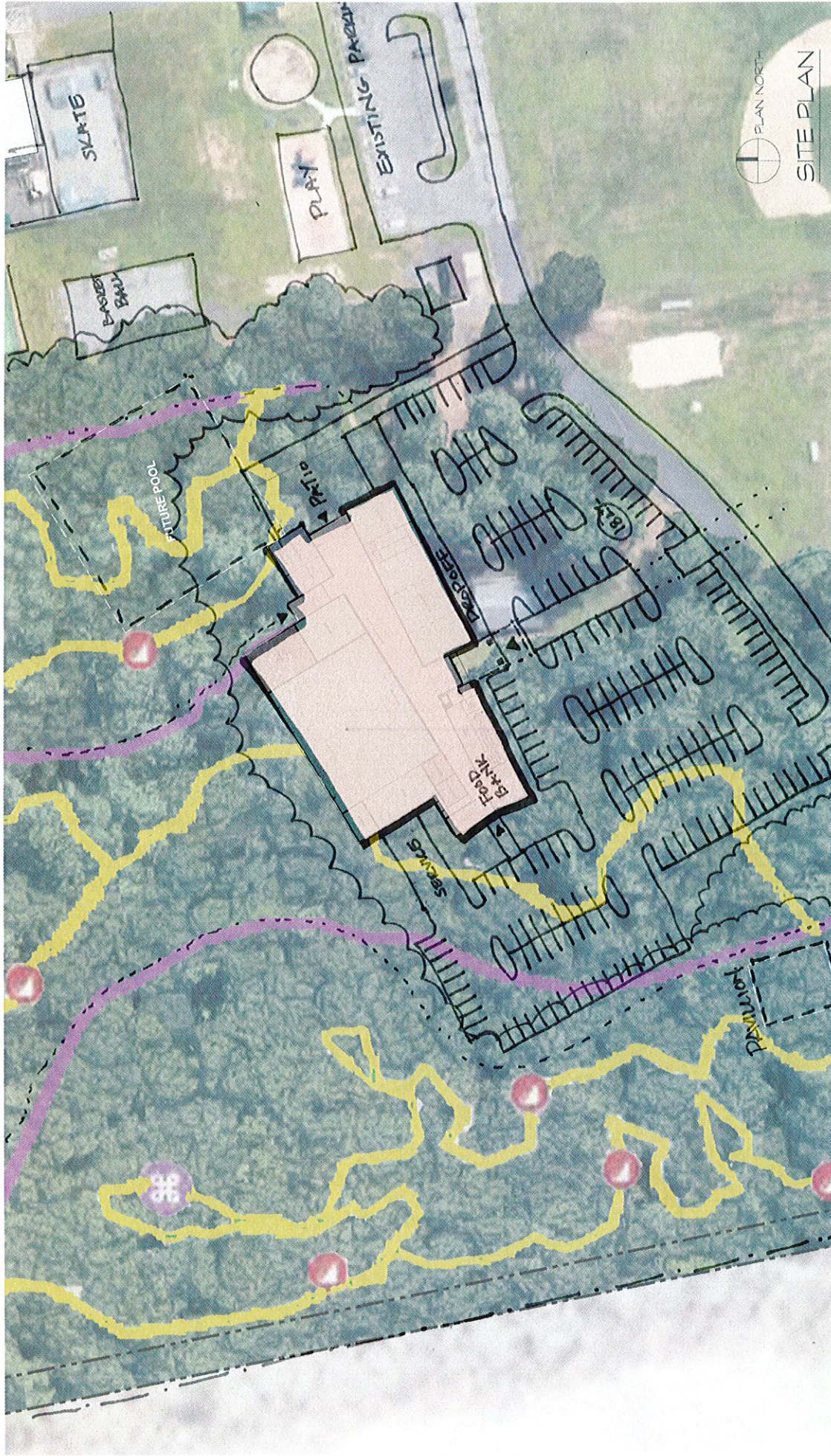
### 3 CONCEPTUAL OPTION 3

CROMWELL COMMUNITY CENTER STUDY  
@ WATROUS PARK



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# CROMWELL COMMUNITY CENTER STUDY @ WATROUS PARK

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**3** CONCEPTUAL OPTION 3  
1-64-0





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

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June 7, 2022

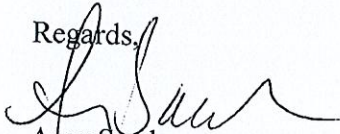
Re: Tax Deferral Appeal

To: Town Council Members

On June 6, 2022, I received a tax deferral appeal from Ann Flaherty, 2 Hemlock Court. Ms. Flaherty has been behind on her taxes and a requirement of applying for the Town Tax Deferral Program is you must be current on your taxes in order to apply and therefore she couldn't apply by the deadline. Ms. Flaherty has brought her taxes current with the help of others and would greatly benefit from the Deferral Program.

The appeal procedures state that the Senior Services Director shall report the notice to the Town Council for their consideration and may make a recommendation to the Town Council as to a decision. In this case, I would recommend approval as the resident is now current and would greatly benefit from the program financially.

Regards,

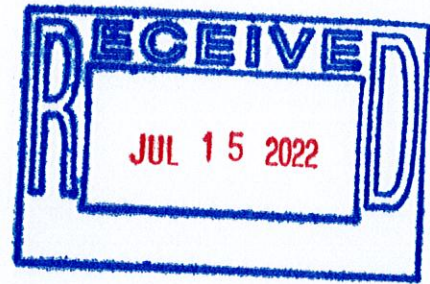
  
Amy Saada

Cathi Jackson  
(860) 632-3447 or 632-3451  
[cjackson@cromwellct.com](mailto:cjackson@cromwellct.com)

SENIOR CENTER

Amy Saada  
(860) 632-3476  
[asaada@cromwellct.com](mailto:asaada@cromwellct.com)





**Town of Cromwell  
Board & Commission Application Form**

Name: Faye Tine

Address: (Home) 24 Botelle Ave. Cromwell

Telephone: 860-424-6792

E-mail Address: fayetine@gmail.com Occupation: stay-at-home parent/  
speech-language pathologist

**If you are not currently a registered voter in Cromwell, please register in the Town Clerk's office to serve on a board or commission. If you are registered, please check off your party affiliation below. Thank you.**

Party affiliation: ☐ Democrat ☐ Republican ☒ Unaffiliated

Board or Commission of Interest: Conservation Commission

Briefly explain your reasons for being interested in serving your town in this capacity and note the qualifications you have which you think will be an asset to this Board or Commission.

I want to support the town's efforts to conserve its natural resources. I am willing to learn while serving on the commission. I am also a Girl Scout Troop Leader and Service Unit manager for the town and think that my leadership skills will be an asset to the commission.

Please include three (3) References with your application.

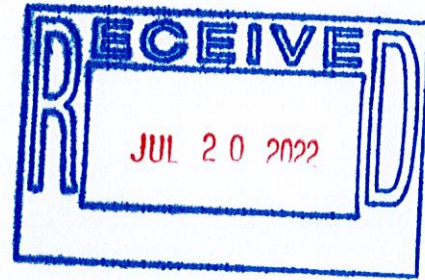
Name	Address	Phone Number
John Whitney	76 Noons Hill Rd.	860-335-7337
Jamie Deprato	50 Hicksville Rd. #25	860-796-9474
Katie Tabak	6 Douglas Drive	860-558-0902

Signature: Faye Tine

Date: July 15, 2022

Thank you for taking the time to fill out this application. Volunteers play a vital role in the Cromwell government and we appreciate your interest. Upon completing your application please forward to the Mayor's Office, 41 West Street, Cromwell, CT 06416.





**Town of Cromwell  
Board & Commission Application Form**

Name: Jamin DeProto

Address: (Home) 50 Hicksville Road #25

Telephone: 860-796-9474

E-mail Address: jdeproto@gmail.com Occupation: self employed

**If you are not currently a registered voter in Cromwell, please register in the Town Clerk's office to serve on a board or commission. If you are registered, please check off your party affiliation below. Thank you.**

Party affiliation: ☐ Democrat ☐ Republican ☒ Unaffiliated

Board or Commission of Interest: Conservation Committee

Briefly explain your reasons for being interested in serving your town in this capacity and note the qualifications you have which you think will be an asset to this Board or Commission.

Preservation of Cromwell's natural assets should be given greater attention.

Not only is this important for quality of life of current and future residents but also a way to maintain value of the town, access to healthy activities, and public access to nature.

Please include three (3) References with your application.

Name	Address	Phone Number
Mark Zampino	13 Vicki Lane	860-539-4125
Steve Fortenbach		860-836-1299
Zoltán Molnár, M.D./Ph.D.	Sherrington Building, Parks Road Oxford OX1 3PT UK	+44 01865 610875

Signature: 

Date: July 20, 2022

Thank you for taking the time to fill out this application. Volunteers play a vital role in the Cromwell government and we appreciate your interest. Upon completing your application please forward to the Mayor's Office, 41 West Street, Cromwell, CT 06416.



REQUEST FOR PROPOSALS

TOWN OF CROMWELL  
ORGANIZATIONAL CULTURE  
ASSESSMENT

August 9, 2022

## REQUEST FOR PROPOSALS (RFP)

Procurement Contact:  
Email Address:  
Telephone Number:

### **Proposals must be received no later than:**

August 31, 2022, before 2:00 p.m. local time

Proposals received after this date and time will not be considered for award.

Email your RFP Response to **both** [bprice@cromwellct.com](mailto:bprice@cromwellct.com) and [smcguire@cromwellct.com](mailto:smcguire@cromwellct.com). Submit your RFP response to **both** of these emails only. Emails sent to other Town emails may be considered as non-responsive and may not be reviewed.

Proposals shall be submitted in a single Microsoft Word or PDF file under 20MB.

The RFP Project name must be noted in the subject line, otherwise the proposal may be considered as non-responsive to the RFP.

Electronic submittals will be held, un-opened, until the time and date noted in the RFP documents or posted addenda.

## **I. GENERAL INFORMATION**

The Town of Cromwell, Connecticut (Town) is seeking professional services to complete an organizational cultural assessment and investigation of Town administration and employee satisfaction.

The Town has a Town Council/Town Manager form of governance and has 116 employees +/- spanning a number of departments: Town Manager's Office, Town Clerk, Police, Tax, Recreation, Planning and Development, Human Resources, Human Services, Public Health, Finance, Assessor, Senior Services, Library, and Public Works.

Following a period of stability in tenure, the Town recently experienced a resignation that raised concerns by some employees and the Town Council as to the culture of the Town's work environment and administration.

The Town seeks proposals for services to be completed in two phases that reflect the most current best practices in the field of organizational cultural assessment. The final work product should include but is not limited to:



- an analysis of the work environment (including social and other),
- an analysis of the Town's current function as and ability to be a high performing organization,
- an analysis of Town and department policies and practices that contribute to the culture, and
- the norms, values or other factors that may drive behavior and performance in the organization.
- recommendations based on best practices to maximize the health of the organization's culture and its alignment to maximize outcomes.

The overarching purpose of this assessment is to assure that the Town's culture, environment, policies, practices, values, norms, and performance are aligned with its mission to be an employer of choice and an organization achieving community excellence. Proposals should reflect the Vendor's abilities and understanding of the best practices as they exist now in the field.

## **II. SCOPE OF SERVICES**

### **A. Objective:**

#### *Phase I - Organizational Cultural Assessment:*

The Town is seeking services for a period not to exceed 12 weeks, and is eager to receive proposals that reflect the Town's standing relative to current best practices in the field of organizational cultural assessment. The final work product should include but is not limited to:

- an analysis of the work environment (including social and other),
- an analysis of the Town's current function as and ability to be a high performing organization,
- an analysis of Town and department policies and practices that contribute to the culture, and
- the norms, values or other factors that may drive behavior and performance in the organization, and
- recommendations based on best practices to maximize the health of the organization's culture and its alignment to maximize outcomes.

The overarching purpose of this assessment is to assure that the Town's culture, environment, policies, practices, values, norms, and performance are aligned with its mission to be an employer of choice and an organization achieving community excellence. Proposals should reflect the Vendor's abilities and understandings of the best practices as they exist now in the field.

#### *PHASE II - Organizational Structure and Implementation Assistance*

While the scope, timeline and cost of Phase II will be jointly agreed upon between the Town and the Vendor, it is the Town's intent that Phase II would utilize the services of the Contractor to prioritize and implement Phase I recommendations and analysis relative to the organization and people dimensions of a high performing organization including leadership, design/structure, people practices, change management and culture and engagement of the organization.



Phase II deliverable would include recommendations and action plans for the organization indicating, but not limited to the following:

Best practices and industry standards relative to:

- i. Employee recruitment, retention and performance management
- ii. Learning and development
- iii. Onboarding programs designed to maximize work satisfaction, performance, organizational culture and outcomes
- iv. Norms and other foundational elements that lead to a resilient culture that embraces and positively leverages change management principles and practices

## **B. Requirements**

The Town is seeking vendors who will provide a report on the organizational culture that will illuminate the current social understanding among the Town staff of the Town's mission, core values, cohesion, and attitudes regarding engagement amongst departments and staff and external stakeholders. The report should provide recommendations for strengthening the organizational culture thereby enabling it to be a high performance organization that is an employer of choice and positively contributing to a Town achieving community excellence.

The Vendor should endeavor to engage in this project in the following ways:

### ***Defining the Objective***

The vendor should as a first step meet with the Town's executive leadership to gain an understanding of the recent history of the organization, its mission and values, its competency and capability to be a high performing organization, the policies and procedures contributing to or detracting from those objectives, and a discussion of the policies, procedures, practices, goals, objectives and culture of the Departments and their contributions to or distractions from the Town organization and its goals.

### ***Stakeholder Engagement***

The Vendor should endeavor to achieve not just a quantitative understanding of the organization's culture, but a qualitative one as well. This means that interviews should be conducted with stakeholders including departmental staff, managers, leaders and employees at all levels across the organization.

### ***Surveys and Assessments***

The Vendor should conduct a variety of assessments to anatomize the organization's culture.

### ***Final Report***

The final work product will be a report prepared for the Town Council that details the findings of the cultural assessment and provides recommendations for meeting the objectives defined at the beginning of the assessment process. The comprehensive final report shall contain the project's methodology, an executive summary, findings,



recommendations, key issues and opportunities, strategies for effective short and long term as well as phased implementation of recommendations including estimated costs and timelines. The report shall be a traditional report and not a PowerPoint type report. While a PowerPoint presentation can accompany the final report, it cannot serve as the final report.

#### **C. Project Status Meetings**

Personnel from the Vendor and Town will, as scheduled at a mutually agreed upon frequency, meet to discuss the scope of this project and the progress made by the Vendor in the performance of their obligations hereunder. When ad hoc meetings need to occur, Vendor and the Town will make every effort to accommodate same.

#### **D. Deliverables**

As a result of the above scope of services and the agreement between the selected Vendor and the Town, the selected Vendor shall be expected to present the following:

- i. Project Plan outlining the project completion of deliverables.
- ii. A written report that outlines findings and recommendations related to the work undertaken. The report shall be a traditional report and not formatted as a PowerPoint presentation.
- iii. Findings and recommendations should include best practices, techniques and methods that are consistent with best practices in building and maintaining healthy organizational cultures and a detailed comparison of current practices contrasted against preferred practices.
- iv. A timeline and the actions necessary to implement recommendations. Such a plan will consider and address impediments to implementing the recommendations, measures to address such obstacles, and alternative recommendations in case such impediments cannot be overcome.
- v. Presentations to the Town administration, the Town Executive Team, Town staff and the Town Council as requested.

#### **E. Performance Levels/Contractor Expectations**

To gain a robust understanding of the organizational culture, the selected Vendor shall meet with and interview select staff at all levels of the organization. Vendors should provide an estimate of the number of meetings needed with Town staff based on prior studies that were similar in size and scope. If the selected Vendor deems additional meetings with staff is in the best interest of the project, the Vendor must receive authorization from the Town prior to scheduling these meetings. (Proposals shall state the quality and classification of employees to be interviewed and number of interviews)

Prior to submitting the final report, the selected Vendor shall prepare a summary of its conclusions and discuss that summary with the Town Manager's Office. A draft report shall be created and submitted to the Town Manager's Office - potentially through the Town Attorney's Office - for review and the opportunity to provide feedback and further direction.

#### **F. Monitoring**

The Town Manager's Office will monitor performance levels based on progress reviews and milestone reports, as specified in the project plan created by the Vendor.



### **III. REQUIRED PROPOSAL SUBMISSION**

In keeping with the objective, the requirements, and the Vendor's tasks as previously indicated in this Request for Proposals, the vendors submitting proposals shall outline in detail the manner in which the Vendor shall work with the Town to fulfill its needs.

Vendors should organize Proposals into the following Sections. Proposals submitted in response to this RFP shall not exceed 25 pages in length.

#### **A. Professional Qualifications - 20 points**

- a. State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operated as an individual, partnership, or corporation.
- b. Include the name of executive and professional personnel by skills and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any subcontractors must also be included.
- c. State history of the Vendor, in terms of length of existence, types of services provided, etc. Identify the technical details that make the Vendor uniquely qualified for this work.

#### **B. Past involvement with Similar Projects - 30 points**

The written proposal must include a list of specific experience in the project area and indicate proven ability in implementing similar projects for the Vendor and the individuals to be involved in the project. A complete list of client references must be provided for similar projects recently completed. The list shall reflect the format outlined in the template provided in Section VI herein.

#### **C. Proposed Methodology and Work Plan - 30 points**

Provide a detailed and comprehensive description of how the Vendor intends to provide the services requested in this RFP. This description shall include, but not be limited to: the methodology, how the project will be managed and scheduled, how and when data and materials will be delivered to the Town, communication and coordination, the working relationship between the Vendor and Town, and the Vendor's general philosophy in regards to providing the requested services including a draft timeline.

Vendors shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.



**D. Fee Not to Exceed Proposal/ Value - 20 points**

Vendor's proposal shall be a fixed fee not to exceed which is itemized for completing the analysis. Please also include an estimate of reimbursable expenses and an hourly rate if additional or supplementary services are available. The Fee Proposal outlined in Attachment A shall be completed and included in the submission.

**E. REFERENCES**

[Insert the table below into your proposal response. Please list three (3) public sector clients for whom you have completed the scope of services requested over the past five (5) years consistent with the requirements listed in this RFP.]

Customer/clientname	
Government (YIN)	
Customer Organization Size	
Service Start Date/End Date	
Contract Amount	
Reference name	
Title	
Phone number	
Mailing address	
Email Address	
Service Description	

**IV. EVALUATION PROCESS**

1. A Selection committee will evaluate each proposal by the above-described criteria and point system to select a short-list of Vendors for further consideration. The Town reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview. The committee may contact references to verify material submitted by Vendors.
2. The committee will schedule interviews with the selected firms if deemed necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal.
3. The interview must include the project team members expected to complete a majority of work on the project, but no more than six members total. The interview shall consist of a presentation by the Vendor, including the person who will be the project manager on this contract, followed by a period of questions and answers. Audiovisual aids may be used during the interviews. The committee may record the interviews.
4. The Vendors interviewed will then be re-evaluated by the above criteria and



adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected Vendor may be pursued leading to the award of a contract if suitable proposals are received.

The Town reserves the right to waive the interview process and evaluate the Vendors based on their proposals and fee proposals alone.

The Town will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.

Work to be done under this contract is generally described through the detailed specifications and must be completed fully in accordance with the contract documents.

Any proposal that does not conform fully to these instructions may be rejected.

## **ADMINISTRATIVE INFORMATION AND REQUIREMENTS**

### **A. RFP OFFICIAL CONTACT**

Upon release of this RFP, all Vendor communications should be directed to the RFP Coordinator listed below. Unauthorized contact regarding this RFP with other Town employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the Town. Vendors should rely only on written statements issued by the RFP Coordinator.

Name: Bonnie Price, HR Coordinator  
Address: 41 West Street, Cromwell, CT 06416  
Telephone: 860-632-3411  
E-mail: bprice@cromwellct.com

### **B. PROCUREMENTSCHEDULE**

The procurement schedule for this project is as follows. The Town reserves the right to adjust the schedule as necessary.

RFP Release date
Vendor Questions
Answers to RFP Questions Released
Proposal Responses Due
Vendor Interviews (if needed)
Vendor Selected
Work Begins
Final Acceptance of Phase I Work Product
Anticipated Phase II Initiation



### **C. QUESTIONS REGARDING THE RFP**

Vendors who request clarification of the RFP's requirements may submit written questions to the RFP Coordinator and Executive Assistant by 4 p.m. on August 22, 2022. An email attachment sent to **both** [Bprice@cromwellct.com](mailto:Bprice@cromwellct.com) and [smcguire@cromwellct.com](mailto:smcguire@cromwellct.com) is preferred. All questions and answers will be posted as an addendum by August 26, 2022.

## **V. APPENDICES**

### **RFP AMENDMENTS**

The Town reserves the right to change the schedule or issue amendments to the RFP at anytime. The Town also reserves the right to cancel or reissue the RFP.

### **VENDOR'S COST TO DEVELOP PROPOSAL**

Costs for developing proposals in response to the RFP are entirely the obligation of the Vendor and shall not be chargeable in any manner to the Town. This includes travel to and from the Town of Cromwell for the purposes of participating in interviews as part of the selection process.

### **WITHDRAWAL OF PROPOSALS**

Proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated for receipt.

### **REJECTION OF PROPOSALS - WAIVER OF INFORMALITIES OR IRREGULARITIES**

The Town reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the Town.

### **PROPOSAL VALIDITY PERIOD**

Submission of the proposal will signify the Vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the Town and the successful Vendor.

### **PUBLIC INFORMATION**

Proposal may be released in total as public information in accordance with the requirements of the laws covering same. Any proprietary information must be clearly marked.

### **CONTRACT AWARD AND EXECUTION**

The Town reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the Vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the Town.

The general conditions and specifications of the RFP and as proposed by the Town and



the successful Vendor's response, as amended by agreements between the Town and the Vendor, will become part of the contract documents. Additionally, the Town will verify Vendor representations that appear in the proposal. Failure of the Vendor's products to meet the mandatory specifications may result in elimination of the Vendor from competition or in contract cancellation or termination.

The Vendor selected as the apparently successful Vendor will be expected to enter into a contract with the Town. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

### **Appendix A: Fee Not To Exceed Proposal**

Please include detail regarding scope and cost of services, deliverables and timeframe for completion of the required services.

FIRM/ VENDOR NAME	
ADDRESS	
TELEPHONE	
AUTHORIZED REPRESENTATIVE	

1. Define your proposal in a straightforward and economical manner, providing a concise description of your Vendor's capabilities to satisfy the requirements of this RFP.
2. Please be sure to include all Proposal Content elements as defined in Section III.

PHASE I TOTAL Fee Per Recruitment NOT TO EXCEED	
PHASE II TOTAL Fee Per Recruitment NOT TO EXCEED	



**AGREEMENT**  
**TOWN OF CROMWELL**  
**ORGANIZATIONAL CULTURE ASSESSMENT**

This Contract is made as of \_\_\_\_\_, by and between the Town of Cromwell, Greeley, Connecticut, hereinafter referred to as the TOWN, and \_\_\_\_\_ authorized to do business in the State of Connecticut, hereinafter referred to as the CONSULTANT, whose address is \_\_\_\_\_.

In consideration of the mutual promises contained herein, the TOWN and the CONSULTANT agree as follows:

**ARTICLE 1 - SERVICES**

The CONSULTANT'S responsibility under this Contract is to provide professional/consultation services as enumerated in the scope of services.

More specifically, the scope of services is attached. The services of the CONSULTANT shall be under the direction of the Project Manager who has been designated by the HR Coordinator to act as the TOWN'S representative during the performance of this Contract.

**ARTICLE 2 - SCHEDULE**

The CONSULTANT shall commence services upon execution of the Contract and complete all services on or before \_\_\_\_\_, in conjunction with the attached schedule.

**ARTICLE 3 - PAYMENTS TO CONSULTANT**

A. The TOWN shall pay to the CONSULTANT for services satisfactorily performed, based on sum not to exceed \_\_\_\_\_, which includes all direct charges, indirect charges, and reimbursable expenses stated in the attached document. The CONSULTANT will bill the TOWN on a monthly basis or as otherwise provided for services rendered toward the completion of the Scope of Work. The amounts billed shall represent the sum of billable time (including overhead and profit) for labor hours expended plus any other allowable costs and expenses for services stated in the attached document. The CONSULTANT shall track expenditures and inform the TOWN of any possible cost overrun prior to completing work that would overrun the maximum contract sum. The TOWN may choose to increase the budget for the work using a mutually acceptable contract amendment or it may choose not to increase the budget and terminate the work accordingly.

B. Invoices received from the CONSULTANT pursuant to this Contract will be reviewed and approved by the Project Manager, indicating that services have been



rendered in conformity with the Contract and then will be sent to the Finance Department for payment.

#### ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the CONSULTANT shall act as the execution of a truth-in- negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this contract are accurate, complete, and current as of the date of this Contract.

The said rates and costs shall be adjusted to exclude any significant sums should the TOWN determine that the rates and costs were increased due to inaccurate, incomplete, or non- current wage rates or due to inaccurate representations of fees paid to outside consultants. The TOWN shall exercise its rights under this "Certificate" within one (1) year following final payment.

#### ARTICLE 5 - TERMINATION

This Contract may be terminated by the CONSULTANT upon 30 days' prior written notice to the TOWN in the event of substantial failure by the TOWN to perform in accordance with the terms of this Contract through no fault of the CONSULTANT. It may also be terminated by the TOWN, with or without cause, immediately upon written notice to the CONSULTANT. Unless the CONSULTANT is in breach of this Contract, the CONSULTANT shall be paid for services rendered to the TOWN'S satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the TOWN the CONSULTANT shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other material related to the terminated work to the TOWN.
- D. Continue and complete all parts of the work that have not been terminated.

The CONSULTANT shall be paid for services actually rendered to the date of termination.

#### ARTICLE 6 - PERSONNEL

The CONSULTANT represents that it has, or will, secure at its own expense all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the TOWN.



All of the services required herein under shall be performed by the CONSULTANT or under its supervision, and all personnel engaged in performing the services shall be fully qualified and if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the CONSULTANT'S key personnel, as may be listed in the proposal for the work, must be made known to the TOWN'S representative and written approval granted by the TOWN before said changes or substitutions can become effective.

The CONSULTANT declares that all services shall be performed by skilled and competent personnel to the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions.

#### ARTICLE 7 - SUB-CONSULTANT

The TOWN reserves the right to accept the use of a sub-consultant or to reject the selection of a particular sub-consultant and to inspect all facilities of any sub-consultants in order to make a determination as to the capability of the sub-consultant to perform properly under this Contract. The CONSULTANT is encouraged to seek minority and women business enterprises for participation in sub-contracting opportunities.

If a sub-consultant fails to perform or make progress, as required by this Contract, and it is necessary to replace sub-consultant to complete the work in a timely fashion, the CONSULTANT shall promptly do so, subject to acceptance of the new sub-consultant by the TOWN.

#### ARTICLE 8- FEDERAL AND STATE TAX

The TOWN is exempt from payment of Connecticut State Sales and Use Taxes. The TOWN will sign an exemption certificate submitted by the CONSULTANT. The CONSULTANT shall not be exempted from paying sales tax to their suppliers for materials used to fulfill contractual obligations with the TOWN, nor is the CONSULTANT authorized to use the TOWN'S tax exemption number in securing such materials.

The CONSULTANT shall be responsible for payment of his/her own FICA and Social Security benefits with respect to this Contract.

#### ARTICLE 9-AVAILABILITY OF FUNDS

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract may be cancelled and the TOWN shall reimburse the CONSULTANT for expenses incurred during the contract period.



## ARTICLE 10- INSURANCE

A. The CONSULTANT shall not commence work under this Agreement until he/she has obtained all insurance required under this paragraph and such insurance has been approved by the TOWN.

B. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Connecticut. The CONSULTANT shall furnish Certificates of Insurance to the TOWN prior to the commencement of operations. The Certificates shall clearly indicate that the CONSULTANT has obtained insurance of the type, amount, and classification as required for strict compliance with this paragraph and that no material change or cancellation of the insurance shall be effective without ten (10) days prior written notice to the TOWN. Compliance with the foregoing requirements shall not relieve the CONSULTANT of its liability and obligations under this Contract.

C. The CONSULTANT shall maintain, during the life of this Contract, professional liability insurance (errors and omissions) in the amount of \$1,000,000 per occurrence to protect the CONSULTANT of claims for damages for negligent acts, errors or omissions in the performance of professional services under this Contract, whether such acts, errors or omissions be by the CONSULTANT or by anyone directly employed by or contracting with the CONSULTANT.

D. The CONSULTANT shall maintain, during the life of this Contract, comprehensive automobile liability insurance in the amounts of \$1,000,000 combined single limit bodily injury and \$50,000 property damage to protect the CONSULTANT from claims for damages for bodily injury, including wrongful death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations by the CONSULTANT or by any directly or indirectly employed by the CONSULTANT.

E. The CONSULTANT shall maintain, during the life of this Contract, adequate Workmen's Compensation Insurance and Employer's Liability Insurance in at least such amounts as are required by law for all of its employees performing work for the TOWN pursuant to this Contract.

F. All insurance, other than Workmen's Compensation and Professional Liability, is to be maintained by the CONSULTANT shall specifically include the TOWN as an "Additional Insured".

## ARTICLE 11 - INDEMNIFICATION

The CONSULTANT shall indemnify and save harmless the TOWN, its agents, servants, and employees from and against any and all claims, liability, demands, losses, and/or expenses resulting from any negligent act or omission of the CONSULTANT, its agents, servants, subcontractors, suppliers or employees in the



performance of services under this Contract. Such duty to indemnify and save harmless the TOWN shall be for an amount represented by the degree or percentage of negligence or fault attributable to the CONSULTANT its agents, servants, subcontractors, suppliers or employees. If the CONSULTANT is providing architectural, engineering, design, or surveying services, the obligation to indemnify and pay costs, expenses, and attorneys' fees, is limited to the amount represented by the degree or percentage of negligence or fault attributable to the CONSULTANT, or the CONSULTANT'S agents, representatives, employees, servants, subcontractors, or suppliers as determined by adjudication, alternative dispute resolution, or otherwise resolved by mutual agreement between the Contractor and the Town. The CONSULTANT's indemnification obligation shall not be construed to extend to any injury, loss, or damage caused by the Town's own negligence.

#### ARTICLE 12 - SUCCESSORS AND ASSIGNS

The TOWN and the CONSULTANT each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the TOWN nor the CONSULTANT shall assign, sublet, convey, or transfer its interest on this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the TOWN which may be party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the TOWN and the CONSULTANT.

#### ARTICLE 13- REMEDIES

This Contract shall be governed by the laws of the State of Connecticut. Any and all legal action necessary to enforce the Contract will be held in Weld County and the contract will be interpreted according to the laws of Connecticut. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

#### ARTICLE 14 - CONNECTICUT LAW

The Connecticut Law shall prevail as the basis for contractual obligations between the CONSULTANT and the TOWN for any terms and conditions not specifically stated in this Contract.



## ARTICLE 15 - CONFLICT OF INTEREST

The CONSULTANT represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Connecticut Statutes and ordinances of the Town of Greeley. The CONSULTANT further represents that no person having any interest shall be employed for said performance.

The CONSULTANT shall promptly notify the TOWN in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance which may influence or appear to influence the CONSULTANT'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective

business association, interest or circumstance, the nature of work that the CONSULTANT may undertake and request an opinion of the TOWN as to whether the association, interest or circumstance would, in the opinion of the TOWN, constitute a conflict of interest if entered into by the CONSULTANT. The TOWN agrees to notify the CONSULTANT of its opinion by certified mail within 30 days of receipt of notification by the CONSULTANT. If, in the opinion of the TOWN, the prospective business association, interest or circumstance would not constitute a conflict of interest by the CONSULTANT, the TOWN shall so state in the notification and the CONSULTANT shall, at his/her option, enter into said association, of interest with respect to services provided to the TOWN by the CONSULTANT under the terms of this Contract.

## ARTICLE 16- EXCUSABLE DELAYS

The CONSULTANT shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the CONSULTANT'S control and without its fault or negligence. Such causes may include, but are not limited to: acts of God; the TOWN'S omissive and commissive failures; natural or public health emergencies; labor disputes; freight embargoes; and severe weather conditions. If failure to perform is caused by the failure of the CONSULTANT'S sub-consultant(s) to perform or make progress, and if such failure arises out of causes reasonably beyond the control of the CONSULTANT and its sub-consultant(s) and is without the fault or negligence of either of them, the CONSULTANT shall not be deemed to be in default.

Upon the CONSULTANT'S request, the TOWN shall consider the facts and extent of any failure to perform the work and, if the CONSULTANT'S failure to perform was without its fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly; subject to the TOWN'S rights to change, terminate, or stop any or all of the work at any time.



## ARTICLE 17 - ARREARS

The CONSULTANT shall not pledge the TOWN'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The CONSULTANT further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

## ARTICLE 18 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The CONSULTANT shall deliver to the TOWN for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the TOWN under this Contract.

All written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the TOWN or at its expense will be kept confidential by the CONSULTANT and will not be disclosed to any other party, directly or indirectly, without the TOWN'S prior written consent unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased, under this Contract or at the TOWN'S expense shall be and remain the TOWN'S property and may be reproduced and reused at the discretion of the TOWN. The TOWN shall indemnify and hold CONSULTANT harmless for any claim or liability arising from any use or reuse of the documents for any purpose other than the project and scope of work for which they were prepared.

## ARTICLE 19 - INDEPENDENT CONSULTANT RELATIONSHIP

The CONSULTANT is, and shall be, in the performance of all work services and activities under this Contract, as Independent Consultant, and not an employee, agent, or servant of the TOWN. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the CONSULTANT'S sole direction, supervision, and control. The CONSULTANT shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONSULTANT'S relationship and the relationship of its employees to the TOWN shall be that of an independent CONSULTANT and not as employees or agents of the TOWN.

The CONSULTANT does not have the power or authority to bind the TOWN in any promise, agreement, or representation other than specifically provided for in this agreement.

## ARTICLE 20 - CONTINGENT FEES

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Contract and that it has not paid or agreed to pay any person, company,



corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

#### ARTICLE 21 - ACCESS AND AUDITS

The CONSULTANT shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of this Contract. The TOWN shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the TOWN'S cost, upon five (5) days written notice.

#### ARTICLE 22 - NONDISCRIMINATION

The CONSULTANT declares and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age, or national origin. ARTICLE 23 - SURVIVAL

All covenants, agreements, representations, and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

#### ARTICLE 24 - ENTIRETY OF CONTRACTUAL AGREEMENT

The TOWN and the CONSULTANT agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms, and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

#### ARTICLE 25 - ENFORCEMENT COSTS

If any legal action or other proceeding is brought for the enforcement of this Contract, or because of an alleged dispute, breach, default, or misrepresentation in connection with any provisions of this Contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs, and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs, and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

#### ARTICLE 26 - AUTHORITY TO PRACTICE



The CONSULTANT hereby represents and declares that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

#### ARTICLE 27 - SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, to remainder of this Contract, or the application of such terms or provision, to person or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

#### ARTICLE 28 -AMENDMENTS AND MODIFICATION

No amendment and/or modifications of this Contract shall be valid unless in writing and signed by each of the parties.

The TOWN reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the CONSULTANT of the TOWN'S notification of a contemplated change, the CONSULTANT shall (1) if requested by TOWN, provide an estimate for the increase or decrease in cost due to the contemplated change, (2) notify the TOWN of any estimated change in the completion date, and (3) advise the TOWN in writing if the contemplated change shall effect the CONSULTANT'S ability to meet the completion dates or schedules of this Contract.

If the TOWN so instructs in writing, the CONSULTANT shall suspend work on that portion of the Work affected by a contemplated change, pending the TOWN'S decision to proceed with the change.

If the TOWN elects to make the change, the TOWN shall issue a Contract Amendment or Change Order and the CONSULTANT shall not commence work on any such change until such written amendment or change order has been issued and signed by each of the parties.

#### ARTICLE 29 - ELECTRONIC SIGNATURES

The Contract Documents may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document. The Contract Documents, including all component parts set forth above, may be executed and delivered by electronic signature by any of the parties and all parties consent to the use of electronic signatures.



ARTICLE 30 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, and if sent to the TOWN shall be mailed to:

Town of Cromwell  
c/o:

Ph:  
Email:

and if sent to the CONSULTANT shall be mailed to:

Vendor Information:

Ph:  
Email:

IN WITNESS WHEREOF, the parties have made and executed this Contract and have hereunto set his/her hand the day and year above written.

Town of Cromwell, Connecticut  
Approved as to Substance

Vendor Full Legal Corporate Name:

\_\_\_\_\_  
Anthony Salvatore, Town Manager  
Duly Authorized

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Title





**Town of Cromwell  
Board & Commission Application Form**

Name: Kathryn Russ

Address: (Home) 7 Robbie Rd Cromwell

Telephone: 732-841-5506

E-mail Address: KathrynRuss@gmail.com Occupation: CPA

**If you are not currently a registered voter in Cromwell, please register in the Town Clerk's office to serve on a board or commission. If you are registered, please check off your party affiliation below. Thank you.**

Party affiliation: ☐ Democrat ☒ Republican ☐ Unaffiliated

Board or Commission of Interest: Football Field Committee

Briefly explain your reasons for being interested in serving your town in this capacity and note the qualifications you have which you think will be an asset to this Board or Commission.

I'm excited to help bring a proper sports facility to Cromwell.  
As a parent, former Cromwell and Rocky Hill youth coach and  
a member of the BOE I understand the balance of what  
is needed and what our town can afford in a new field.

Please include three (3) References with your application.

Name	Address	Phone Number
Andy Guyon	9 Fawn Run	860-398-0487
Rep. Christie Carpino	29 Sovereign Ridge	860-305-8085
Kelly Maher, CHS AD	31 River Road	860-798-7841

Signature: Kathryn Russ

Date: 7/12/2022

Thank you for taking the time to fill out this application. Volunteers play a vital role in the Cromwell government and we appreciate your interest. Upon completing your application please forward to the Mayor's Office, 41 West Street, Cromwell, CT 06416.



**2022 - Senate Bond Request Form**

1. Name and address of project: Sidewalk expansion on Route 372/West Street
2. Legislators supporting: Senator Matthew Lesser
3. Date submitted: 06/17/2022
4. Amount of state bond request: \$1,000,000.00
5. Total cost of project: \$1,000,000.00
6. Sources of other funding for this project and amounts: (i.e. federal, local, private): Town of Cromwell provided funds for sidewalk design.
7. Description of project: The Town of Cromwell is requesting funds for the expansion of sidewalks in Cromwell. Today there is no pedestrian access to the Cromwell Town Hall. These funds will be used to construct new sidewalks and fill in missing gaps on the south side of West Street and provide pedestrian access to the Town Hall complex, which includes the town offices, library and senior center. The new sidewalks will continue the existing sidewalk on West Street from Lincoln Road to Timber Hill Road. The expansion will provide access to local businesses, churches, Town Hall (including the library and senior center) and Pierson Park. The five-foot wide, concrete sidewalks and intersection ramps will meet all current ADA standards. The funds will also provide for the realignment of the intersection of Allen Road and West Street.  
In addition to providing for safe access for pedestrians the new sidewalks will eliminate the need for pedestrians walking to Main Street to cross and recross West Street with uncontrolled access. The realignment of the intersection of Allen Road and West Street will improve vehicular safety by removing the intersection obtuse angle that currently hinders line of sight.  
The sidewalk expansion will provide pedestrian access for everyone living west of the town hall including seniors living in Covenant Village and Fox Glenn. The sidewalks will connect people to the Town Hall/Library/Senior Center complex, to Pierson Park, to Cromwell's historic Main Street business district and to Cromwell Landing Park on the Connecticut River. The sidewalks connection to Main Street will provide access to the Connecticut Transit's bus service to Middletown and Hartford.
8. Status of project: (i.e. current phase, permits received, designed, federal or local approval, ready for construction): Preliminary design and permitting
9. Contact person and contact information (i.e. Town Manager, phone number):  
Anthony J. Salvatore, Town Manager 860-632-3410
10. Anticipated start date: Spring 2023
11. Anticipated completion date: September 2023
12. Temporary jobs created or retained: 40
13. Permanent jobs created or retained: N/A
14. Who will benefit from this project and how: We are all aware of the health benefits of walking and all the residents of the town of Cromwell will benefit from this project. Once this project is complete sidewalks will extend from Smith Farm Road on the west end of West Street all the way to the River Road and the Connecticut River.

The new sidewalks will provide safe pedestrian access for all town residents as noted above and increase vehicle safety with the realignment of the intersection of Allen Road and West Street.



More pedestrians walking to Main Street will benefit all the downtown businesses. Walking provides an environmental benefit with more miles walked equals less miles driven and less carbon emissions.

15. Additional details (if applicable): \_\_\_\_\_

Please attach a detailed budget that accounts for how the funds will be spent.  
Please attach site plans, quotes, pictures and any additional support information if applicable.



### Preliminary Construction Cost Estimate

**Cromwell, Connecticut**

### West Street Sidewalks - Realign Allan Road

[illegible]







**Leland Engineering, Inc.**  
Civil, Environmental and Hydrological Consultants

7210 Main Street Malden, MA 02148 (617) 860-1100	140 Water Street Waltham, CT 06107 (401) 715-0099	18 Middle Drive Aurora, MA 01801 (508) 721-7500
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SIDEWALK IMPROVEMENTS  
 PREPARED FOR  
 TOWN OF CROMWELL  
 WEST STREET  
 CROMWELL, CONNECTICUT

## SIDEWALK IMPROVEMENTS

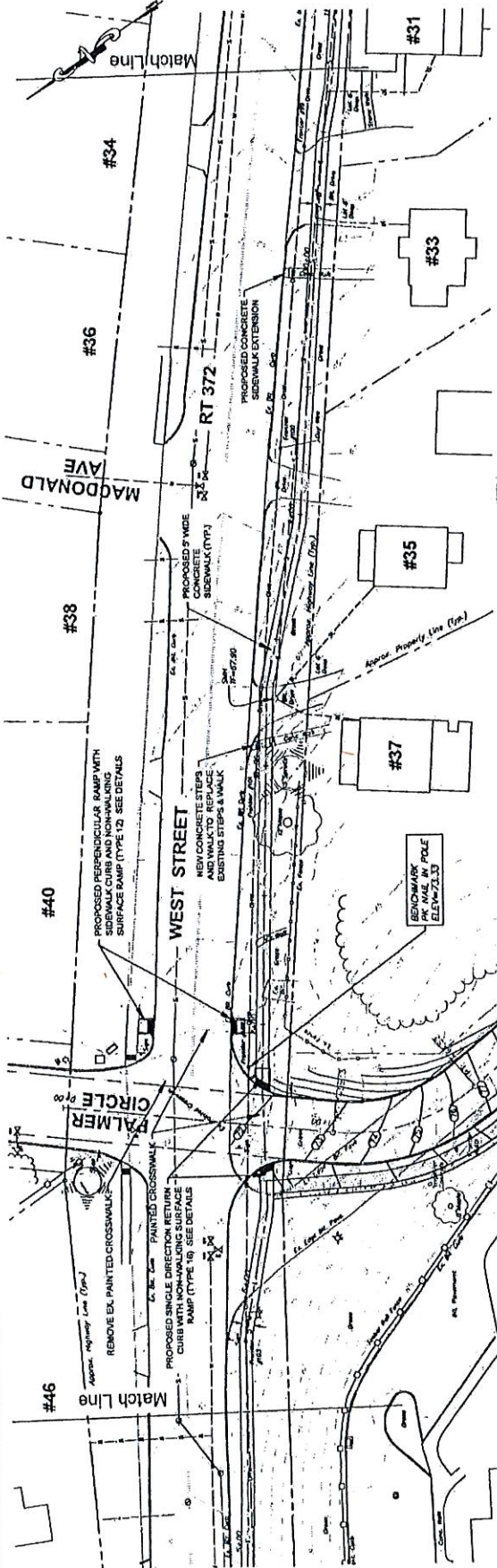
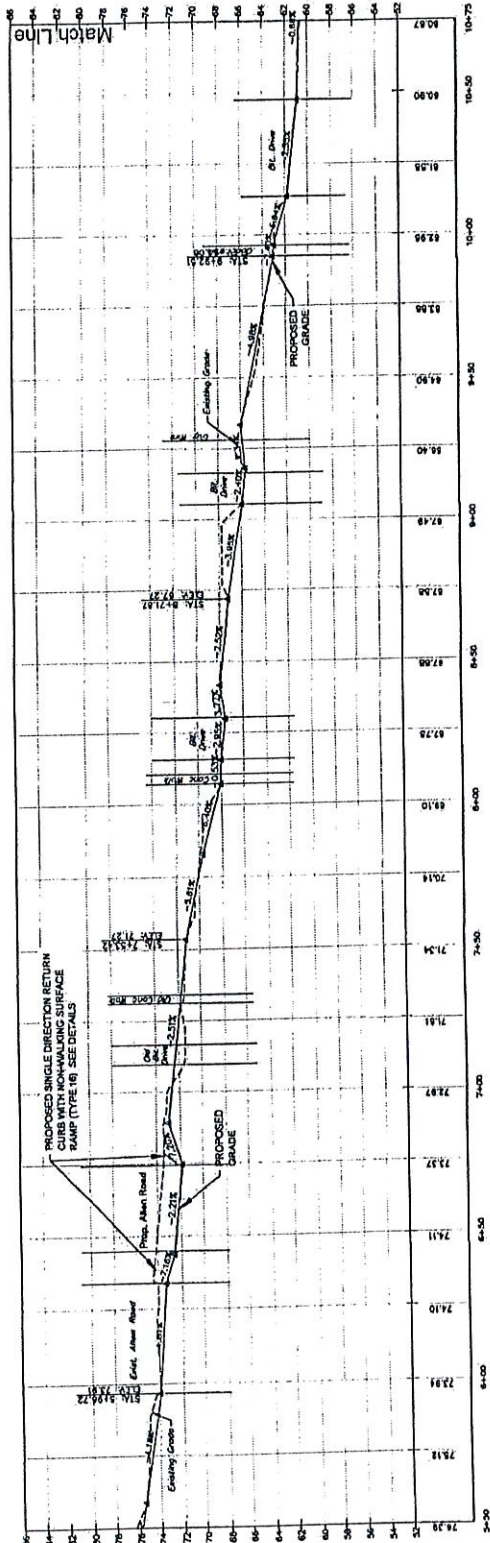
UNDERGROUND UTILITY, STRUCTURE AND FACILITY LOCATIONS DISCLOSED AND NOTED HEREON HAVE BEEN OBTAINED IN PART FROM RECORD MAPS. THESE RECORD MAPS WERE OBTAINED FROM UTILITY COMPANIES OR GOVERNMENT AGENCIES. THE INFORMATION MUST BE CONSIDERED AS APPROXIMATE IN NATURE. THE SIZE, LOCATION AND EXISTENCE OF ALL SUCH FEATURES MUST BE FIELD DETERMINED AND VERIFIED BY THE APPROPRIATE AUTHORITIES PRIOR TO CONSTRUCTION. CALL BEFORE YOU DIG: 1-800-422-4455.

**PLAN VIEW**  
**SCALE 1"=20'**

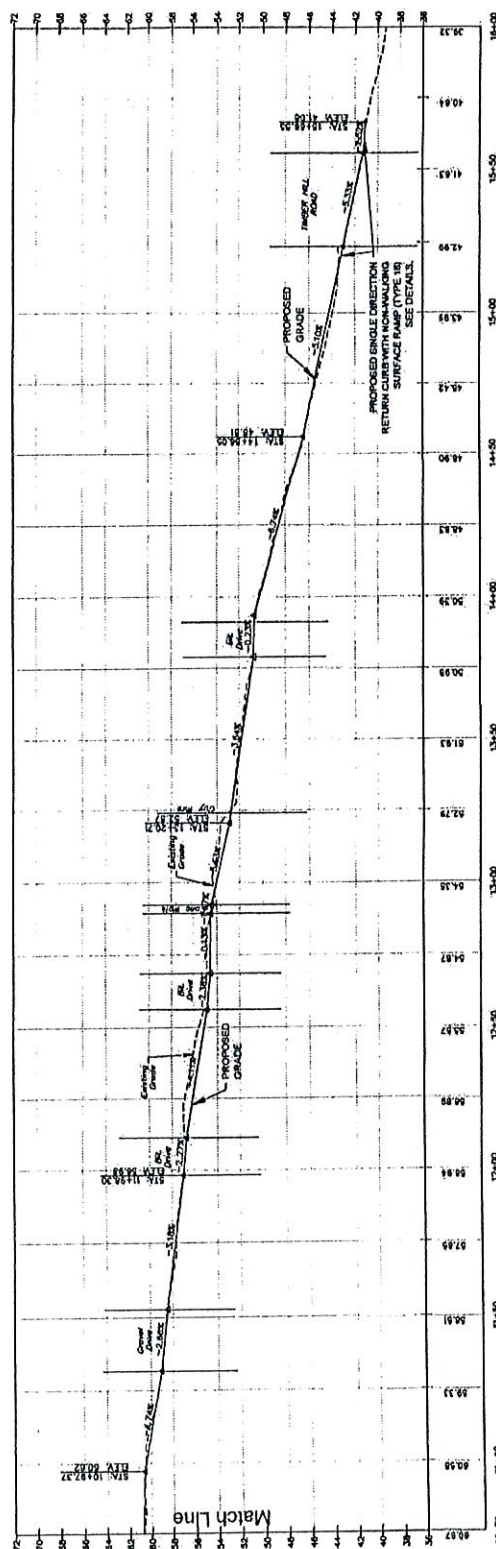
ALLEN ROAD  
SEE SHEET 4

**PROFILE VIEW**  
**SCALE 1"=20' HORIZ.**  
**1"=5' VERT.**

PRELIMINARY  
FOR REVIEW

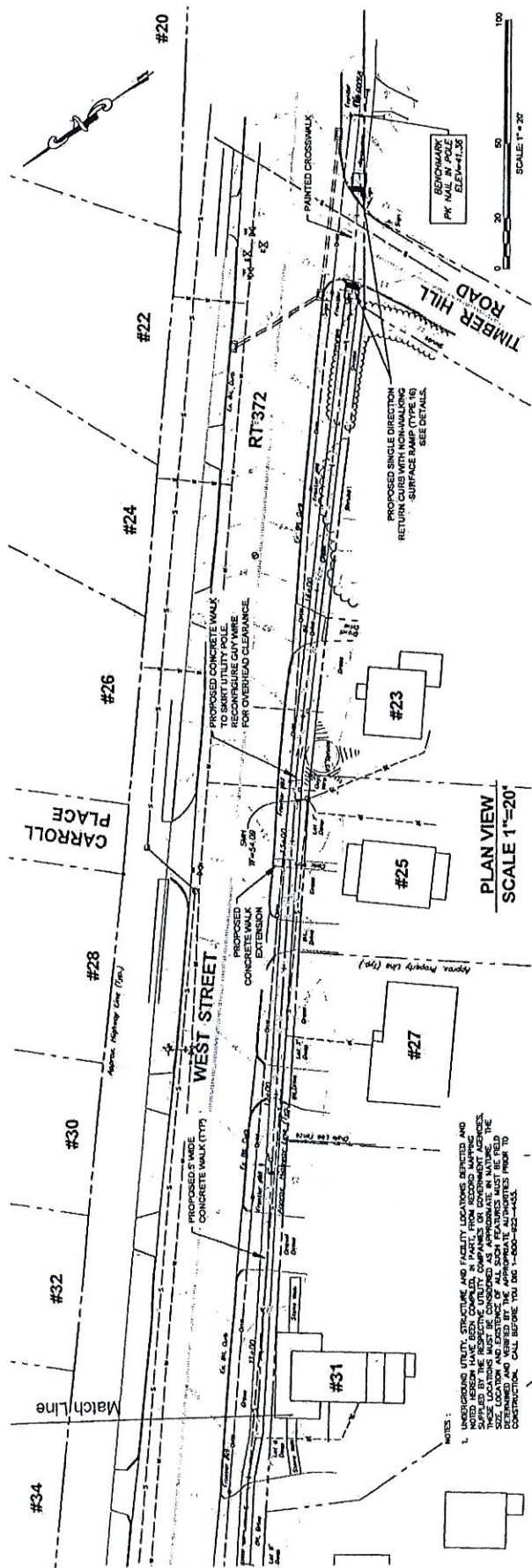






**PROFILE VIEW**  
**SCALE 1"=20' HORIZ**  
**1"=5' VERT.**

PRELIMINARY  
FOR REVIEW



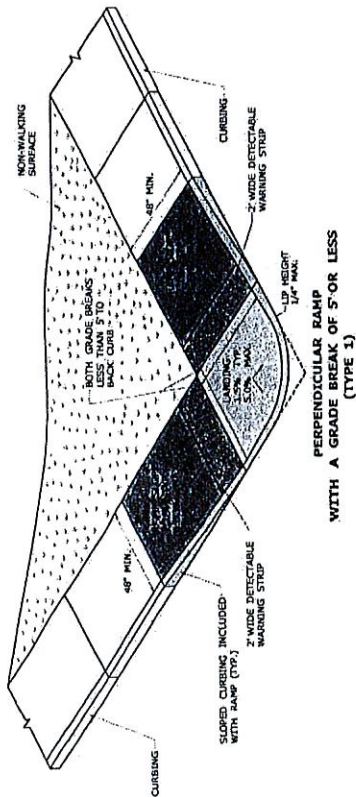




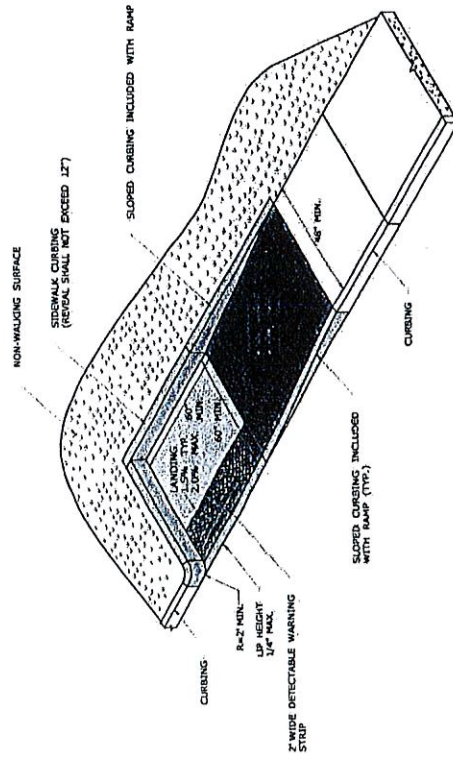


# GENERAL NOTES:

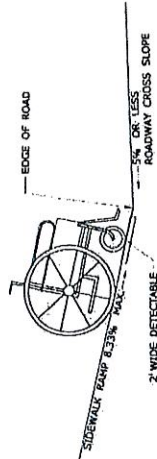
1. SIDEWALK RAMP SHALL HAVE A COARSE BROOM FINISH TRANSVERSE TO THE SLOPE OF THE RAMP.
2. REMOVAL OF EXISTING SIDEWALKS FOR NEW RAMP INSTALLATIONS SHALL BE TO THE NEAREST EXPANSION OR CONTRACTION JOINT.
3. THE RUNNING SLOPE OF THE CURB RAMP SHALL BE 4.3 PERCENT MAXIMUM BUT SHALL NOT EXCEED THE RAMP LENGTH TO EXCEED 15 FEET.



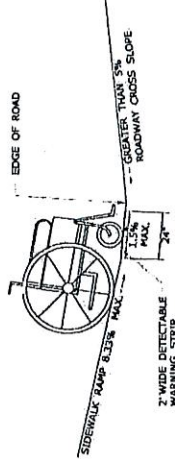
PERPENDICULAR RAMP  
WITH A GRADE BREAK OF 5% OR LESS  
(TYPE 1)



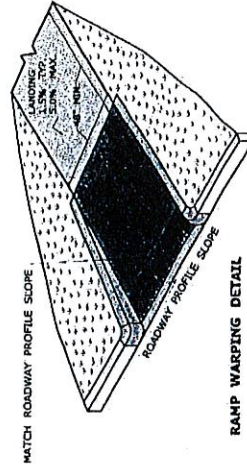
PARALLEL RAMP  
WITH LANDING AT BOTTOM ON CORNER  
(TYPE 10)



SIDEWALK RAMP GRADE AT  
ROADWAY CROSS SLOPE OF 5% OR LESS



SIDEWALK RAMP GRADE AT  
ROADWAY CROSS SLOPE OF GREATER THAN 5%



RAMP WARNING DETAIL

1. TRANSITION SIDEWALK RAMP TO MATCH ROADWAY PROFILE AS GRADUALLY AS POSSIBLE. RAMP SHALL BE 48\"/>
- 2. COMPLETE TRANSITION TO ROADWAY PROFILE BEHIND DETECTABLE WARNING SURFACE.

TOWN OF CHROMWELL  
WEST STREET  
CHROMWELL, CONNECTICUT

SIDEWALK DETAILS

Rev. 1  
Date 5/2/23  
By J. B. J. / J. B. J.

AS NOTED  
Bearing: 360°

Lenard Engineering, Inc.  
Civil, Environmental and Hydrogeological Consultants  
140 VICTORY BLVD  
SUITE 100  
CHROMWELL, CT 06111  
(860) 379-8888  
FAX (860) 379-8889  
WWW.LENARD-ENG.COM



Drawing # D1

Rev. 22-534

PRELIMINARY  
FOR REVIEW



PRELIMINARY  
FOR REVIEW

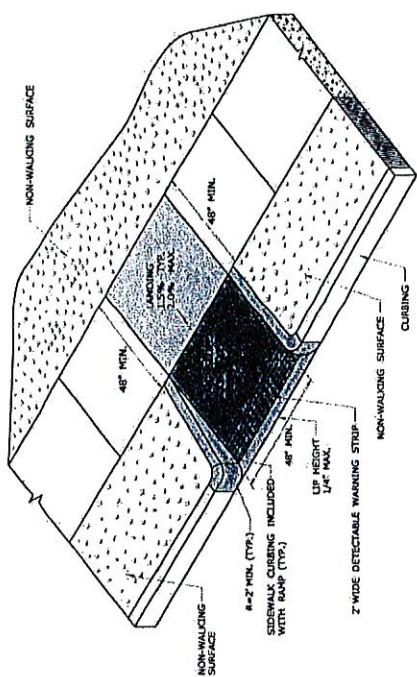
Sheet # **D2**

**Lenard Engineering, Inc.**  
Civil Engineering and Hydrological Consultants  
130 Main Street  
Westport, CT 06880  
Tel: 203.326.1100  
Fax: 203.326.1101  
www.lenardeng.com

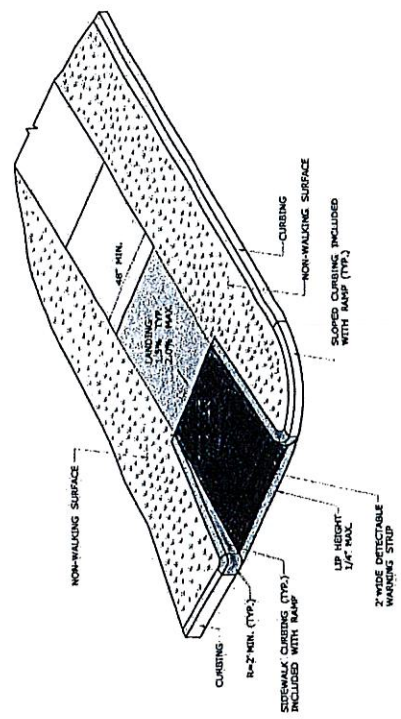
**TOWN OF CROMWELL**  
WEST STREET  
CROMWELL, CONNECTICUT  
Prepared for  
MAY 5, 2022  
Drawing Date  
13/10/22  
Drawing Sheet

Designed By: KLD  
Drawn By: KLD/AD  
Checked By: JEL  
CAD File: B-1

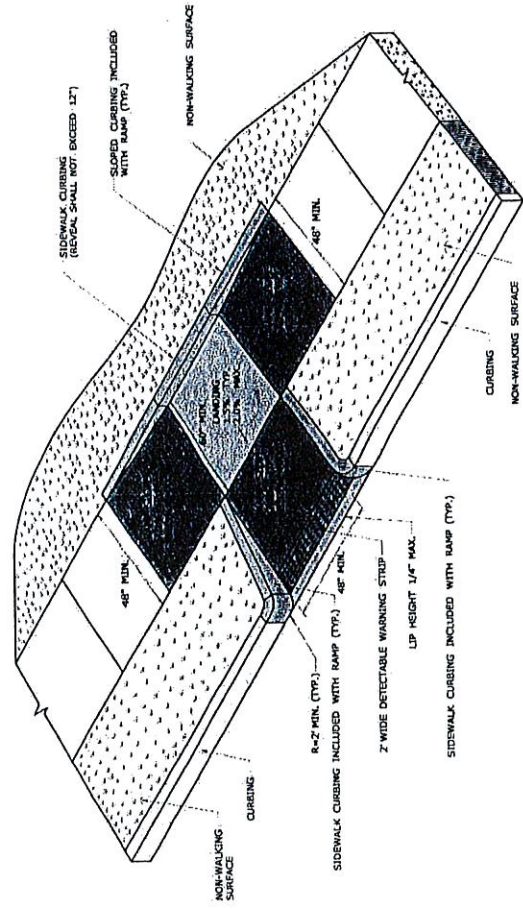
**SIDEWALK DETAILS**



**PERPENDICULAR RAMP  
WITH NON-WALKING SURFACE  
(TYPE 15)**



**SINGLE DIRECTION - RETURN CURB  
WITH NON-WALKING SURFACE  
(TYPE 16)**



**PERPENDICULAR RAMP WITH SIDEWALK CURB  
AND NON-WALKING SURFACE  
(TYPE 12)**







## 2022 - Senate Bond Request Form

1. Name and address of project: Updates to Pierson Park
2. Legislators supporting: Senator Lesser, Senator Needleman and Representative Carpino
3. Date submitted: 06/17/2022
4. Amount of state bond request: \$2,000,000.00
5. Total cost of project: \$2,000,000.00
6. Sources of other funding for this project and amounts: (i.e. federal, local, private): Local funds for test borings and to complete the demolition of the existing structures

7. Description of project:

The Town of Cromwell is proposing to demolish the vacant buildings formerly occupied by the public works department, regrade and redevelop the site. The public works department facility has been relocated to a new facility on County Line Drive. The 3.13-acre site is located on the south side of Pierson Park and is adjacent to the high school varsity football field. Pierson Park includes a parking lot, a playscape, a public restroom, two baseball fields, a walking trail, a picnic pavilion, a basketball court, a rose garden, a practice football field and the varsity football field. The plans call for redeveloping the former public works site by constructing a facility for the high school football team and expanding Pierson Park.

It is important to note that the varsity football field is the home field for the Cromwell High School football team. Currently there are no facilities for the football team, the visiting team or the officials. The plan calls for constructing a facility for the high school football home team, the visiting team and officials and public restrooms. The plans call for expanding Pierson Park by constructing additional parking spaces, a new picnic pavilion and associated recreational facilities.

8. Status of project: (i.e. current phase, permits received, designed, federal or local approval, ready for construction): In design stage
9. Contact person and contact information (i.e. Town Manager, phone number):  
Anthony Salvatore, Town Manager 860-632-3410

10. Anticipated start date: Spring 2023    11. Anticipated completion date: Spring 2024

12. Temporary jobs created or retained: 120    13. Permanent jobs created or retained: \_\_\_\_\_

14. Who will benefit from this project and how:

The redevelopment of the former public works department facility will benefit all of the town residents. This is the Cromwell high school football field and the team is under direction from the CIAC to provide these improvements to allow for the continued use of the field. These improvements will allow for the continued use of the varsity football field. The expansion of Pierson Park will provide more recreational facilities for use by all town residents.

15. Additional details (if applicable): \_\_\_\_\_

Please attach a detailed budget that accounts for how the funds will be spent.  
Please attach site plans, quotes, pictures and any additional support information if applicable.



### Preliminary Construction Cost Estimate

Cromwell, Connecticut

## Pierson Park Expansion

### Major and Minor Contract Items

[illegible]











## Salvatore, Anthony

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**From:** Harriman, Jon  
**Sent:** Thursday, August 04, 2022 2:27 PM  
**To:** Salvatore, Anthony  
**Cc:** Popper, Stuart; Spina, Louis  
**Subject:** building demolition questions  
**Attachments:** ESTIMATE.pdf; pierson park estimate.pdf

Tony,

The New highway facility project carried \$242,000.00 for the demolition of three structures (Quonset hut, wood T-shaped building and former sewer garage). Whomever read my estimate must have misread that as \$2M, which would be absurd. I have attached the estimate spreadsheet that was displayed during the Public Information meeting (Town Meeting?). It is unchanged.

That project did not contemplate demolishing the old highway garage (metal building). The application for the 2022 bond funding did not include a line item for demolition of any structures in the funding request estimate sheet (also attached). It was my intent to use the funds from the highway garage facility project to take down the two buildings. You will recall that we were able to sell the Quonset hut to a bidder that came and took it down, and it now appears that the sewer building will not be demolished either.

There is no duplication of funding for the demolition in the two funding sources. Feel free to have those concerned call or email my office for any additional clarification that may be warranted.

Jon Harriman, P.E.  
*Town Engineer*  
*Town of Cromwell, CT*  
*ph: 860 632-3465*  
*fx: 860 632-3477*



## Preliminary Construction Cost Estimate

Cromwell, Connecticut

## New DPW/WPCA garage and Transfer Station Facility

[illegible]



### Preliminary Construction Cost Estimate

Cromwell, Connecticut

## Pierson Park Expansion

### Major and Minor Contract Items

[illegible]



# CBPL-Children's Garden



July 6, 2022-The Cromwell Belden Public Library in Cromwell, CT is pleased to announce it is growing! Our new satellite location on Evergreen Road, adjacent to the Cromwell Community Garden is the future home for story-times, programs, demonstrations, music, cook outs and most importantly expanding how we serve the community.

**We welcome you to visit our new Children's Garden!**

## THANK YOU~

### **The Cromwell Belden Public Library would like to thank:**

The Polke Family, Phoenix Farm, the Building Maintenance staff, the Recycling Center Operator, Lowes, and a generous anonymous donor for making the dream of a Children's Garden a reality. We also would like to thank Town Manager Salvatore for his unwavering support and all of our neighbors at the Community Garden for their encouragement.



Questions about the garden or how you can help  
please contact: Kara Canney  
at (860) 632-3460 or [kcanney@cromwellct.com](mailto:kcanney@cromwellct.com)  
39 West Street, Cromwell CT 06416  
[www.cromwellct.com/library](http://www.cromwellct.com/library)

