

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

AMENDED REGULAR MEETING AGENDA
Wednesday, April 13, 2022 at 7:00 p.m.

- A. CALL TO ORDER**
- C. PLEDGE OF ALLEGIANCE**
- D. APPROVAL OF AGENDA**
- E. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS**
 - 1. CMS Building Committee Update
- F. MAYOR'S UPDATE**
- G. TOWN MANAGER'S UPDATE**
- H. FINANCIAL/FINANCE DIRECTOR'S UPDATE**
 - 1. Budget Report
 - 2. Discussion and action to appoint Town Auditor for Fiscal Year 2022
 - 3. Discussion and action to authorize the use of a portion of the funds originally designated for the School Building architectural design (\$100,000) to pay expenses related to the School Building Committee, such as payment of the Commission Clerk, as approved by the Town Manager
 - 4. Discussion and possible action regarding use of American Rescue Plan Act funds for the purchase of two dump trucks in the amount of \$500,000
 - 5. Discussion and possible action regarding Request to Reallocate Funds for Zoning Regulations Update
 - 6. Tax Refunds
- I. CHIEF OF POLICE'S UPDATE**
- J. PUBLIC WORKS DIRECTOR'S UPDATE**
- K. CITIZEN COMMENTS**
- L. NEW BUSINESS**
 - 1. Discussion regarding Request for Shared Services at 139 North Road in Rocky Hill

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2. Discussion and possible action regarding the Cultivation of Cannabis in Cromwell
3. Permission Request to Use Parking Area at 2 River Road for Town Events

M. APPROVAL OF MINUTES

1. March 9, 2022 Regular Meeting Minutes
2. March 22, 2022 Special Meeting Minutes
3. March 30, 2022 Special Meeting Minutes

N. RESIGNATIONS

O. APPOINTMENTS

1. Recreation Commission

Gregory R. Valente (U), Regular Member for a term expiring 4/13/2026

P. INFORMATIONAL ITEMS

1. Job Descriptions
2. Board of Education Operating Budget

Q. ADJOURN

TOWN OF CROMWELL

DATE: APRIL 5, 2022
TO: ANTHONY J. SALVATORE, TOWN MANAGER
FROM: MARIANNE SYLVESTER, FINANCE DIRECTOR
RE: APRIL TOWN COUNCIL REPORT

Budget reports for fiscal year 2022 have been included in the Town Council packet for the April 13th meeting. The reports reflect activity through the end of March.

Expenditures are basically in line with expectations for this point in the fiscal year but we will continue to monitor expenditures. Revenue is also on target compared to budgeted levels. Total tax collections have exceeded budgeted levels as have conveyance taxes and recording fees. It is anticipated that building permit fees will come in close to budget.

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

FOR 2022 08

	ORIGINAL APPROP	TRANSFERS ADJUSTMENTS	REVISED BUDGET	YTD EXPENSED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 TOWN MANAGER'S OFFICE	406,840	3,608	410,448	265,790.26	2,928.82	141,728.92	65.5%
002 TOWN CLERK'S OFFICE	214,289	0	214,289	155,777.76	7,144.14	51,367.10	76.0%
003 REGISTRAR OF VOTERS	80,184	0	80,184	46,440.75	7,614.46	26,128.79	67.4%
004 PLANNING COMMISSION	3,525	0	3,525	927.83	13.86	2,583.31	26.7%
005 ECONOMIC DEVELOPMENT	23,301	0	23,301	9,800.50	-0.00	13,500.50	42.1%
006 BOARD OF FINANCE	1,350	0	1,350	562.74	-0.00	787.26	41.7%
008 CHARTER REVISION COMM	3,000	0	3,000	251.00	-0.00	2,749.00	8.4%
009 BOARD OF ASSESSMENT APPEALS	1,200	0	1,200	526.55	-0.00	673.45	43.9%
010 ZONING BOARD OF APPEALS	1,250	0	1,250	422.58	13.86	813.56	34.9%
011 INLAND WETLANDS	2,300	0	2,300	389.93	-0.00	1,910.07	17.0%
012 COMM. FOR DISABLED PEOPLE	100	0	100	-0.00	-0.00	100.00	0.0%
013 DONATIONS AND DUES	48,808	0	48,808	45,690.00	3,000.00	118.00	99.8%
014 TOWN COUNCIL	41,361	0	41,361	39,976.00	-0.00	1,385.00	96.7%
015 LEGAL EXPENSE	227,100	0	227,100	118,850.82	96,021.18	12,228.00	94.6%
016 CENTRAL SERVICES	204,551	0	204,551	149,722.22	44,242.98	10,585.80	94.8%
017 INSURANCE EXPENSE	595,700	0	595,700	436,292.82	135,915.63	23,491.55	96.1%
018 GENERAL EXPENSE	744,002	100,000	844,002	836,841.81	3,000.00	4,160.19	99.5%
019 DEVELOPER/PLANNER	139,195	0	139,195	106,141.17	501.51	32,552.32	76.6%
020 FINANCE DEPARTMENT	437,765	0	437,765	318,721.76	4,947.31	114,095.93	73.9%
021 TAX COLLECTOR	158,183	0	158,183	116,250.21	518.73	41,414.06	73.8%
022 ASSESSOR'S OFFICE	243,706	0	243,706	180,118.05	545.10	63,042.85	74.1%
030 PUBLIC WORKS ADMIN.	292,263	0	292,263	194,396.50	8,452.39	89,414.11	69.4%
031 ENGINEERING	246,304	0	246,304	170,316.40	7,608.20	68,379.40	72.2%
032 SOLID WASTE REMOVAL	723,962	-4,000	719,962	447,870.70	190,876.57	81,214.73	88.7%
033 BUILDING INSPECTION	198,829	0	198,829	142,846.89	2,415.22	53,566.89	73.1%
034 HIGHWAY DEPT.	1,446,517	-5,500	1,441,017	1,005,915.97	94,871.25	340,229.78	76.4%
035 BUILDING MAINTENANCE	681,727	0	681,727	509,346.95	27,737.71	144,642.34	78.8%
036 PARKS & GROUNDS	443,993	0	443,993	227,974.49	31,460.50	184,558.01	58.4%
037 PUBLIC WORKS-OTHER	424,000	0	424,000	312,170.14	88,644.46	23,184.40	94.5%
038 VEHICLE MAINTENANCE	318,952	9,500	328,452	211,209.29	41,883.62	75,359.09	77.1%
040 POLICE DEPARTMENT	3,664,392	0	3,664,392	2,613,356.84	50,425.59	1,000,609.57	72.7%
041 EMERGENCY MANAGEMENT	19,050	0	19,050	10,123.59	1,501.41	7,425.00	61.0%
042 ANIMAL CONTROL	92,822	0	92,822	69,333.88	-0.00	23,488.12	74.7%
050 HEALTH DEPARTMENT	216,639	0	216,639	139,335.17	27,231.81	50,072.02	76.9%
051 HUMAN SERVICES	132,061	0	132,061	95,586.63	592.35	35,882.02	72.8%
053 SENIOR SERVICES	128,121	0	128,121	95,908.49	4,007.21	28,205.30	78.0%
054 YOUTH SERVICES	107,009	0	107,009	57,935.83	4,261.18	44,811.99	58.1%
055 TRANSPORTATION SERVICES	154,230	0	154,230	101,682.31	3,554.86	48,992.83	68.2%
060 RECREATION DEPARTMENT	276,255	0	276,255	196,786.24	11,353.82	68,114.94	75.5%
061 LIBRARY	634,469	0	634,469	441,179.99	21,607.58	171,681.43	72.9%
070 BONDED DEBT	3,651,450	0	3,651,450	729,400.00	-0.00	2,922,050.00	20.0%
080 EMPLOYEE BENEFITS	4,008,240	-3,608	4,004,632	2,995,466.05	548,964.16	460,201.79	88.5%
090 BOARD OF EDUCATION	32,750,000	0	32,750,000	20,588,992.94	-0.00	12,161,007.06	62.9%
119 DEVELOPMENT COMPLIANCE	113,515	0	113,515	79,737.74	498.56	33,278.70	70.7%

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2022 00

120 CONSERVATION COMMISSION	ORIGINAL APPROP	TRANSFERS ADJUSTMENTS	REVISED BUDGET	YTD EXPENSED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
120 CONSERVATION COMMISSION	1,210	0	1,210	169.18	.00	1,040.82	14.0%
GRAND TOTAL	54,303,720	100,000	54,403,720	34,266,536.97	1,474,357.03	18,662,826.00	65.7%

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

TOWN OF CROMWELL, CT

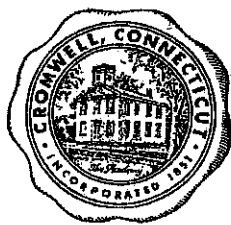
YEAR-TO-DATE BUDGET REPORT



FOR 2022 09

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMENTS	REVISED EST. REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
002 TOWN CLERK'S OFFICE	-294,500	0	-294,500	-332,444.34	37,944.34	112.9%
021 TAX COLLECTOR	-46,163,159	0	-46,163,159	-46,364,819.12	201,660.12	100.4%
022 ASSESSOR'S OFFICE	-1,000	0	-1,000	-186.00	-814.00	18.6%
030 PUBLIC WORKS ADMIN.	-45,900	0	-45,900	-43,669.06	-2,230.94	95.1%
033 BUILDING INSPECTION	-350,000	0	-350,000	-225,216.87	-124,783.13	64.3%
040 POLICE DEPARTMENT	-86,800	0	-86,800	-54,838.26	-31,961.74	63.2%
042 ANIMAL CONTROL	-550	0	-550	-550.00	-550.00	.0%
050 HEALTH DEPARTMENT	-25,000	0	-25,000	-2,860.00	-22,140.00	11.4%
053 SENIOR SERVICES	-1,500	0	-1,500	-304.00	-1,196.00	20.3%
061 LIBRARY	-2,500	0	-2,500	-1,113.70	-1,386.30	44.5%
206 BOARDS & COMMISSIONS	-9,500	0	-9,500	-7,649.50	-1,850.50	80.5%
207 STATE OF CONNECTICUT	-5,371,399	0	-5,371,399	-2,942,286.33	-2,429,112.67	54.8%
208 MISCELLANEOUS SOURCES	-531,712	0	-531,712	-1,833,583.21	1,301,871.21	344.8%
999 FUND BALANCE	-1,420,200	0	-1,420,200	.00	-1,420,200.00	.0%
GRAND TOTAL	-54,303,720	0	-54,303,720	-51,808,970.39	-2,494,749.61	95.4%

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



Town of Cromwell

NATHANIEL WHITE BUILDING
41 WEST STREET
CROMWELL, CONNECTICUT 06416

DATE: April 4, 2022
TO: Anthony Salvatore, Town Manager
FROM: Marianne Sylvester, Finance Director
RE: Appointment of Auditor

I am recommending the Town Council re-appoint PKF O'Connor Davies as the auditing firm for the Town of Cromwell for fiscal year ending June 30, 2022.

The proposed cost for this service is \$52,300, an increase of \$1,025 (2%) over the 2021 audit. The Board of Education shares this cost at 25%. Proposals for audit services were solicited in spring 2020 and PKF O'Connor Davies was selected with the lowest cost proposal of qualified vendors. The audits for FY2020 and FY2021 went smoothly, in spite of the pandemic. The partner in charge of our audit, Joseph Centofanti, and his staff have been sufficiently thorough in their review and offer helpful procedural suggestions.

Thank you for your consideration of this recommendation.



MEMO

Date: April 6, 2022

TO: Anthony Salvatore
Town Manager

FROM: William Russo *W. Russo*
Director of Public Works

RE: Cost to purchase Six-Wheel Dump Trucks

You assigned me the task to provide you with the financial cost for the purchase of a Six-Wheel Dump Truck. The cost to purchase this type of truck is \$250,000.

The above price is based on the State Bid Contract for a Freightliner Six-Wheel Dump Truck.

I am asking that the Town purchase "two" of these trucks. If the Town agrees to purchase "two" trucks we would either auction off or trade in a 2009 International, Model 7400 Six-Wheeler.

I would also ask that a second truck be kept in the fleet as a back up should a breakdown occur during winter operations. Should a breakdown occur the spare truck would allow the driver to swap out to the spare truck avoiding down time in waiting for a truck to be repaired.

Total cost to the Town for "two" Dump/Plow Trucks would be \$500,000.

CC: M. Sylvester/Finance Director

Memo

To: Anthony Salvatore, Town Manager
From: Stuart B. Popper, AICP
Director of Planning and Development
Date: April 8, 2022
Re: Request to Reallocate Funds

The Capital Budget Program contains \$75,000.00 for the updating of the Plan of Conservation and Development. A number of years ago \$15,000.00 was set aside in the Capital Budget for the updating of the Zoning Regulations and a purchase order was opened in the name of the firm of Murtha Culina for the work on the Zoning Regulations. The work on the Zoning Regulations did not proceed and the \$15,000.00 purchase order is still active.

The Planning and Zoning Commission advertised two RFP/RFQ's to hire a consultant to update the Plan of Conservation and Development and the Zoning Regulations. The Commission created a subcommittee to interview and select a consultant to do the work. The subcommittee has selected the consultant and that consultant was the low bidder.

The successful bid for the updating of the Plan of Conservation and Development was \$52,155.00 out of the \$75,000.00 allocated with \$22,845.00 remaining. The winning bid for the updating of the Zoning Regulations was \$30,375.00.

I am requesting that the \$17,000.00 from the available balance within the "Update Plan of Conservation and Development" line be transferred to the budget line allocated for updating the Zoning Regulations.

Muller, Sharon

From: Russo, William
Sent: Tuesday, February 22, 2022 8:21 AM
To: Muller, Sharon; Salvatore, Anthony
Subject: FW: 3-cw contracted service

From: Taylor, Daniel
Sent: Tuesday, February 22, 2022 7:17 AM
To: Russo, William <wrusso@cromwellct.com>
Subject: 3-cw contracted service

I received the quote for the repair on the plow truck that is down and I was correct it wasn't just a basic head gasket job but a complete engine is needed. I am going to talk to the dealer today and see if there are any other options. Current quote is \$29,438 in parts and \$12,529 totaling around \$42,000.

I am going to see if they offer a reman engine, I have heard nightmares of these Maxxforce 10 engines being rebuilt and only last 2 or so years until they explode again.

I can see this issue happening in the near future as well with some of our other trucks. This engine failure is a very common issue and I am sure we will be seeing it again on our 7 other trucks with the same type of engine power package. This specific truck has the highest mileage 71,792.

Dan Taylor
Vehicle Maintenance Supervisor
Town of Cromwell, CT
860 632 3459 - office

Muller, Sharon

From: Russo, William
Sent: Monday, January 24, 2022 10:53 AM
To: Muller, Sharon
Subject: FW: 3-CW down

From: Taylor, Daniel
Sent: Monday, January 24, 2022 10:52 AM
To: Russo, William <wrusso@cromwellct.com>; Swanson, Neil <nswanson@cromwellct.com>
Subject: 3-CW down

I have been diagnosing 3-CW plow truck and I have come to the conclusion that the head gasket went. This will be contracted out to Nutmeg International. They have to do their own diagnosing then will give me a quote. I am expecting it to be around \$15,000-\$20,000 total depending if the head is warped. I will be using D&L towing to get the vehicle to the shop.

Any updates I get I will forward to you, expect the truck to be gone for at least 2.5 weeks. This truck did not break from operator error, these engines are known for this issue.

Dan Taylor
Vehicle Maintenance Supervisor
Town of Cromwell, CT
860 632 3459 - office



MATT MILICI

222 ROBERTS ST.

EAST HARTFORD, CT 06108

(860) 247 - 8845

MATTM@FOHCT.COM

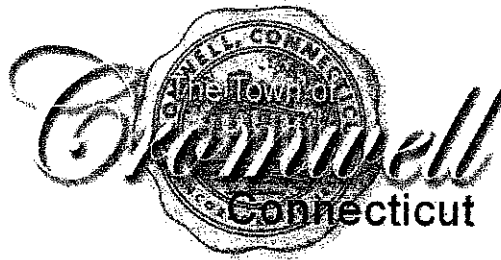
A CUSTOM PROPOSAL FOR

TOWN OF CROMWELL PUBLIC WORKS DEPARTMENT

2023 FREIGHTLINER 114SD



Prepared for:
Dan Taylor
CROMWELL TOWN OF
100 County Line Rd
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E-Mail:
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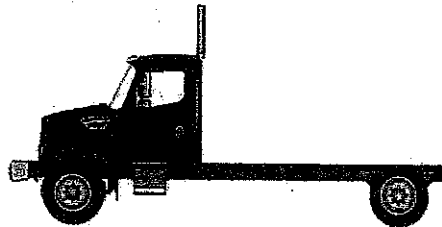
Prepared by:
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Phone: 860-247-8845
E-Mail:
mattm@freightlinerofhartford.com

A proposal for
TOWN OF CROMWELL

Prepared by
FREIGHTLINER OF HARTFORD
Matt Milici

Jan 31, 2022

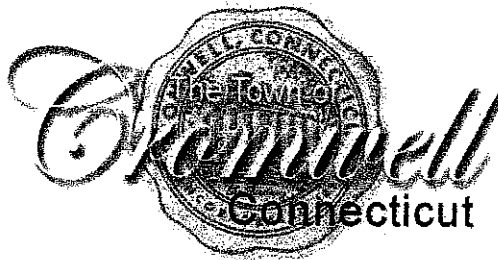
Freightliner 114SD Plow truck
Per state contract # 14PSX0239



Components shown may not reflect all spec'd options and are not to scale



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 mattm@freightlinerofhartford.com

QUOTATION

PER STATE CONTRACT # 14PSX0239

114SD CONVENTIONAL CHASSIS

SET FORWARD AXLE - TRUCK

DD8 7.7L 6 CYL DUAL STAGE 350 HP @ 2200 RPM, 2600
 GOV RPM, 1050 LB-FT @ 1200 RPM
 ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH
 PTO PROVISION
 RS-30-185 30,000# U-SERIES SINGLE REAR AXLE
 CHALMERS 1030 30,000# REAR SUSPENSION
 DETROIT DA-F-20.0-5 20,000# FL1 71.0 KPI/3.74 DROP
 SINGLE FRONT AXLE
 20,000# TAPERLEAF FRONT SUSPENSION

114 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL
 CAB
 4725MM (186 INCH) WHEELBASE
 7/16X3-9/16X11-1/8 INCH STEEL FRAME
 (11.11MMX282.6MM/0.437X11.13 INCH) 120KSI
 1600MM (63 INCH) REAR FRAME OVERHANG
 PARTIAL INNER FRAME REINFORCEMENT AT FRONT
 SUSPENSION
 BODY COMPANY INSTALLED ADDITIONAL FRONT
 FRAME REINFORCEMENT FOR SNOW PLOW

	PER UNIT	TOTAL
Item #1A:		
Item #1H: ← Items not in State Contract	TOTAL # OF UNITS (1) \$ 104,170.81	\$ 104,170.81
Item #1J:	\$ 12,526.53	\$ 12,526.53
	\$ 123,275.00	\$ 123,275.00
CUSTOMER PRICE BEFORE TAX	\$ 239,972.34	\$ 239,972.34

BALANCE DUE (LOCAL CURRENCY) \$ 239,972.34 \$ 239,972.34

COMMENTS:

Warranties included in quote:

- EW4: Extended engine coverage 7 years / 100,000 miles: \$2,040.00
- TC4: Extended truck coverage 7 years / 100,000 miles: \$3,550.00
- Allison: Extended transmission coverage 7 years / unlimited miles: \$1,150.00
- Towing: 5 years / unlimited miles \$550 per max per occurrence: \$800.00

Noteworthy:

- Proposal is based on a 2023 Model Year chassis and being proposed solely on a while production availability lasts. Any and all model year changes / production surcharges, contract changes, etc. will be passed through at the cost with substantiating documentation being provided. Issuance / receipt of purchase order will not secure nor exempt municipality from any above said changes in pricing.

Body package:

- Please see final pages of this proposal for body package specifications and optional equipment.
- QUOTE VALID: February 21st 2022.

APPROVAL: Please indicate your acceptance of this quotation by signing below:

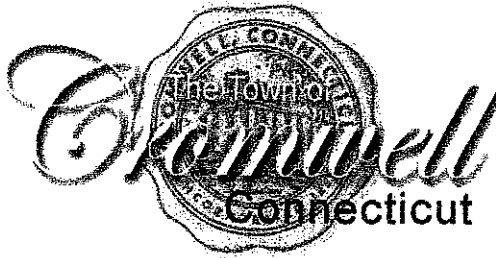
Customer: X _____ Date: ____ / ____ / ____

Cromwell MY23 114SFA PT



01/31/2022 10:45 AM

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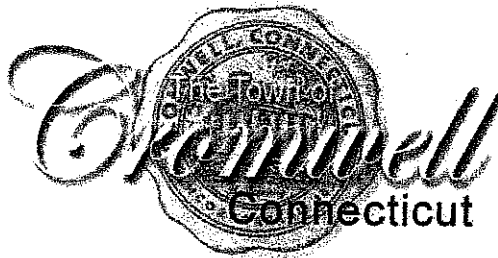
Prepared by:
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SPECIFICATION PROPOSAL

Description	Weight Front	Weight Rear
Vehicle Configuration		
114SD CONVENTIONAL CHASSIS	7,934	6,476
2023 MODEL YEAR SPECIFIED		
SET FORWARD AXLE - TRUCK		
TRAILER TOWING PROVISION AT END OF FRAME FOR TRUCK	10	10
LH PRIMARY STEERING LOCATION		
General Service		
TRUCK/TRAILER CONFIGURATION		
DOMICILED, USA (EXCLUDING CALIFORNIA AND CARB OPT-IN STATES)		
UTILITY/REPAIR/MAINTENANCE SERVICE		
GOVERNMENT BUSINESS SEGMENT		
DIRT/SAND/ROCK COMMODITY		
TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS		
MAXIMUM 8% EXPECTED GRADE		
SMOOTH CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE		
FREIGHTLINER LEVEL II WARRANTY		
EXPECTED FRONT AXLE(S) LOAD: 20000.0 lbs.		
EXPECTED REAR DRIVE AXLE(S) LOAD: 27120.0 lbs.		
EXPECTED GROSS VEHICLE WEIGHT CAPACITY: 47120.0 lbs.		
EXPECTED GROSS COMBINATION WEIGHT: 80000.0 lbs.		
Truck Service		
FRONT PLOW/END DUMP BODY		
TENCO USA, INC.		
Engine		
DD8 7.7L 6 CYL DUAL STAGE 350 HP @ 2200 RPM, 2600 GOV RPM, 1050 LB-FT @ 1200 RPM	-920	-70



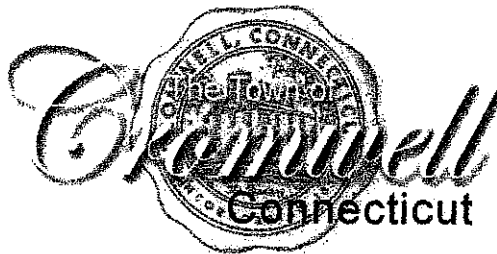
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 E-Mail:
 mattm@freightlinerofhartford.com

Description	Weight Front	Weight Rear
Electronic Parameters		
69 MPH ROAD SPEED LIMIT		
CRUISE CONTROL SPEED LIMIT SAME AS ROAD SPEED LIMIT		
PTO MODE ENGINE RPM LIMIT - 2100 RPM		
PTO MODE THROTTLE OVERRIDE - LIMIT TO 800 RPM		
PTO RPM WITH CRUISE SET SWITCH - 600 RPM		
PTO RPM WITH CRUISE RESUME SWITCH - 600 RPM		
PTO MODE CANCEL VEHICLE SPEED - 30 MPH		
PTO MODE RPM INCREMENT - 50 RPM		
PTO GOVERNOR RAMP RATE - 100 RPM PER SECOND		
FUEL DOSING OF AFTERTREATMENT ENABLED IN PTO MODE-CLEANS HYDROCARBONS AT HIGH TEMPERATURES ONLY		
PTO SPEED 1 SETTING - 600 RPM		
PTO SPEED 2 SETTING - 600 RPM		
PTO SPEED 3 SETTING - 600 RPM		
PTO MINIMUM RPM - 600		
REGEN INHIBIT SPEED THRESHOLD - 5 MPH		
ENABLE AUTO ENGINE RPM ELEVATE FOR EXTENDED IDLE		
Engine Equipment		
2010 EPA/CARB/GHG21 CONFIGURATION		
NO 2008 CARB EMISSION CERTIFICATION		
STANDARD OIL PAN		
ENGINE MOUNTED OIL CHECK AND FILL		
SIDE OF HOOD AIR INTAKE WITH FIREWALL MOUNTED DONALDSON AIR CLEANER WITH SAFETY ELEMENT AND INSIDE/OUTSIDE AIR WITH SNOW DOOR	10	
DR 12V 160 AMP 36-SI BRUSHLESS QUADRAMOUNT PAD ALTERNATOR WITH REMOTE BATTERY VOLT SENSE	10	
(3) DTNA GENUINE, FLOODED STARTING, MIN 3000CCA, 555RC, THREADED STUD BATTERIES		
BATTERY BOX FRAME MOUNTED		
STANDARD BATTERY JUMPERS		

Prepared for:
 Dan Taylor
 CROMWELL TOWN OF
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Description	Weight Front	Weight Rear
SINGLE BATTERY BOX FRAME MOUNTED LH SIDE UNDER CAB		
WIRE GROUND RETURN FOR BATTERY CABLES WITH ADDITIONAL FRAME GROUND RETURN		
NON-POLISHED BATTERY BOX COVER		
CAB AUXILIARY POWER CABLE	5	
POSITIVE LOAD DISCONNECT WITH CAB MOUNTED CONTROL SWITCH MOUNTED OUTBOARD DRIVER SEAT	10	
WABCO 20.0 CFM SINGLE CYLINDER AIR COMPRESSOR		
ELECTRONIC ENGINE INTEGRAL SHUTDOWN PROTECTION SYSTEM		
DETROIT MD COMPRESSION BRAKE WITH ON/OFF SWITCH		
RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE	30	25
ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD REGENERATION AND DASH MOUNTED REGENERATION REQUEST SWITCH		
10 FOOT 06 INCH (126 INCH+0/-5.9 INCH) EXHAUST SYSTEM HEIGHT		
RH CURVED VERTICAL TAILPIPE B-PILLAR MOUNTED ROUTED FROM STEP		
13 GALLON DIESEL EXHAUST FLUID TANK		
100 PERCENT DIESEL EXHAUST FLUID FILL		
STANDARD DIESEL EXHAUST FLUID PUMP MOUNTING		
NON-POLISHED ALUMINUM DIAMOND PLATE DIESEL EXHAUST FLUID TANK COVER	15	5
LH MEDIUM DUTY STANDARD DIESEL EXHAUST FLUID TANK LOCATION		
STANDARD DIESEL EXHAUST FLUID TANK CAP		
STAINLESS STEEL AFTERTREATMENT DEVICE/MUFFLER/TAILOPIPE SHIELD		
ELECTRONICALLY CONTROLLED VARIABLE SPEED VISCOUS FAN DRIVE		
AUTOMATIC FAN CONTROL WITHOUT DASH SWITCH, NON-ENGINE MOUNTED		
DETROIT ENGINE MOUNTED FUEL/WATER SEPARATOR WITH WATER-IN-FUEL SENSOR AND HAND PRIMER		

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Description	Weight Front	Weight Rear
FULL FLOW OIL FILTER		
1300 SQUARE INCH ALUMINUM RADIATOR	-50	
ANTIFREEZE TO -34F, OAT (NITRITE AND SILICATE FREE) EXTENDED LIFE COOLANT		
GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT		
CONSTANT TENSION HOSE CLAMPS FOR COOLANT HOSES		
RADIATOR DRAIN VALVE		
PHILLIPS-TEMRO 1500 WATT/115 VOLT BLOCK HEATER	4	
CHROME ENGINE HEATER RECEPTACLE MOUNTED UNDER LH DOOR		
DELCO 12V 35MT STARTER WITH INTEGRATED MAGNETIC SWITCH AND SOLENOID	-35	

Transmission

ALLISON 3000 RDS AUTOMATIC TRANSMISSION
 WITH PTO PROVISION

Transmission Equipment

ALLISON VOCATIONAL PACKAGE 146 -
 AVAILABLE ON 3000/4000 PRODUCT FAMILIES
 WITH VOCATIONAL MODEL RDS

ALLISON VOCATIONAL RATING FOR ON/OFF
 HIGHWAY APPLICATIONS AVAILABLE WITH ALL
 PRODUCT FAMILIES

PRIMARY MODE GEARS, LOWEST GEAR 1,
 START GEAR 1, HIGHEST GEAR 6, AVAILABLE
 FOR 3000/4000 PRODUCT FAMILIES ONLY

SECONDARY MODE GEARS, LOWEST GEAR 1,
 START GEAR 1, HIGHEST GEAR 3, AVAILABLE
 FOR 3000/4000 PRODUCT FAMILIES ONLY

PRIMARY SHIFT SCHEDULE RECOMMENDED BY
 DTNA AND ALLISON, THIS DEFINED BY ENGINE
 AND VOCATIONAL USAGE

SECONDARY SHIFT SCHEDULE
 RECOMMENDED BY DTNA AND ALLISON, THIS
 DEFINED BY ENGINE AND VOCATIONAL USAGE

PRIMARY SHIFT SPEED RECOMMENDED BY
 DTNA AND ALLISON, THIS DEFINED BY ENGINE
 AND VOCATIONAL USAGE

SECONDARY SHIFT SPEED RECOMMENDED BY
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FUEL SENSE 2.0 DISABLED - PERFORMANCE -
 TABLE BASED

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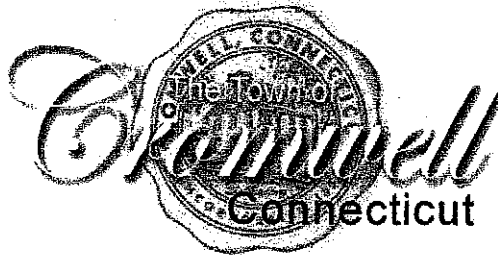
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Description	Weight Front	Weight Rear
DRIVER SWITCH INPUT - DEFAULT - NO SWITCHES		
DIRECTION CHANGE ENABLED WITH MULTIPLEXED SERVICE BRAKES - ALLISON 5TH GEN TRANSMISSIONS		
MAXIMUM ENGINE SPEED FOR PTO ENGAGEMENT 1000 RPM		
MAXIMUM ENGINE SPEED FOR PTO OPERATION 3000 RPM		
MAXIMUM OUTPUT SPEED FOR PTO ENGAGEMENT 3000 RPM - ALLISON 5TH GEN TRANSMISSIONS		
MAXIMUM OUTPUT SPEED FOR PTO OPERATION 3000 RPM - ALLISON 5TH GEN TRANSMISSIONS		
VEHICLE INTERFACE WIRING CONNECTOR WITHOUT BLUNT CUTS, AT BACK OF CAB		
ELECTRONIC TRANSMISSION CUSTOMER ACCESS CONNECTOR MOUNTED BACK OF CAB		
CUSTOMER INSTALLED CHELSEA 280 SERIES PTO		
PTO MOUNTING, RH SIDE OF MAIN TRANSMISSION ALLISON & EATON FULLER		
MAGNETIC PLUGS, ENGINE DRAIN, TRANSMISSION DRAIN, AXLE(S) FILL AND DRAIN		
PUSH BUTTON ELECTRONIC SHIFT CONTROL, DASH MOUNTED		
TRANSMISSION PROGNOSTICS - ENABLED 2013		
WATER TO OIL TRANSMISSION COOLER, IN RADIATOR END TANK	-15	
TRANSMISSION OIL CHECK AND FILL WITH ELECTRONIC OIL LEVEL CHECK		
SYNTHETIC TRANSMISSION FLUID (TES-295 COMPLIANT)		

Front Axle and Equipment

DETROIT DA-F-20.0-5 20,000# FL1 71.0 KPI/3.74 DROP SINGLE FRONT AXLE	190
MERITOR 16.5X6 Q+ CAST SPIDER CAM FRONT BRAKES, DOUBLE ANCHOR, FABRICATED SHOES	10
NON-ASBESTOS FRONT BRAKE LINING	
CAST IRON OUTBOARD FRONT BRAKE DRUMS	
FRONT BRAKE DUST SHIELDS	5

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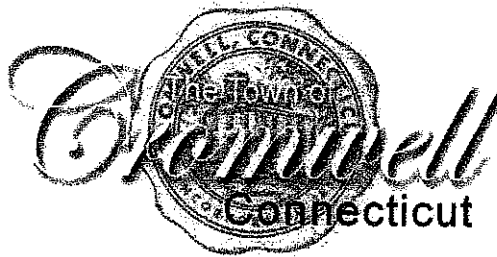


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Description	Weight Front	Weight Rear
FRONT OIL SEALS		
STEMCO SENTINEL BLUE ESP CENTER PLUG		
ALUMINUM VENTED FRONT HUB CAPS WITH WINDOW, WITHOUT SIDE PLUG - OIL		
STANDARD SPINDLE NUTS FOR ALL AXLES		
HALDEX AUTOMATIC FRONT SLACK ADJUSTERS WITH STAINLESS STEEL CLEVIS PINS		
STANDARD KING PIN BUSHINGS		
TRW THP-60 POWER STEERING WITH RCH45 AUXILIARY GEAR	130	
POWER STEERING PUMP		
4 QUART POWER STEERING RESERVOIR		
OIL/AIR POWER STEERING COOLER MOUNTED ABOVE FRONT CLOSING CROSSMEMBER	5	
CURRENT AVAILABLE SYNTHETIC 75W-90 FRONT AXLE LUBE		
Front Suspension		
20,000# TAPERLEAF FRONT SUSPENSION	200	
MAINTENANCE FREE RUBBER BUSHINGS - FRONT SUSPENSION		
NO FRONT SUSPENSION OPTIONS		
FRONT SHOCK ABSORBERS		
Rear Axle and Equipment		
RS-30-185 30,000# U-SERIES SINGLE REAR AXLE		-2,070
6.14 REAR AXLE RATIO		
IRON REAR AXLE CARRIER WITH STANDARD AXLE HOUSING		
MXL 176T MERITOR EXTENDED LUBE MAIN DRIVELINE WITH HALF ROUND YOKES	5	5
DRIVER CONTROLLED TRACTION DIFFERENTIAL - SINGLE REAR AXLE		20
(1) DRIVER CONTROLLED DIFFERENTIAL LOCK REAR VALVE FOR SINGLE DRIVE AXLE		
BLINKING LAMP WITH EACH MODE SWITCH, DIFFERENTIAL UNLOCK WITH IGNITION OFF, ACTIVE <25MPH		
MERITOR 16.5X7 P CAST SPIDER CAM REAR BRAKES, DOUBLE ANCHOR, CAST SHOES		20
NON-ASBESTOS REAR BRAKE LINING		



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Description	Weight Front	Weight Rear
BRAKE CAMS AND CHAMBERS ON FORWARD SIDE OF DRIVE AXLE(S)		
WEBB CAST IRON REAR BRAKE DRUMS		100
REAR BRAKE DUST SHIELDS		5
REAR OIL SEALS		
MGM TR-T LONGSTROKE 1-DRIVE AXLE		
SPRING PARKING CHAMBERS		
HALDEX AUTOMATIC REAR SLACK ADJUSTERS WITH STAINLESS STEEL CLEVIS PINS		
CURRENT AVAILABLE SYNTHETIC 75W-90 REAR AXLE LUBE		
ARVINMERITOR METAL/COMPOSITE FITTING AND U-TUBE REAR AXLE BREATHER(S)		
Rear Suspension		
CHALMERS 1030 30,000# REAR SUSPENSION		180
CHALMERS 1030 SERIES - 9.37-inch RIDE HEIGHT		
FORE/AFT CONTROL RODS		
REAR SHOCK ABSORBERS - ONE AXLE		
Brake System		
WABCO 4S/4M ABS WITH TRACTION CONTROL, WITH ATC OFF-ROAD SWITCH		
REINFORCED NYLON, FABRIC BRAID AND WIRE BRAID CHASSIS AIR LINES		
FIBER BRAID PARKING BRAKE HOSE		
STANDARD BRAKE SYSTEM VALVES		
STANDARD AIR SYSTEM PRESSURE PROTECTION SYSTEM		
STD U.S. FRONT BRAKE VALVE		
RELAY VALVE WITH 5-8 PSI CRACK PRESSURE, NO REAR PROPORTIONING VALVE		
WABCO SYSTEM SAVER HP WITH INTEGRAL AIR GOVERNOR AND HEATER		
WABCO OIL COALESCING FILTER FOR AIR DRYER		
AIR DRYER MOUNTED INBOARD ON RH RAIL		
ALUMINUM AIR BRAKE RESERVOIRS	-15	-15
MOUNT TANKS AS HIGH AS POSSIBLE INSIDE RAILS. USE USF BRACKET FOR THIRD TANK WHEN NEEDED TO MAXIMIZE GROUND CLEARANCE.		
CLEAR FRAME RAILS FROM BACK OF CAB TO FRONT REAR SUSPENSION BRACKET, BOTH RAILS OUTBOARD		

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Description	Weight Front	Weight Rear
PULL CABLE ON WET TANK, PETCOCK DRAIN VALVES ON ALL OTHER AIR TANKS		
Trailer Connections		
AIR CONNECTIONS TO END OF FRAME WITH GLAD HANDS FOR TRUCK AND DUST COVERS		
PRIMARY CONNECTOR/RECEPTACLE WIRED FOR COMBINATION STOP/TURN, CENTER PIN POWERED THROUGH IGNITION WITH STOP SIGNAL PREWIRE PACKAGE		
SAE J560 7-WAY PRIMARY TRAILER CABLE RECEPTACLE MOUNTED END OF FRAME		
UPGRADED CHASSIS MULTIPLEXING UNIT		
Wheelbase & Frame		
4725MM (186 INCH) WHEELBASE		
7/16X3-9/16X11-1/8 INCH STEEL FRAME (11.11MMX282.6MM/0.437X11.13 INCH) 120KSI	90	190
PARTIAL INNER FRAME REINFORCEMENT AT FRONT SUSPENSION	180	
BODY COMPANY INSTALLED ADDITIONAL FRONT FRAME REINFORCEMENT FOR SNOW PLOW		
1600MM (63 INCH) REAR FRAME OVERHANG		
FRAME OVERHANG RANGE: 61 INCHES TO 70 INCHES		
24 INCH INTEGRAL FRONT FRAME EXTENSION	140	-20
CALC'D BACK OF CAB TO REAR SUSP C/L (CA): 102.56 in		
CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA): 99.56 in		
CALC'D FRAME LENGTH - OVERALL: 300.71 in		
CALCULATED FRAME SPACE LH SIDE: 56.69 in		
CALCULATED FRAME SPACE RH SIDE: 186.02 in		
SQUARE END OF FRAME		
FRONT CLOSING CROSSMEMBER		
STANDARD WEIGHT ENGINE CROSSMEMBER		
STANDARD MIDSHIP #1 CROSSMEMBER(S)		
REARMOST CROSSMEMBER MOUNTED WITH LAST CROSSMEMBER 13 INCHES FROM END OF FRAME		
STANDARD SUSPENSION CROSSMEMBER		
Chassis Equipment		



Cromwell
Connecticut

Description	Weight Front	Weight Rear
16.5 INCH PAINTED STEEL STRAIGHT BUMPER		
BUMPER MOUNTING FOR SINGLE LICENSE PLATE		
HUCK-SPIN ROUND COLLAR CHASSIS FASTENERS		
Fuel Tanks		
70 GALLON/264 LITER RECTANGULAR ALUMINUM FUEL TANK - LH	15	5
RECTANGULAR FUEL TANK(S)		
PLAIN ALUMINUM/PAINTED STEEL FUEL/HYDRAULIC TANK(S) WITH PAINTED BANDS		
FUEL TANK(S) FORWARD		
PLAIN STEP FINISH		
FUEL TANK CAP(S)		
DAVCO 245 FUEL/WATER SEPARATOR WITH 12 VOLT HEAT AND ESOC	20	
EQUIFLO INBOARD FUEL SYSTEM		
HIGH TEMPERATURE REINFORCED NYLON FUEL LINE		
Tires		
MICHELIN XZU-S2 315/80R22.5 20 PLY RADIAL FRONT TIRES	100	
MICHELIN XDS 12R22.5 16 PLY RADIAL REAR TIRES		156
Hubs		
CONMET PRESET PLUS PREMIUM IRON FRONT HUBS		
WEBB IRON REAR HUBS		280
Wheels		
ALCOA ULTRA ONE 89U63X 22.5X9.00 10-HUB PILOT 3.12 INSET 10-HD ALUMINUM FRONT WHEELS	-44	
ALCOA ULTRA ONE 89U64X 22.5X9.00 10-HUB PILOT 5.99 INSET ALUMINUM REAR WHEELS		-56
POLISHED DISC SIDE FRONT WHEELS WITH DURA-BRIGHT FINISH		
POLISHED OUTER (DISHED SIDE) REAR WHEELS WITH OUTER ONLY DURA-BRIGHT FINISH		
FRONT TIRE/DISC WHEEL STATIC BALANCING WITH LEAD-FREE WEIGHTS		

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Description	Weight Front	Weight Rear
FRONT WHEEL MOUNTING NUTS		
REAR WHEEL MOUNTING NUTS		
NO PUSHER/TAG WHEEL MOUNTING NUTS		
NYLON WHEEL GUARDS FRONT AND REAR ALL INTERFACES		
Cab Exterior		
114 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB		
AIR CAB MOUNTING		
NONREMOVABLE BUGSCREEN MOUNTED BEHIND GRILLE		
FRONT FENDERS		
3-1/2 INCH FENDER EXTENSIONS	15	
LH AND RH GRAB HANDLES		
BRIGHT FINISH RADIATOR SHELL/HOOD BEZEL		
STATIONARY BLACK GRILLE WITH BRIGHT ACCENTS		
CHROME HOOD MOUNTED AIR INTAKE GRILLE		
FIBERGLASS HOOD		
HOOD LINER, ADDED FIREWALL AND FLOOR HEAT INSULATION	5	
SINGLE 14 INCH ROUND HADLEY AIR HORN UNDER LH DECK		
SINGLE ELECTRIC HORN		
SINGLE HORN SHIELD		
ALL UNIT(S) KEYED ALIKE WITH CUSTOMER SPECIFIED KEY NUMBER FT1014		
KEY QUANTITY OF 2		
REAR LICENSE PLATE MOUNT END OF FRAME		
HALOGEN COMPOSITE HEADLAMPS WITH BRIGHT BEZELS		
LED AERODYNAMIC MARKER LIGHTS		
HEADLIGHTS ON WITH WIPERS, WITH LOW BEAM DAYTIME RUNNING LIGHTS		
INTEGRAL LED STOP/TAIL/BACKUP LIGHTS		
STANDARD FRONT TURN SIGNAL LAMPS		
DUAL WEST COAST BRIGHT FINISH HEATED MIRRORS WITH LH AND RH REMOTE		
DOOR MOUNTED MIRRORS		
102 INCH EQUIPMENT WIDTH		

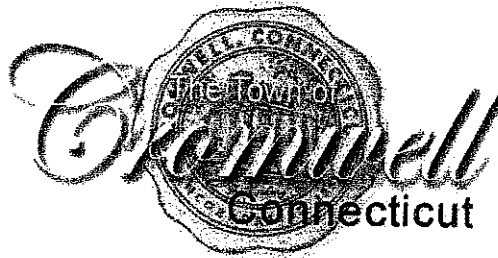
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Description	Weight Front	Weight Rear
LH AND RH 8 INCH BRIGHT FINISH CONVEX MIRRORS MOUNTED UNDER PRIMARY MIRRORS		
RH AND LH 8 INCH HEATED STAINLESS-STEEL FENDER MOUNTED CONVEX MIRRORS WITH TRIPOD BRACKETS	12	
STANDARD SIDE/REAR REFLECTORS		
RH AFTERTREATMENT SYSTEM CAB ACCESS WITH PLAIN DIAMOND PLATE COVER		
COMPOSITE EXTERIOR SUN VISOR	10	
63X14 INCH TINTED REAR WINDOW		
TINTED DOOR GLASS LH AND RH WITH TINTED OPERATING WING WINDOWS		
RH AND LH ELECTRIC POWERED WINDOWS, PASSENGER SWITCHES ON DOOR(S)	4	
LOWER RH DOOR WINDOW WITH FRESNEL LENS	7	
1-PIECE BONDED HEATED WIPER PARK SOLAR GREEN GLASS WINDSHIELD		
8 LITER (2 GAL) WINDSHIELD WASHER RESERVOIR, CAB MOUNTED, WITH FLUID LEVEL INDICATOR		
Cab Interior		
OPAL GRAY VINYL INTERIOR		
MOLDED PLASTIC DOOR PANEL WITHOUT VINYL INSERT WITH ALUMINUM KICKPLATE LOWER DOOR		
MOLDED PLASTIC DOOR PANEL WITHOUT VINYL INSERT WITH ALUMINUM KICKPLATE LOWER DOOR		
BLACK MATS WITH SINGLE INSULATION		
DASH MOUNTED ASH TRAY(S) WITHOUT LIGHTER		
NO FORWARD ROOF MOUNTED CONSOLE		
CENTER STORAGE CONSOLE MOUNTED ON BACKWALL	20	
(2) CUP HOLDERS' LH AND RH DASH		
GRAY/CHARCOAL WING DASH		
SMART SWITCH EXPANSION MODULE		
2-1/2 LB. FIRE EXTINGUISHER	5	
HEATER, DEFROSTER AND AIR CONDITIONER		
STANDARD HVAC DUCTING WITH SNOW SHIELD FOR FRESH AIR INTAKE		

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Description	Weight Front	Weight Rear
MAIN HVAC CONTROLS WITH RECIRCULATION SWITCH		
STANDARD HEATER PLUMBING		
VALEO HEAVY DUTY A/C REFRIGERANT COMPRESSOR		
BINARY CONTROL, R-134A		
PREMIUM INSULATION		
SOLID-STATE CIRCUIT PROTECTION AND FUSES		
12V NEGATIVE GROUND ELECTRICAL SYSTEM		
DOME DOOR ACTIVATED LH AND RH, DUAL READING LIGHTS, FORWARD CAB ROOF		
LH AND RH ELECTRIC DOOR LOCKS		
(1) 12V POWER SUPPLY (1) DUAL 2.1 AMP USB CHARGER IN DASH		
TRIANGULAR REFLECTORS WITHOUT FLARES	10	
PREMIUM ISRINGHAUSEN HIGH BACK AIR SUSPENSION DRIVERS SEAT WITH 2" AIR LUMBAR, INTEGRATED CUSHION EXTENSION, TILT AND ADJUSTABLE SHOCK	70	
BASIC ISRINGHAUSEN HIGH BACK NON-SUSPENSION TOOL BOX PASSENGER SEAT		
DUAL DRIVER SEAT ARMRESTS, NO PASSENGER SEAT ARMRESTS	4	
LH AND RH INTEGRAL DOOR PANEL ARMRESTS		
BLACK CORDURA PLUS CLOTH DRIVER SEAT COVER		
BLACK CORDURA PLUS CLOTH PASSENGER SEAT COVER		
HIGH VISIBILITY ORANGE SEAT BELTS		
ADJUSTABLE TILT AND TELESCOPING STEERING COLUMN	10	
4-SPOKE 18 INCH (450MM) STEERING WHEEL		
DRIVER AND PASSENGER INTERIOR SUN VISORS		

Instruments & Controls

NO TEM INTFC, SW PKG, MUX, LWR DASH
 GRAY DRIVER INSTRUMENT PANEL
 GRAY CENTER INSTRUMENT PANEL
 BLACK GAUGE BEZELS
 LOW AIR PRESSURE INDICATOR LIGHT AND AUDIBLE ALARM

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Description	Weight Front	Weight Rear
2 INCH PRIMARY AND SECONDARY AIR PRESSURE GAUGES		
ENGINE COMPARTMENT MOUNTED AIR RESTRICTION INDICATOR WITH GRADUATIONS, WITH WARNING LIGHT IN DASH		
1040 87 DECIBELS TO 112 DECIBELS AUTOMATIC SELF-ADJUSTING BACKUP ALARM		3
ELECTRONIC CRUISE CONTROL WITH SWITCHES ON AUXILIARY GAUGE PANEL (B DASH PANEL)		
KEY OPERATED IGNITION SWITCH AND INTEGRAL START POSITION; 4 POSITION OFF/RUN/START/ACCESSORY WITH ECM STARTER LOCKOUT		
ICU3S, 132X48 DISPLAY WITH DIAGNOSTICS, 28 LED WARNING LAMPS AND DATA LINKED		
HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR LOCATED BELOW LH DASH		
2 INCH ELECTRIC FUEL GAUGE		
EMISSIONS LIMITED IDLE ADJUST		
ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE		
2 INCH TRANSMISSION OIL TEMPERATURE GAUGE		
ENGINE AND TRIP HOUR METERS INTEGRAL WITHIN DRIVER DISPLAY		
(1) DASH MOUNTED PTO SWITCH WITH INDICATOR LAMP	1Q	
ELECTRIC ENGINE OIL PRESSURE GAUGE		
OVERHEAD INSTRUMENT PANEL		
SMARTPLEX HUB MODULE WITH OVERHEAD SWITCH MOUNTING, DRIVER SIDE AND CENTER CONSOLE (12 SWITCH SLOTS)	44	
CUSTOMER FURNISHED DIN RADIO PACKAGE	5	
DASH MOUNTED RADIO		
(2) RADIO SPEAKERS IN CAB		
AM/FM ANTENNA MOUNTED ON FORWARD LH ROOF		
ROOF/OVERHEAD CONSOLE CB RADIO PROVISION		
ELECTRONIC MPH SPEEDOMETER WITH SECONDARY KPH SCALE, WITHOUT ODOMETER		
STANDARD VEHICLE SPEED SENSOR		

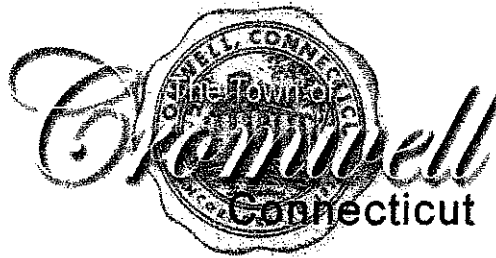
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Description	Weight Front	Weight Rear
ELECTRONIC 3000 RPM TACHOMETER		
VT-HU CONNECTIVITY PLATFORM HARDWARE		
5 YEARS DETROIT CONNECT BASE PACKAGE (VIRTUAL TECHNICIAN, DETROIT CONNECT PORTAL ACCESS) FOR VT-HU CONNECTIVITY PLATFORM		
IGNITION SWITCH CONTROLLED ENGINE STOP		
7 ON/OFF LATCHING SMARTPLEX SWITCHES		
1 ON/OFF MOMENTARY SMARTPLEX SWITCH		
BODY UP AND GATE OPEN SMARTPLEX INDICATOR LAMPS		
0-RED, 1-AMBER, 1-GREEN SMARTPLEX INDICATOR LAMPS		
BW TRACTOR PROTECTION VALVE		
TRAILER HAND CONTROL BRAKE VALVE		
DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY		
SINGLE ELECTRIC WINDSHIELD WIPER MOTOR WITH DELAY PROGRAMMED TO SLOWEST SPEED WITH PARK BRAKE SET		
MARKER LIGHT SWITCH INTEGRAL WITH HEADLIGHT SWITCH AND SINGLE CONNECTOR AND SWITCH FOR CUSTOMER FURNISHED SNOW PLOW LIGHTS, LOW BEAMS OFF WITH HIGH BEAMS		
TWO VALVE PARKING BRAKE SYSTEM WITH DASH VALVE CONTROL AUTONEUTRAL AND WARNING INDICATOR		
SELF CANCELING TURN SIGNAL SWITCH WITH DIMMER, WASHER/WIPER AND HAZARD IN HANDLE		
INTEGRAL ELECTRONIC TURN SIGNAL FLASHER WITH HAZARD LAMPS OVERRIDING STOP LAMPS		
Design		
PAINT: ONE SOLID COLOR		
Color		
CAB COLOR A: GREEN		
BLACK, HIGH SOLIDS POLYURETHANE CHASSIS PAINT		
STANDARD BLACK BUMPER PAINT		
SUNVISOR PAINTED SAME AS CAB COLOR A		
STANDARD E COAT/UNDERCOATING		

Prepared for:
 Dan Taylor
 CROMWELL TOWN OF
 100 County Line Rd
 Cromwell, CT 06416
 Phone: 860-632-3459
 Mobile: 860-961-4021
 E-Mail:
 DTaylor@CromwellCT.com



Prepared by:
 Matt Milici
 FREIGHTLINER OF HARTFORD
 199 ROBERTS STREET
 EAST HARTFORD, CT 06108
 Phone: 860-247-8845
 E-Mail:
 mattm@freightlinerofhartford.com

Description	Weight Front	Weight Rear
Certification / Compliance		
U.S. FMVSS CERTIFICATION, EXCEPT SALES CABS AND GLIDER KITS		
HEAVY-DUTY ALL-WEATHER RUBBER SLUSH CATCHING REMOVABLE FLOOR MATS		
KENWOOD BLUETOOTH STEREO WITH TWO ADDITIONAL SPEAKERS IN REAR CORNERS OF CAB		
Raw Performance Data		
CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA): 99.56 in		
Weight Summary		
	Weight Front	Weight Rear
Factory Weight ⁺	8270 lbs.	5607 lbs.
		Total Weight
Total Weight ⁺	8270 lbs.	5607 lbs.
		13877 lbs.
Extended Warranty		
EW4: DD8 SINGLE/DUAL STAGE 7 YEARS/100,000 MILES/161,000 KM. FEX APPLIES		
TC4: US HD STANDARD/MODERATE VOCATIONAL 7 YEARS/100,000 MILES/161,000 KM EXTENDED TRUCK COVERAGE		
ALLISON 3000 RDS SERIES TRANSMISSION EXTENDED WARRANTY, 7 YEARS/UNLIMITED MILES, FEX		
TOWING: 5 YEARS/UNLIMITED MILES/KM EXTENDED TOWING COVERAGE \$550 CAP FEX APPLIES		

(+) Weights shown are estimates only.

If weight is critical, contact Customer Application Engineering.

(***) All cost increases for major components (Engines, Transmissions, Axles, Front and Rear Tires) and government mandated requirements, tariffs, and raw material surcharges will be passed through and added to factory invoices.

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BODY PACKAGE DETAILS

BODY:

- MONROE DTS 120-88-27, 304 STAINLESS STEEL BODY
- STAINLESS STEEL REMOVABLE CONVEYOR TROUGH
- STAINLESS STEEL BEARING SLIDES
- STAINLESS STEEL BODY HYDRAULIC TUBING
- STAINLESS STEEL UNDERBODY CROSS TUBES
- STAINLESS STEEL HINGE PINS
- Body Capacity 6-7 Cubic Yards
- Chain Conveyor Discharge System
- Body 10' Length, 27" Sides (2 Vertical supports per Side)
- 39" STAINLESS STEEL TAILGATE
- STAINLESS STEEL 304# CABSHIELD
- Body floor is 3/16" AR450 205,000 psi Tensile Rating
- 7 Ga STAINLESS STEEL Hinged Air Close Tailgate with In Cab Switch, Tailgate Chain Covers
- STAINLESS STEEL Side Board Pockets
- Longmembers are 31.8#/FT 12" I-beams
- Floor hinge line is four mechanical tubes with replaceable bushings, hinge pins are 2" diameter STAINLESS STEEL.
- All hinge bushings shall be greaseable by a manifold located at side of body grease lines to be rated at minimum 2000psi
- CS100-4-3 2.5" Piston Mailhot Single Acting Hoist Cylinder
- Side tip actuating cylinders are double acting 4" diameter
- The conveyor floor is bolt-in replaceable made from 3/16" AR450 material
- Conveyor longmembers are made from formed 3/16" STAINLESS STEEL
- The conveyor is driven by a 25:1 gearbox and a 6.3 cubic inch hydraulic motor
- There shall be 6 tooth cast sprockets keyed to the 1 1/2" drive and idler shafts
- Conveyor drive shaft shall have heavy duty, dust sealed self-aligning four bolt flange bearings
- The spinner will mount to chassis frame
- Material will be directed onto the spinner by a formed 10GA STAINLESS STEEL CHUTE
- The spinner motor is a high torque/low speed mounted above the spinner disc
- Spinner disc is 18" diameter molded poly with six fins
- COMPLETE GREASE MANIFOLD
- Conspicuity and safety Tape as Required
- DOT COLLAPSABLE LADDER DRIVERSIDE - *New Steps added.*
- ADDITIONAL STEP OVER CONVEYOR BOX
- Front & Rear Mud Flaps with Anti-sail on STAINLESS STEEL Brackets
- Center Flap to protect Brake Chambers with STAINLESS STEEL Brackets
- Shovel Holder with Snap Pin
- Wheel Chock Holder with Chocks
- Poly Fenders Over Rear Wheels

PLOW FRAME:

- Tilt-over Plow Frame with 4" X 10" DA Lift Cylinder
- Multiple Push Points at 21" & 30.5" Ctrs
- Plow Relief Circuit For Ease Of Plow Disconnect

PLOW:

- Henke Model 48R11IS SSTE TT - *Different Plow Henke PFPSSSTE*
- Extreme 5" Tube Table Turntable
- Torsion Trip Edge
- 4" DA Reversing Cylinders with Cushion Valve
- Rubber Shield
- Mailbox Cut
- Parking Jack

Cromwell MY23 114SFA PT



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- 30.5" Push Centers
- Cable Lift
- 5/8" Cutting Edge

HYDRAULICS:

- Transmission-driven Hot-Shift PTO with **WET-SPLINE**
- Variable Displacement Pump
- 37 Gallon **SADDLE-MOUNTED** Hydraulic Reservoir
- Low Oil Alert & **SHUTDOWN**
- 1/4 Ball Valve shut-off; Suction-line Strainer
- **FIVE (5)** Bank Load Sense Valve system & Test Port **Mounted Vertically**
- Stainless Steel Valve Enclosure
- **FIVE (5)** **DEL AIR IN-CAB CONTROLS**
- **MAIN OPERATOR TOWER STATIONARY FOR FRONT PLOW, BODY, LOAD COVER AND SPREADER**
- **IN-CAB FORCE AMERICA 5100EX OR CIRUS EZ-SPREAD SPREADER CONTROLLER**
- **STAINLESS** Hydraulic Manifold & 1/2" Stainless Steel Piping throughout utilizing Short Lengths of Hose & Swivel Fittings

ELECTRICAL:

- Body Up and Back-Up Alarms
- Body LED ICC Lighting
- LED Spinner Light with In Cab Switch
- LED Load Light with In Cab Switch
- LED Heated Plow Lights mounted on Stainless Steel Brackets utilizing Chassis Plow Light Circuitry
- SoundOff Lighting Two (2) Front Amber Strobes in Cab Shield
- SoundOff Lighting Amber Strobe Side Each Rear Cornerpost
- SoundOff Lighting Rear Cornerpost Amber Strobe; S/T/T; & Reverse
- Rear to also Include S/T/T & Reverse in each Cornerpost
- Allied Lighting to be tied into Factory Aux Switches
- PTO to be Switch to be Chassis-supplied

LOAD COVER & PINTLE ASSEMBLY:

- ALC Hydraulic Load Cover
- 25 Ton Pintle Hitch on 3/4" Tow Plate, D-Rings, 7 Way RV Style Trailer Connector, Glad Hands

FINISH:

- **BODY** Natural Stainless
- **BLACK ENAMEL** on Plow Frame, Understructure, & Pintle Assy
- Complete Package Installed & Operational on Chassis with Front Frame Extension and 102" CA

**This is for budgetary purposes only. The instability of the cost of steel and other components are tough to predict for 2022, so it is recommended to add 10%*

OPTIONS:

<input checked="" type="radio"/> A	TENCO 12M-10-SS ILO MONROE DTS-10-SS.....	DEDUCT	(\$ 7,000.00)
<input checked="" type="radio"/> B	ARMOURSEAL CHASSIS & UNDERBODY.....		\$ 2300.00-
<input checked="" type="radio"/> C	ADDITIONAL STEP ON CONVEYOR BOX.....		\$ 210.00
<input checked="" type="radio"/> D	STAINLESS STEEL REAR APRON.....		\$ 650.00-
<input checked="" type="radio"/> E	REAR STAINLESS-STEEL FOLD-UP LADDER ILO FRONT-MOUNTED		\$ 600.00-
<input checked="" type="radio"/> F	ELECTRIC BRAKE CONTROLLER.....		\$ 510.00-
<input checked="" type="radio"/> G	BACK-UP CAMERA.....		\$ 980.00-
H.	DUAL REAR LED SPOT LIGHTS.....		\$ 660.00
I.	PRECISE WIRELESS TEMP SYSTEM.....		\$ 1025.00

↙ ? Stainless or Hardox

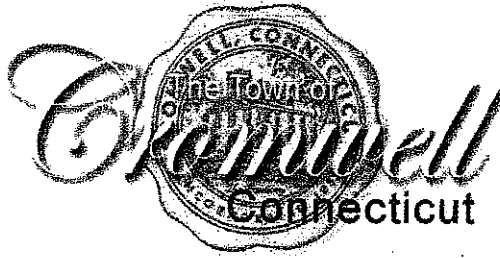
Cromwell MY23 114SFA PT



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mattm@freightlinerofhartford.com

QUOTE VALID: February 21st 2022.

Respectfully Submitted,

Glenn Slade
Sales Consultant
Equipment Specialist

Cromwell MY23 114SFA PT



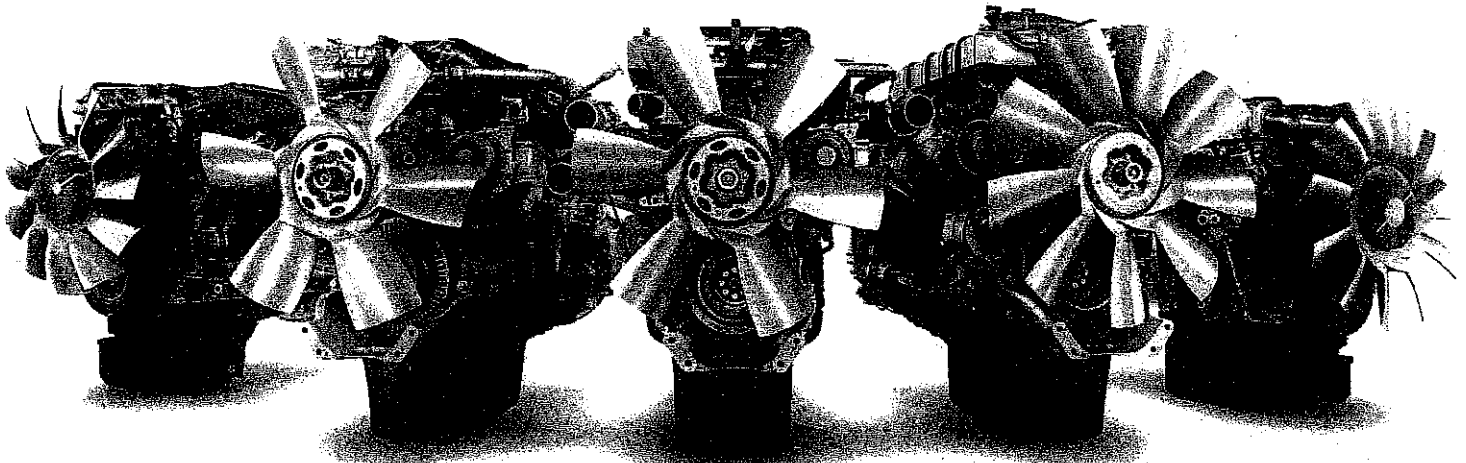
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DETROIT

EXTENDED COVERAGE PLANS



- ▶ Protects your most important business investment long after your engine's base warranty expires.
- ▶ Safeguards you from those large, unexpected repair costs as your engine ages, including plans covering aftertreatment.
- ▶ Service at a factory-authorized facility is never far, with more than 750 locations throughout the U.S. and Canada.
- ▶ All repairs are performed by OEM-certified technicians and include a nationwide guarantee on parts and labor.
- ▶ Extended Coverage can be passed on to subsequent owners without fees, enhancing your truck's resale value.

EXTENDED COVERAGE FOR DETROIT ENGINES

DD13 / DD15 / DD18

Keeping your truck on the road longer, operating efficiently and profitably is our greatest priority. Extended Coverage plans for Detroit® engines are designed to prevent downtime and costly repairs by extending your warranty protection for time and mileage above and beyond the factory warranty period.

Multiple time/distance plans are available for up to six years/600K miles for on-highway or 7 years/250K miles for vocational applications. Each coverage level ensures critical engine parts and labor costs are completely covered.

Extended Coverage eliminates potential long waiting times for out-of-pocket repairs to be authorized. In addition, our exceptional parts availability means the engine components you need will be on hand so you're serviced quickly.

Ease your budget challenges by rolling the cost of your Extended Coverage into your truck's monthly payment.

EW1

Air Inlet Manifold	Cylinder Head Assembly	Gear Train/Timing Case Gasket	Rocker Arm Assembly
Air Intake Throttle Valve	Cylinder Head Gasket	High Pressure Fuel System & Line	Rocker Cover & Seals
Alternator Bracket*	Cylinder Liner	Integrated Engine Brake	Thermostat Housing & Gasket
Belt Tensioner	EGR System	Low Pressure Fuel Pump	Turbo Compound Device & Coupling
Camshaft Assembly (including seals)	Engine-Mounted Sensors	Main Bearing Bolts	Turbocharger Outlet Elbow Valves
Cold Pipe Assembly	Exhaust Manifold & Bellows	Main Bearings MCM/CPC	(exhaust, intake)
Connecting Rod, Bearings & Bolts	Fan Support Assembly	Oil Cooler, Housing & Gaskets	Valve Springs, Guides, Inserts
Cooler Inlet Pipe	Flywheel, Housing & Gasket	Oil Pan & Seals	Vibration Damper
Crankcase Breather Oil Separator	Fuel Filter Housing	Oil Press REG & Relief Valves	Water Pump
Crankshaft Thrust Washer	Gear Case	Oil Pump Pistons	(excludes water pump seal)
Cylinder Block	Gear Train	(rings, pins, retainers)	

EW2 Everything in EW1, plus:

Air Compressor**	Fuel Injectors	Turbocharger	Water Pump Seal
------------------	----------------	--------------	-----------------

EW3 Everything in EW2, plus:

Airtreatment Control Module	Airtreatment Temperature Sensors	Electrical Harness & Connectors***	Hydrocarbon Metering Unit Seals
Airtreatment Nox Sensors	DEF Pump/Metering Unit/	Hydrocarbon Fuel Line	Front & Rear Crankshaft
Airtreatment Pressure Sensors	Injection Unit	Hydrocarbon Injection Valve	

EW4 Everything in EW3, plus:

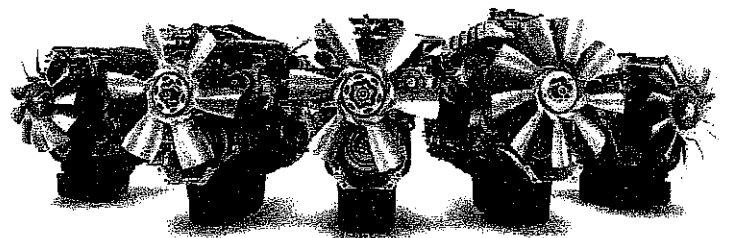
Airtreatment System Venting	Pre-E oxidation catalyst housing	Diesel Particulate Filter & Housing	SCR Catalyst & Housing
Block & Valve Grinds			

* If supplied by Detroit

** Air Compressor for GHG14 covered under EW2 package. Air Compressor for EPA10 covered under EW3 package.

*** Engine harnesses and connectors installed at the Detroit plant only. Harnesses and connectors not installed at the Detroit plant can be covered under separate chassis coverage available for purchase.

Note: Component line is not inclusive. This list is intended as an overview only and specification are subject to change without notice.



For more details, contact your nearest authorized (Detroit®/Freightliner/Western Star) dealership.



TRUCK COVERAGE COMPARISONS

TC1 (Base)	TC2	TC3	TC4 (Premium)
FRONT SUSPENSION	FRONT SUSPENSION	FRONT SUSPENSION	FRONT SUSPENSION
REAR SUSPENSION	REAR SUSPENSION	REAR SUSPENSION	REAR SUSPENSION
AIR INTAKE SYSTEM	AIR INTAKE SYSTEM	AIR INTAKE SYSTEM	AIR INTAKE SYSTEM
IGNITION SYSTEM	IGNITION SYSTEM	IGNITION SYSTEM	IGNITION SYSTEM
CHARGING SYSTEM	CHARGING SYSTEM	CHARGING SYSTEM	CHARGING SYSTEM
CRANKING SYSTEM	CRANKING SYSTEM	CRANKING SYSTEM	CRANKING SYSTEM
CHARGE AIR COOLER	CHARGE AIR COOLER	CHARGE AIR COOLER	CHARGE AIR COOLER
CLIMATE CONTROL	CLIMATE CONTROL	CLIMATE CONTROL	CLIMATE CONTROL
	COOLING	COOLING	COOLING
	DRIVE SHAFTS	DRIVE SHAFTS	DRIVE SHAFTS
		BRAKING SYSTEM	BRAKING SYSTEM
		WIRING	WIRING
		FUEL SYSTEM	FUEL SYSTEM
			STEERING
			EXHAUST SYSTEM
			ATS/EMISSIONS
			SUPPLEMENTAL INFO DEVICES
			CAB & HOOD
			INSTRUMENTS & GAUGES
			TRANSFER CASE MOUNTS



Town of Cromwell Office of the Town Manager

Anthony J. Salvatore, Sr.
Town Manager

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

Memo

TO: MAYOR/TOWN COUNCIL

FROM: ANTHONY J. SALVATORE, TOWN MANAGER

DATE: APRIL 5, 2022

RE: RESOLUTION ALLOWING CANNABIS CULTIVATION IN CROMWELL

In accordance with Public Act 21-1, An Act Concerning Responsible and Equitable Regulation of Adult Use Cannabis, I make the following recommendation to the Council to recommend to the Planning and Zoning Commission:

To promulgate the zoning regulations according to the Public Act to allow for indoor cultivation of cannabis within the Industrial Zone District.

Bill Dist/Susp/Bank	Name Address	Prop Loc/Vehicle Info. UniqueID/Reason	Paid Date	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2019-02-0040287	CROMWELL CONDO ASSOC INC PHASE III + C 100 CROMWELL HILLS DRIVE 635 FARMINGTON AVENUE HARTFORD CT 06105	41506600 Sec. 12-129 Refund of Excess Payments.	5/25/2021	147.42	0.00	0.00	147.42	
2020-01-0005879	ZILINSKI ADAM 29 GROVE ROAD CROMWELL CT 06416	00062700	2/10/2022	4,346.58	0.00	0.00	4,346.58	-78.14
2020-03-0051927	CARLSON ROBERT J 5 GEORGE ST CROMWELL CT 06416-1627	2012/1HD1KBM14CB631063 51927	3/7/2022	310.64	0.00	0.00	310.64	-70.00
2020-03-0055698	HONDA LEASE TRUST 1919 TORRANCE BLVD TORRANCE CA 90501-2722	2020/2HGFC2F651H540759 55698	3/14/2022	369.73	0.00	0.00	369.73	-69.40
M009				492.95	0.00	0.00	492.95	-123.22
2020-03-0055710	HONDA LEASE TRUST 1919 TORRANCE BLVD TORRANCE CA 90501-2722	2019/5J8TC2H33KL036539 55710	3/14/2022	427.09	0.00	0.00	427.09	
M009				732.59	0.00	0.00	732.59	-305.50
2020-03-0058655	NISSAN INFINITI LT PO BOX 254648 SACRAMENTO CA 95865-4648	2017/5N1DL0MM5HC519752 58655	3/9/2022	107.16	0.00	0.00	107.16	-534.44
M013				641.60	0.00	0.00	641.60	
2020-03-0062575	Vault TRUST 500 WOODWARD AVE FL 10 DETROIT MI 48226-3423	2018/1C4RJEAG0JC425429 62575	3/18/2022	432.16	0.00	0.00	432.16	-215.78
M017				647.94	0.00	0.00	647.94	
2020-03-0062785	VW CREDIT LEASING LTD 1401 FRANKLIN BLVD LIBERTYVILLE IL 60048-4460	2018/WAUENAF41JN016538 62785	2/17/2022	591.94	0.00	0.00	591.94	-118.66
M018				710.60	0.00	0.00	710.60	
2020-03-0062789	VW CREDIT LEASING LTD 1401 FRANKLIN BLVD LIBERTYVILLE IL 60048-4460	2019/WA1BNAFY2K2110708 62789	2/17/2022	849.99	0.00	0.00	849.99	-76.92
M018				926.91	0.00	0.00	926.91	
2020-03-0062792	VW CREDIT LEASING LTD 1401 FRANKLIN BLVD LIBERTYVILLE IL 60048-4460	2017/3VWB67AJ4HM331838 62792	2/17/2022	143.72	0.00	0.00	143.72	-200.91
M018				344.63	0.00	0.00	344.63	
2020-03-0062803	VW CREDIT LEASING LTD 1401 FRANKLIN BLVD LIBERTYVILLE IL 60048-4460	2019/WA1LAAP78KD005439 62803	2/17/2022	1,286.44	0.00	0.00	1,286.44	-116.42
M018				1,402.86	0.00	0.00	1,402.86	
2020-04-0080014	ACAR LEASING LTD 4001 EMBARCADERO DR ARLINGTON TX 76014-4106	2021/1GKKNLLS9MZ215665 80014	3/11/2022	0.00	0.00	0.00	0.00	-263.71
S800				263.71	0.00	0.00	263.71	
2020-04-0081427	MUNSON MELODY R 14 WILDMOOD RD CROMWELL CT 06416-1608	2020/JTUGARDZ3L2217878 81427	3/15/2022	0.00	0.00	0.00	0.00	-252.97
M018				252.97	0.00	0.00	252.97	
TOTAL				9,012.87	0.00	0.00	9,012.87	-2,426.07
				11,438.94	12.64	0.00	11,451.58	




CROMWELL POLICE DEPARTMENT

Denise Lamontagne
Chief of Police

MEMO

TO: Anthony Salvatore
Town Manager

FROM: Chief Denise Lamontagne 

SUBJECT: Town Council Report

DATE: April 5, 2022

In preparation for the April Town Council meeting, I am providing you the March monthly statistics. I am also providing you a report from K-9 Sergeant John Carlson for activity for the month of March 2022. In addition, I am providing a Detective Division report from Detective Sergeant Steve Penn.

Response to Aggression/Resistance: one (1 officer)

Civilian Complaints: none

Training:

- Sergeant Bengtson and Sergeant Kogut: FBI LEEDA Executive Leadership Institute (Both Sergeants have completed the trilogy).
- Dispatcher Cowie: EMD Recertification.
- Officer Chieffo: CIT Training.
- Officer Pietraroia, Sgt. Penn, Det. Jones, Officer Camputaro, Officer Jespersen, and Captain Sifodaskalakis: Emotional Survival for Law Enforcement.
- Sergeant Penn, Officer Jespersen and ACO Gagnon: COLLECT Recertification.
- Sergeant Carlson: FBI LEEDA Supervisor Leadership
- Officer Dean: FTO School
- Officer Brooks: FARO training for Midstate accident team.

- **Officer Camputaro, Officer Chieffo, and Officer Jespersen: Responding to Situations Involving People with Mental Illness.**

Incident Statistics Report

03/01/2022 00:00 Thru 03/31/2022 23:59

Call Type Description	Total for Period
911 Hang Up Call	7
Administrative Matter	21
Alarm - All types	12
ALARM-FALSE BILLABLE	28
All Other Offenses	2
Animal Complaint	24
Assault, Simple	1
Assist Motorist	36
Assist Other Agency	20
Car Seat Installation	2
CAR WASH	56
Civil Matter	9
Counterfeit/Forgery	2
Credit Card/ATM Fraud	1
Criminal Mischief / Vandalism	7
Dis Conduct/BOP	10
Domestic Incident	5
DUI	6
Dumping	1
Escort	2
Family Offenses, Nonviolent	1
Fight/Disturbance	1
Fingerprinting	19
FV Protocol / P.A.	4
Harrassing Phone Calls	2
Identity Theft	2
Impaired / Intox Person	2
Intoxicated Driver	1
Juvenile Incident	6
K-9 Assist	3
Larceny - From Building	1
Larceny - From MV	4
Larceny - MV Parts/Access	12
Larceny -Shoplifting	11
Larceny- Other	2
Medical Emergency	56
MEDICATION DISPOSAL BOX	1
Missing Person	1
MV Accident	29

Incident Statistics Report

03/01/2022 00:00 Thru 03/31/2022 23:59

Call Type Description	Total for Period
MV - Recovered	1
MV Abandoned	1
MV Parking Violation	4
MV Theft	2
MV Violation	133
MV VIOLATION ATTEMPTED	5
MVA NR PRIV PROP	9
Noise Complaint	6
Nursing Home Fax Report	3
Property Check	440
Property Lost/Found	13
Record Only Call	10
Report of Gunshot	1
Road Cond/TCS Out	12
See Complainant	34
Serve Warrant INFO	7
Sex Assault Fondling	1
Suspicious Activity	50
TEST CALL	1
Threaten/Harass/Intimidation	5
Town Ordinance	1
Traffic Assignment	32
Trespassing	1
Unfounded Complaint	25
Untimely Death	1
Unwanted Person	9
Well Being Check	25
Total:	1242

Monthly NIBRS Statistics

03/01/2022 00:00 Thru 03/31/2022 23:59

Call Description		Curr Mth	Prev Mth	% Chg	Prev Year	% Chg	Year To Date	Year To Date 2021	% Chg
		03/ 2022	02/ 2022	Mth to Mth	03/2021	Mth to Yr	1/1 - 03/31/2022	1/1 - 03/31/2021	2022 / 2021
11D	Forcible Fondling	1	1	% 0	0	% +100	2	0	% +200
120	Robbery	0	0	% 0	0	% 0	1	1	% 0
13A	Aggravated Assault	0	2	% 50	0	% 0	2	0	% +200
13B	Simple Assault	4	5	% -20	4	% 0	14	9	% +55.5
13C	Intimidation	3	6	% -50	4	% -25	13	13	% 0
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	2	% -50	0	% +100	3	3	% 0
23C	Shoplifting	10	14	% -28.5	12	% -16.6	41	39	% +5.12
23D	Theft From Building	2	0	% +200	0	% +200	7	4	% +75
23F	Theft From Vehicle	6	10	% -40	1	% +500	19	4	% +375
23G	Theft of MV Parts or Access	9	7	% +28.5	7	% +28.5	19	14	% +35.7
23H	All other Larceny	0	0	% 0	1	% 100	4	3	% +33.3
240	Motor Vehicle Theft	2	2	% 0	0	% +200	4	4	% 0
250	Counterfeiting/Forgery	3	0	% +300	0	% +300	4	1	% +300
26A	False Pretenses/Swindle/Con	0	1	% 100	0	% 0	1	3	% -66.6
26B	Credit Card/Automatic Telle	0	1	% 100	0	% 0	4	2	% +100
26C	Impersonation	0	0	% 0	0	% 0	0	0	% 0
26E	Wire Fraud	0	0	% 0	0	% 0	1	0	% +100
26F	Identity Theft	1	0	% +100	0	% +100	3	4	% -25
270	Embezzlement	1	0	% +100	1	% 0	2	2	% 0
290	Destruction/Damage/Vandalis	10	13	% -23.1	9	% +11.1	29	15	% +93.3
35A	Drug Narcotic Violations	3	2	% +50	1	% +200	7	5	% +40
35B	Drug Equipment Violations	2	3	% -33.3	0	% +200	9	3	% +200
36B	Statutory Rape	0	1	% 100	0	% 0	1	0	% +100
40A	Prostitution	0	0	% 0	0	% 0	0	1	% -100
520	Weapon Law Violations	1	0	% +100	0	% +100	1	0	% +100
90C	Disorderly Conduct	3	4	% -25	0	% +300	13	4	% +225
90D	Driving under the Influence	7	0	% +700	6	% +16.6	10	9	% +11.1
90F	Family Offenses, Nonviolent	1	0	% +100	0	% +100	3	1	% +200
90J	Trespass of Real Property	5	6	% -16.6	3	% +66.6	13	7	% +85.7
90Z	All Other Offenses	4	7	% -42.8	4	% 0	14	15	% -6.6
Report Totals:		79	87	% -9.1	53	% +49.0	245	167	% +46.7



CROMWELL POLICE DEPARTMENT

Denise Lamontagne
Chief of Police

TO: Chief Denise Lamontagne

FROM: K-9 Sergeant John Carlson

SUBJECT: Monthly K-9 Activity March 2022

DATE: 04-03-2022

Beginning March 1, 2022 through March 31, 2022 I am reporting the following activities for the K-9 unit:

March 7, 2022 – Case #22-2511 – K9 demonstration for Woodside Intermediate School D.A.R.E. class.

March 11, 2022 – Case #22-2699 – K9 demonstration for high school students at Cromwell Square.

March 16, 2022 – K9 monthly patrol in-service at Rocky Hill Veterans Home – 8 Hours.

March 28, 2022 – Case #22-3390 – K9 demonstration for Woodside Intermediate School D.A.R.E. class.

Nothing further at this time.



CROMWELL POLICE DEPARTMENT

Denise Lamontagne
Chief of Police

MEMORANDUM

TO: Captain F. Sifodaskalakis
FROM: Sgt. Steven Penn
DATE: March 31, 2022
SUBJECT: Detective Division Report

During the month of March, the Detective Division served six arrest warrants. These warrants were approved by the court after lengthy investigations conducted by Detective Young and Detective Tolton.

1. On August 16, 2021 Officers responded to the Cromwell Mobil, 123 Berlin Rd. for a hold up alarm. Officers were told that an unknown male and female entered the store and stole numerous packs of cigarettes, the cash register and cash. No weapons were implied or displayed during the larceny. The total value of the loss was valued at over \$10,000. Evidence recovered at the scene was forensically analyzed and DNA was recovered which generated a suspect. Through Detective Young's investigative efforts, she was able to establish two suspects to the larceny. The female suspect was previously arrested on November 18, 2021.
 - Detective Young was able to secure an arrest warrant for Christopher Bogle-Cruz (dob: 03/30/1993) and was charged with Larceny 2nd degree 53a-123, and Conspiracy to Commit Larceny 2nd degree 53a-48/53a-123. He was arrested on March 31, 2022 held on a \$100,000 bond and presented in court the same day.
2. On September 13, 2021 Officers responded to the Sunoco, 164 West St., for three suspects stealing a dispensary of lottery tickets valued at \$5,000. The suspects fled

the scene in a gold colored Chrysler 300. The lookout/getaway driver was described as a heavy-set black male. Then on September 25, 2021 Officers responded to Walgreens Pharmacy at 4 Hammerhead Place, for a report of a suspect stealing the register and red bull. The suspect was described as a heavy-set black male. Detective Young was assigned to both cases. Through Detective Young's investigative efforts was able to identify the suspect as the same person in both incidents.

- Detective Young was able to secure an arrest warrant for Roger Chimney (dob: 10/04/1967) charging him with Larceny 3rd degree 53a-124 and Conspiracy to Commit Larceny 3rd 53a-48/53a-124 for the Sunoco theft with a \$75,000 bond and for the Walgreens theft charging him with Larceny 6th Degree 53a-125b with a \$25,000 bond. Chimney was arrest on March 31, 2022 and presented in court the same day.
3. Since the closure of the Red Lion Hotel (between May and August of 2021) there have been multiple reports made about criminal mischief and larcenies of copper pipe. There was also a report of the hotel transport van being stolen. Detective Tolton and members of the Patrol Division recovered evidence at the scene which were forensically analyzed and DNA was recovered which generated suspects. Through Detective Tolton's investigative efforts a suspect was identified.
- Detective Tolton was able to secure two arrest warrants for Anthony Thompson (Dob: 05/19/1973) the first stemmed from the stolen hotel van and was charged with Larceny 3rd 53a-124 with a \$25,000 bond, and the second warrant stemmed from a burglary and was charged with Burglary 3rd 53a-103, Criminal Mischief 3rd 53a-117 and Larceny 3rd 53a-124 with a \$25,000 bond.
 - Sgt. Carlson was able to secure an arrest warrant which stemmed from a burglary and he was charged with Burglary 3rd Degree 53a-103, Criminal Trespass 2nd Degree 53a-108, Criminal Attempt/Larceny 6th Degree 53a-49/53a-125b, Conspiracy to Commit/Burglary 3rd Degree 53a-48/53a-103, and Conspiracy to Commit/Criminal Trespass 2nd Degree 53a-48/53a-108 with a bond of \$25,000. Thompson was arrested on March 31, 2021 and presented in court the same day.

Calve, Amanda

From: Richard P. Roberts <ROBERTS@halloransage.com>
Sent: Thursday, March 24, 2022 10:15 AM
To: Town Manager
Cc: John Mehr; Kim Ricci; KOLSON@murthalaw.com; Michael Garrahy
Subject: Proposed Mutual Aid Agreement/Interlocal Agreement - 139 North Road, Rocky Hill

Good morning –

We understand that you have been contacted by Mr. Brian Bascom, who is seeking to construct a new residence at 139 North Road in Rocky Hill, which is only accessible through the town roads of Cromwell. Your response to Mr. Bascom indicated that the Town of Rocky Hill should contact you directly to identify the municipal services that Rocky Hill would request that Cromwell provide to this property. John Mehr has asked me to reach out to you on behalf of the Town of Rocky Hill with the following list of services for purposes of starting the discussion about what would be covered by an interlocal agreement. We believe those services would include the following:

- Fire service
- Ambulance service
- Police service
- Sewer and/or water supply
- Snow plowing
- Road maintenance and repair
- Attending schools in Cromwell by Cromwell busing
- Trash pickup - either contracted by owner or Cromwell if this service is provided by the town
- Leaf removal if that service is provided by Cromwell.

Please feel free to reach out to me or directly to John Mehr so that we can discuss this matter further. I have copied Kari Olson on this email assuming that she is the appropriate contact person as Cromwell's town attorney. Thanks very much.

Rich Roberts



Richard P. Roberts, Esq.
Halloran & Sage LLP
One Goodwin Square, 225 Asylum Street
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**TOWN OF CROMWELL
TOWN COUNCIL
TOWN HALL COUNCIL CHAMBERS
41 WEST STREET, CROMWELL, CT 06416
Wednesday, March 9, 2022 Regular Meeting Minutes**

Present: Mayor A. Spotts, Deputy Mayor S. Fortenbach, J. Demetriades, J. Donohue, J. Henehan, and P. Luna

Also Present: Town Manager Salvatore, Finance Director M. Sylvester, Chief of Police Lamontagne and Captain Sifodaskalakis

Absent: A. Waters

A. CALL TO ORDER

Mayor Spotts called the meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

The Council stood to recite the Pledge of Allegiance.

C. APPROVAL OF AGENDA

Motion made by J. Demetriades and **seconded** by S. Fortenbach to add Agenda Item G.6. Discussion and action to add the Phase I Environmental Site Assessment to the appropriation approved for the School Building Project's architectural schematic designs, to move H. Chief of Police's Update after G. Town Manager's Update, and to move J. Citizen Comments to after C. Approval of Agenda.

In favor: A. Spotts, S. Fortenbach, J. Demetriades, J. Donohue, J. Henehan, P. Luna.

Motion carried.

D. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS

Councilman Demetriades complimented the Chair and Co-Chair of the LBTQIA+ Commission by saying they have done an excellent job. He informed the Council that the Chair sent an email with attachments and that they were provided to the Town Council this evening.

E. CITIZEN COMMENTS

Steven Falco, 20 Christian Hill Road read his letter into the record. See Attachment A.

Ann Grasso, 70 Strand Circle read her letter into the record. See Attachment B.

Jim Rude, 25 High Ridge Road encouraged the Town Council and the Fire District to consider working together to see where the Town can save money. He stated that he supports the Fire District and the Police Department, however, there are ways we can save money. For example, we have two sets of dispatch, half a million to pay for the Police Department and half a million to pay for the Fire Department, he suggested this could be combined for a savings. He also gave the example of audits that are required for both the Town and Fire District and suggested this could be looked at. He encouraged the Town to look for ways we can work together to save money.

Anne Kaiser, 7 Bow Lane, Vice Chairperson of the Senior Services Commission said we should review what we have done already. We have a building design that we should build off of. We can work with the School Building Committee and work off of the same land. These are just ideas, but she suggested we all work together.

Rosemary Matus, 4 Blackwell Drive, addressed the Town Council and expressed that there are so many 501C3 organizations in town with no place to meet. They are constantly asking churches or halls. For this reason and others, she feels that a Community Center would be the way to go. She suggested using the existing middle school as a community center once a new school is built.

Alison Rydzewski, 123 West Street, addressed the Town Council and expressed that more space is needed. She gave the example of how she and others are in a wheel chair and experience difficulty moving around in the chair with the lack of space at the existing senior center.

Brendon Kruh, 586 Main Street, feels it would be valuable to conduct a study to see what a Community Center would do for the Town. He stated that 501C3 organizations have a difficult time finding ample space to meet or host events. Inside space is valuable. He encouraged the Town Council to explore getting a proposal and the funding logistics.

Theresa, 123 West Street, Fox Glen said she moved to Cromwell because it's the place to be. She used to not want to go to the Senior Center but she realized once she started going, that Senior Centers keep seniors young. She is in support of new Community/Senior Center.

Councilman Demetriades read a letter from Danielle Libera Tencza into the record. See Attachment C.

Ned Pendleton, 43 Spruce Lane read his letter into the record. See Attachment D.

Michael, 1 Blackhaw Drive, He moved here from Wolcott. He is associated with Knights of Columbus and assisted with lugging food to the Senior Center. He informed the Council that he put them in a person's two car garage as there was not enough space at the Senior Center. He feels a Community/Senior Center would serve a good purpose for those that are in need.

Mayor Allan Spotts read a letter from Mertie Terry of 589 Main Street into the record. See Attachment E.

Mayor Allan Spotts read a letter from Luella Landis, 16 Prospect Hill Road, Chairperson of the Senior Services into the record. See Attachment F.

Mayor Allan Spotts read a letter from Ruth Checko of 5 Nooks Hill Road into the record. See Attachment G.

Mayor Allan Spotts read a letter from the Cromwell Children's Coalition into the record. See Attachment H.

Councilwoman Donohue read a letter from Shannon Hughes-Brown into the record. See Attachment I.

MOTION made by J. Demetriades and **SECONDED** by S. Fortenbach to move Item G.4. To immediately after Item J. Citizen Comments.

In favor: A. Spotts, S. Fortenbach, J. Demetriades, J. Donohue, J. Henahan, P. Luna. **Motion carried.**

E. MAYOR'S UPDATE

- **2/16** – First Charter Revision Commission Meeting was held. They elected Jenn Lapore as the Chairperson.
- **2/18** – He attended the Middle School Building Committee Meeting, Rosanna Glynn was elected as Chairperson. (pending appointment by Town Council)
- **3/2** – He attended the second CMS Building Committee meeting.
- **3/2** – He attended the second Charter Revision Commission Meeting and Phil Gagnon was elected as the Vice Chairperson.

- He attended the Wedding Singer play put on by Cromwell High School and congratulated the cast, crew, and pit band on an amazing job.
- 3/5 – He attended the Saint Patrick's Day Parade Committee Fundraiser at the TPC and presented citations to both the Town Honoree, Cheryl Gagnon and Parade Marshal, Patricia Branciforte.

F. TOWN MANAGER'S UPDATE

- He attended CMS Building Committee meeting
- As far as Economic Development, he has been working with Director of Planning and Development Stuart Popper about interest in locations in town, particularly 100 Berlin Road.
- He and Mr. Popper have been discussing marijuana distribution. He added that only one distribution location is allowed per State Statute. He told the Council he will have Stuart attend next month's Town Council meeting to provide more information.

G. FINANCIAL/FINANCE DIRECTOR'S UPDATE

1. Budget Report

Finance Director Sylvester presented her budget report to the Town Council.

2. Tax Refunds

Motion **made** by S. Fortenbach and **seconded** by J. Henehan to approve Tax Refunds #1-12.

In favor: A. Spotts, S. Fortenbach, J. Demetriades, J. Donohue, J. Henehan, P. Luna. **Motion carried.**

3. Farmers Market

Town Manager Salvatore explained to the Town Council that the residents who ran the Farmers Market have decided not to move forward with it this year. He presented the plan as outlined in the memo for the Farmers Market.

The Town Council asked questions regarding fees, sponsor levels and number of hours per week that would have to be worked. It was also asked if the Town could create a job description for the Market Manager so it is outlined what the job is and to make sure all duties are fulfilled. Town Manager Salvatore indicated that we would work on one.

3a. Discussion and action to establish a Special Revenue Fund for the Town of Cromwell Farmers Market as proposed.

The Town Manager commended Heather and Jeff Polke for starting the Farmers Market and for doing a great job.

Motion **made** by J. Demetriades and **seconded** by S. Fortenbach to establish a Special Revenue Fund for the Town of Cromwell Farmers Market as proposed.

In favor: A. Spotts, S. Fortenbach, J. Demetriades, J. Donohue, J. Henahan, P. Luna. **Motion carried.**

3b. Approval of 2022 Proposed Fees for Farmers Market

Motion **made** by S. Fortenbach and **seconded** by P. Luna to approve the 2022 proposed Farmers Market Fees as demonstrated in the memo.

In favor: A. Spotts, S. Fortenbach, J. Demetriades, J. Donohue, J. Henahan, P. Luna. **Motion carried.**

3c. Approval of stipend for Market Manager's Payment Arrangement

Motion **made** by P. Luna and **seconded** by J. Demetriades to approve the stipend for Market Manager's Payment Arrangement.

In favor: A. Spotts, S. Fortenbach, J. Demetriades, J. Donohue, J. Henahan, P. Luna. **Motion carried.**

4. Discussion and action to appropriate \$5,000 within the CNR Fund for the conceptual architectural design work for the Community/Senior Center.

Finance Director Marianne Sylvester was present to answer questions of the Town Council. She explained that once we have the costs for the Middle School and for the Community/Senior center then we need to evaluate how to weave the amounts in the long-range capital planning process to minimize impact to the Mil Rate.

Motion **made** by J. Donohue and **seconded** by S. Fortenbach to appropriate \$5,000 within the CNR Fund for the conceptual architectural design work for the Community/Senior Center.

In favor: A. Spotts, S. Fortenbach, J. Demetriades, J. Donohue, J. Henahan, P. Luna. **Motion carried.**

4a. Discussion and action to expand scope of work for Town Hall Facility Space Study for architectural design of Community/Senior Center.

Motion **made** by J. Donohue and **seconded** by J. Henahan to expand scope of work for Town Hall Facility Space Study for architectural design of Community/Senior Center and continue to work with Silver Petrocelli to complete it.

In favor: A. Spotts, S. Fortenbach, J. Demetriades, J. Donohue, J. Henahan, P. Luna.

Motion carried.

5. Discussion and action to approve increase of wages for Seasonal Workers. Public Works Director Russo was in attendance to answer any questions of the Council.

Motion **made** by J. Donohue and **seconded** by J. Henahan to approve the increase of wages for Seasonal Workers to \$18.78 per hour.

In favor: A. Spotts, S. Fortenbach, J. Demetriades, J. Donohue, J. Henahan, P. Luna. ***Motion carried.***

6. Discussion and action to expand the scope of the appropriation approved for the School Building Project's schematic designs.

The Town Council had a brief discussion with the Finance Director regarding this request.

Motion **made** by S. Fortenbach and **seconded** by J. Henahan to expand the scope of the appropriation previously made for the school building project to allow for the cost of the Phase I Environmental Site Assessment.

In favor: A. Spotts, S. Fortenbach, J. Demetriades, J. Donohue, J. Henahan, P. Luna. ***Motion carried.***

H. CHIEF OF POLICE'S UPDATE

Chief Lamontagne presented her report to the Town Council. She made the following correction to her report: Sergeant Bengtson and Sergeant KOGUT will complete their FBI LEEDA Trilogy next month. She also added that there will be a Meet and Greet at Pierson Park on April 9th and the Easter bunny will be there.

I. PUBLIC WORKS DIRECTOR'S UPDATE

- Sunday and Monday his crew was plowing snow.
- He commended all Public Works Divisions for getting him up to speed
- He has a meeting with Little League on Friday regarding lighting

- He has received calls regarding paving and he is in discussions with the Town Engineer and Finance.
- Thanked the Town Council and BOF for approving the tennis court project. He said that an electrician is coming tomorrow to fix the light switch. He also has an assessment being done on the lights to cover them to LED which will be a cost savings to the Town.
- The Public Works crew is prepared for Spring as far as their sweepers and mowers and other equipment. They are ready to go once the winter weather is behind us.
- He will be changing three trees downtown. There are existing shrubs, he brought in an arborist for some advice and they are going to swap them out within the next two weeks.
- An assessment will be scheduled on the basketball court lights to also change to LED for a cost savings.

K. NEW BUSINESS

1. Discussion and possible action for the Town Council to provide a Charge for the Charter Revision Commission.

A brief discussion was held regarding suggestions for revisions to the Charter. Motion **made** by J. Demetriades and **seconded** by J. Henahan to explore four-year terms for the Town Council, to explore the expansion of the Town Council to 9 members and to look at the possibility of staggered terms, to change the Tax Collector and Town Clerk to Town appointed (employees) from elected officials, to eliminate or clarify the duties of the Board of Finance, and to explore a stipend for the Mayor.

In favor: A. Spotts, S. Fortenbach, J. Demetriades, J. Donohue, J. Henahan, P. Luna. **Motion carried.**

2. Discussion and possible action for conceptual approval to utilize Town-owned land between Evergreen Estates (55+ community) and the Landon Apartments for a District water/communications tank (map provided).

Town Manager Salvatore stated that there are no restrictions on the highlighted parcel provided to the Town Council. He added that we have a regulation that allows governmental use in any zone. The Fire District only has one water tank. They would like to have a back up tank in the event that they would have to service their existing water tank. He informed the Council that the reason for this requested motion is so that he can at least have open discussion with the Fire District to discuss this and move forward with them.

Motion **made** by S. Fortenbach and **seconded** by J. Henehan to authorize the Town Manager to discuss the conceptual plan with the Fire District regarding a District water tank/communication tower.

In favor: A. Spotts, S. Fortenbach, J. Demetriades, J. Donohue, J. Henehan, P. Luna. ***Motion carried.***

L. APPROVAL OF MINUTES

1. February 9, 2022 Regular Meeting Minutes

Motion **made** by J. Donohue and **seconded** by S. Fortenbach to approve the meeting minutes of February 9, 2022

In favor: A. Spotts, S. Fortenbach, J. Demetriades, J. Donohue, J. Henehan, P. Luna. ***Motion carried.***

2. February 28, 2022 Public Hearing Minutes

Motion **made** by J. Donohue and **seconded** by J. Henehan to approve the Public Hearing minutes of February 28, 2022 with the correction of the spelling of the last name Kaiser, and address correction to 7 Bow Lane.

In favor: A. Spotts, S. Fortenbach, J. Donohue, J. Henehan, P. Luna.

Abstained: J. Demetriades

Motion carried.

3. February 28, 2022 Budget Workshop Meeting Minutes

Motion **made** by S. Fortenbach and **seconded** by J. Donohue to approve the Budget Workshop Meeting minutes of February 28, 2022.

In favor: A. Spotts, S. Fortenbach, J. Demetriades, J. Donohue, J. Henehan, P. Luna. ***Motion carried.***

M. RESIGNATIONS

None.

N. APPOINTMENTS

1. Approval of CMS Building Committee Chairperson, Rosanna Glynn

Motion **made** by S. Fortenbach and **seconded** by J. Donohue to approve Rosanna Glynn as the CMS Building Committee Chairperson.

In favor: A. Spotts, S. Fortenbach, J. Demetriades, J. Donohue, J. Henehan, P. Luna. ***Motion carried.***

Councilman Fortenbach informed the Town Council that he had an extensive conversation with Rosanna Glynn. She is going to do a great job and she has an

impressive background. He added that there are great people on that committee and feels that they will do a great job.

O. INFORMATIONAL ITEMS

1. Henderson Field Lighting

- Town Manager Salvatore presented the Memorandum of Understanding he prepared regarding the lighting at Henderson Field.
- Councilwoman Donohue asked the Town Manager about the status of working with the Fire District regarding cost saving solutions between the Town of Cromwell and the District. She recalled that we had something in play before COVID hit and wondered if we were back on the table to move forward or if the Fire District came to us with any ideas for savings. The Town Manager replied that he has discussions with the Fire District on a regular basis and there are some things we can work together on. He and the Fire District are talking and looking at ways to come together and save money for our taxpayers.

P. ADJOURN

Motion **made** by J. Donohue and **seconded** by J. Henehan to adjourn.

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amanda Calve". The signature is fluid and extends to the right with a long, sweeping tail.

Amanda Calve
Secretary

My name is Steven Falco and I live at 20 Christian Hill Rd. At the western end of Coles Rd. I've lived in Cromwell for just 15 yrs. and I retired about two years ago. I want to not only show my support for a community/senior center by being here tonite, but also to express in words my support. When I retired from 17 yrs. in an office position, I couldn't wait to meet people my own age and start a new life on my own schedule, and to engage in activities and hobbies and interests that I didn't have time for while working. I wanted to get in touch with town activities and contribute what I could. To actively give back to the community I call home.

I found that opportunity at the Cromwell Senior Center. I'm continually making new friends and find the wonderful staff dedicated to the well-being of us seniors.

However, we need more space! To see around the winter holidays the out-pouring of good-will filling the hallways and very staff offices with donated food and goods for people in need was both heartwarming and astounding. To have so much donated and hardly enough room to store it. Daily I see senior center staff having to shuffle furniture from space to space to meet the needs of the next activity. There is so much going on it's a wonder how it all gets done. But it does get done...and done well. Amy and her staff get it done. Every day.

I know what it's like to have too much to do and not have the means to do it. Burn-out can sneak up in subtle ways.

I hope that doesn't happen simply because the people

Attachment A Pg 2

who have been elected and appointed to look out for Cromwell's community failed to act appropriately. And I'm talking about our whole community - all ages.

As we go through life, what we call "home" changes. We have many "homes" There are certain milestones in life that offer various homes. It can be schools, careers, retirement, and yes, even illness and accidents. We all, young and old, need some sort of home. A new Community/Senior Center can be such a home - for young and old and everyone in between.

How about it? Let's get it done so we can all say in Cromwell, THERE'S NO PLACE LIKE HOME!

Thank You.



Attachment B

CROMWELL CREATIVE DISTRICT

Town of Cromwell – Mayor's Office, Attn. Cromwell Creative District

41 West Street, Cromwell, CT 06416

www.cromwellcreativedistrict.org/ cromwellcreativedistrict@gmail.com

DATE: 3.9.22
TO: Cromwell Town Council and Town Manager
RE: Proposed Community Center

Cromwell Creative District (CCD), a 501c3 nonprofit, is here this evening to support the Senior Center and Recreation Department in their request to formally begin the assessment work required to properly plan both function and location of a Community Center. While it is beneficial to have these two activities housed in Town Hall where all departments and leadership are able to easily interact, programs are being stifled by the lack of space.

Other groups in town, especially the nonprofits, also find it difficult to gain meeting and event space within the already crowded Town Hall. There is no theater/movie house in Cromwell; and if an auditorium is included, movies, plays, dance, and musical events can be held in the evenings and weekends when residents and visitors are looking for activities. A full-size basketball court, a squash court, a well-designed creative activities room, a game room, and the list goes on, will entice new residents to want to live in Cromwell.

Bringing in businesses is not the only way to make Cromwell thrive. Creating Community in a brick-and-mortar facility will provide intergenerational and diverse interactions that are currently not possible.

CCD strongly endorses building a Community Center.

Rethink How You See Cromwell

Cromwell Creative District is a registered 501(c)3 nonprofit organization

Company 'N Tempo Music Theatre & Dance Centre

Statement to Town Council

Re: Need for Cromwell Community Center

To the Town Council:

Company 'N Tempo has been a business in Cromwell for over 30 years, supporting, encouraging and teaching the performing arts to our community.

Booking performance space is a yearly obstacle for us. We hold performances that range anywhere from **100 – 600 audience members**. We are at the mercy of local schools, having to work around their schedules and often not having the room for us.

For our largest performances in June, we **book out of town** because Cromwell does not have a big enough auditorium for us. This unfortunately means **high rental fees** and custodial fees.

For our musicals, we have substantial **set pieces** which require a lot of rehearsal time on stage. The local schools do not have the room for us to store our set pieces a few weeks in advance or for us to be on stage a few weeks before the show, which makes preparation difficult for the cast and crew.

If we had a community center large enough for performance space, my hope would be that our students could have an **extensive musical theatre experience with more rehearsal time on a stage**.

Our performances are usually:

November – Fall Musical

May – Music Recitals (Piano, Guitar, Singing)

June – Theater and Dance End of the Year Performance

July/August – Summer Musical

And we would do more performances if it was convenient to do so.

My questions would be about cost of usage, rules of usage/storage etc.

I would be happy to have further discussions about the need for performance space and appreciate the consideration of this.

Danielle Libera Tencza

Company 'N Tempo Owner/Director



43 Spruce Lane
Cromwell, CT 06416
March 9, 2022

Mr. Mayor, Town Council members, Town Manager,

I'm Ned Pendleton. I live at 43 Spruce Lane on the Covenant Living Campus. As chair of Covenant's Facilities Management committee, I'm representing the Executive Committee of the Resident Council here tonight. We support the Senior Center and Recreation Department in requesting a formal beginning to the assessment work required to plan both the function and location of a Community Center.

A Community Center is needed. Seniors need more extensive facilities in town. Whereas Covenant Living would like to invite the public to some events, the limited size of our auditorium and the lack of parking make it difficult.

Our campus doesn't have a pool or courts for tennis or pickleball. Our residents would like those and would use them.

But beyond seniors, a place where all ages and all groups could share facilities is badly needed. Cromwell has a superior library for a town its size. It also should have a superior senior center and recreational facilities. Perhaps it could be a location for a community daycare center. Amenities like these will draw people to live here.

Calve, Amanda

From: MERTIE L TERRY <mterry589@comcast.net>
Sent: Thursday, March 3, 2022 11:23 AM
To: Kieras, Scott; Mayor; Saada, Amy; Louella Landis
Subject: Cromwell Community Center

Good morning all:

Please accept this e-mail as my wholehearted support of the Town of Cromwell moving forward with a plan to build/buy/rent (or whatever), to make available to the citizens of our town a Cromwell Community Center.

Why a Community Center? The answer is easy. Look around us.

We are a Town of approximately 14,243. as of 2021. That's quite a lot of people to be served if they look to us for help or support.

How you ask, would a Community Center help Cromwell? Easy. It can become a place where seniors can gather to make new friends, enjoy old friendships, partake in the arts, music and an occasional luncheon or dinner. Where kids and young adults can enjoy sports, activities and have a social interaction without fear of being bullied or made fun of. In other words a "safe" and wonderful place for all.

And, please as you look to the future keep in mind that our town is growing and will continue to grow as people recognize the value of our community and move here. We can no longer "kick the can" down the road - we need to stand up and say - okay it's time - time for Cromwell to start planning for a much needed and welcomed Community Center.

So on that note, I am asking that the Park and Recreation Committee join members of the Senior Commission in supporting a Community Center for Cromwell. Thank you! Mertie Terry 589 Main Street Cromwell CT

Calve, Amanda

From: Luella D.Landis <gwla620@yahoo.com>
Sent: Monday, March 7, 2022 2:12 PM
To: Mayor
Subject: Comments for March 9, 2022 Town Council Meeting: Funding for a Community Center

Dear Mayor Spotts and Members of the Cromwell Town Council:

First of all, the Cromwell Senior Services Commission would like to thank Councilwoman Jennifer Donohue for addressing the request of our Commission concerning funding for a Community Center.

Secondly, we strongly recommend that funding for this project be re-appropriated and included in the town budget so that further steps can be taken toward achieving the goal of a Community Center for all the citizens of Cromwell. Enough funding should be allocated for the next steps of design, and appropriate location selection.

Thank you for your consideration.

Sincerely yours,

Luella D. Landis
Chair
Cromwell Senior Services Commission

Calve, Amanda

From: Ruth Checko <rchecko@avonct.gov>
Sent: Tuesday, March 8, 2022 3:05 PM
To: Mayor
Subject: Community Center Discussion

Hello Mayor Spotts,
I am a resident of Cromwell, serve on the Parks and Recreation Committee and a Parks and Recreation professional. I will am writing to say that I am in support of a Community Center. With that said, I am also in support of better athletic fields in Cromwell.

***Ruth Checko
Director of Recreation and Parks***

***Avon Recreation and Parks Department
60 West Main Street
Avon, CT 06001
Office: (860) 409-4332
Fax: (860) 409-4334
Email: rchecko@avonct.gov***

CONFIDENTIALITY NOTICE: This message originates from the Town of Avon. This email is intended for the sole use of the individual(s) to whom it is addressed, and the information contained in this email and any files transmitted with it may be a confidential communication or may be otherwise privileged and confidential. You are hereby notified that any dissemination, duplication, or distribution of this transmission by someone other than the intended addressee or its designated agent is strictly prohibited. If you received this email in error, please notify the sender of the error and delete the message. Electronic records such as this email may be subject to the Freedom of Information Act and available for public distribution. Thank you.

Attachment
H**Cromwell Childrens Coalition**

March 6, 2022

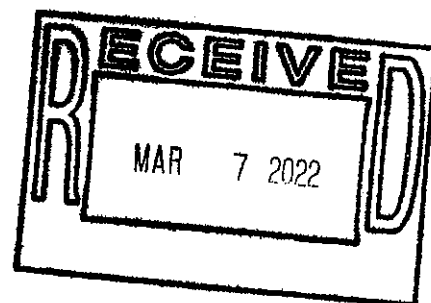
TO: Cromwell Town Council
FROM: Cromwell Childrens Coalition
RE: Community Center

The Cromwell Childrens Coalition believes a community center would be very beneficial for the Town of Cromwell. The residents, from toddlers through Senior Citizens, would have access to additional programs with the extra space- especially during the daytime hours. Meeting space, and possibly even storage space, could be made available to recognized Cromwell non-profit organizations to assist in their development and, therefore, benefit the entire community.

A community center could be a valuable asset to our youth by providing jobs, after school activities and even the chance for peer to peer programming. By this we mean, High School students working with younger children in school work and clubs (robotics, arts, music, sports, gardening etc). This type of programming would benefit the entire community in that working parents would have a safe place for their children after school, jobs, and most importantly, the chance for our elder youth to grow into adults who value giving back to others in their town.

We realize that this is a major undertaking, but the upside far outweighs the cost of the project in the long term. The Cromwell Childrens Coalition hopes that a community center comes to fruition in the near future for the town of Cromwell.

Thank you.



Cromwell Childrens Coalition P.O. Box 314 Cromwell, Ct. 06416
cromwellchildrenscoalition@gmail.com
a 501(c)(3) organization

Calve, Amanda

From: Calve, Amanda on behalf of Mayor
Sent: Tuesday, March 8, 2022 2:41 PM
To: Allan Spotts (Aspotts@cromwellct.com); Anthony Salvatore
Subject: FW: Community Center Allocation

From: Shannon Hughes-Brown <shannon.m.hughes@gmail.com>
Sent: Tuesday, March 8, 2022 2:22 PM
To: Mayor <mayor@cromwellct.com>; Donohue, Jennifer <jdonohue@cromwellct.com>; Luna, Paula <pluna@cromwellct.com>; awater@cromwellct.com; Henahan, John <jhenahan@cromwellct.com>; Demetriades, James <jdemetriades@cromwellct.com>; Fortenbach, Stephen <sfortenbach@cromwellct.com>
Subject: Community Center Allocation

Dear Mayor Spotts and members of the Cromwell Town Council,

I am writing this evening to express my support of allocating funds for architectural design work of a community center for the Town of Cromwell. A community center could provide additional programming for the town residents through the senior center and recreation department. This improves the overall health of residents and increases the town's sense of community.

Thank you for your consideration.

Best,
Shannon Hughes-Brown
7 Court Place

--
Shannon Hughes-Brown
she | her
shannon.m.hughes@gmail.com

**TOWN OF CROMWELL - TOWN COUNCIL
TOWN HALL COUNCIL CHAMBERS
41 WEST STREET, CROMWELL, CT 06416
SPECIAL MEETING MINUTES**

Tuesday, March 22, 2022 – 4:45 p.m.

Present: Mayor A. Spotts, Deputy Mayor S. Fortenbach, P. Luna, S. Fortenbach, J. Henehan

Absent: J. Demetriades and A. Waters

A. CALL TO ORDER

Mayor Spotts called the meeting to order at 4:45 p.m.

B. PLEDGE OF ALLEGIANCE

The Council stood to recite the Pledge of Allegiance.

C. RESIGNATIONS

1. Charter Revision Commission

a. Heather Polke

MOTION made by J. Donohue and **SECONDED** by S. Fortenbach to accept the resignation of Heather Polke with regret.

In favor: A. Spotts, J. Donohue, P. Luna, S. Fortenbach, J. Henehan

Motion carried.

D. APPOINTMENTS

1. Charter Revision Commission

a. Geoff Oryell (R), Regular Member

MOTION made by S. Fortenbach and **SECONDED** by J. Henehan to appoint Geoff Oryell (R), as a regular member to the Charter Revision Commission.

In favor: A. Spotts, J. Donohue, P. Luna, S. Fortenbach, J. Henehan

Discussion: It was read into the record that Councilman Demetriades is in strong support of this nomination.

Motion carried.

E. ADJOURN

MOTION made by J. Donohue and **SECONDED** by P. Luna to adjourn. The meeting was adjourned at 4:46 p.m.

In favor: A. Spotts, J. Donohue, P. Luna, S. Fortenbach, J. Henehan

Motion carried.

Respectfully submitted,

Amanda Calve

Amanda Calve
Secretary

**TOWN OF CROMWELL - TOWN COUNCIL
TOWN HALL COUNCIL CHAMBERS
41 WEST STREET, CROMWELL, CT 06416
SPECIAL MEETING MINUTES**

Wednesday, March 30, 2022

Present: Mayor A. Spotts, Deputy Mayor S. Fortenbach, J. Demetriades, J. Donohue, P. Luna, S. Fortenbach, J. Henehan

Also Present: Town Manager Salvatore, Rosanna Glynn CMS Building Committee Chairperson, and Sharon DeVoe Assistant Finance Director

Absent: A. Waters

A. CALL TO ORDER

Mayor Spotts called the meeting to order at 4:30 p.m.

B. PLEDGE OF ALLEGIANCE

The Council stood to recite the Pledge of Allegiance.

C. NEW BUSINESS

1. Discuss and approve Charge for CMS Building Committee

The Town Manager explained the Resolution that was provided to the Town Council. The Town Council asked the Town Manager a couple of questions. Rosanna Glynn, Chairperson of the CMS Building Committee was in attendance to ask questions of the Town Council and to answer any questions. Assistant Finance Director Sharon DeVoe and Town Manager Salvatore gave a brief overview of the timeline.

MOTION made by S. Fortenbach and **SECONDED** J. Henehan to accept the Resolution/Charge Creating School Building Committee with the replacement of the word "new" to "new/renovated" in the first paragraph.

In favor: A. Spotts, J. Demetriades, J. Donohue, P. Luna, S. Fortenbach, J. Henehan
Motion carried.

D. ADJOURN

MOTION made by J. Donohue and **SECONDED** by S. Fortenbach to adjourn. The meeting was adjourned at 4:58 p.m.

In favor: A. Spotts, J. Demetriades, J. Donohue, P. Luna, S. Fortenbach, J. Henehan
Motion carried.

Respectfully submitted,



Amanda Calve
Secretary



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

Name: Gregory R. Valente

Address: (Home) 7 Pondview Dr. Cromwell, CT

Telephone: (860) 810-3600

E-mail Address: Greg.Valente0623@gmail.com Occupation: Health, Safety & Environmental Manager -Honeywell Inc.

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: Recreation 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.

As a 30 plus year resident growing up in this town, I would like to continue to serve Cromwell and join the Recreational Commission Board. Growing up I participated, worked, and coached recreational activities and today have two young kids that I wish to grow up doing the same. I have held a seat on a board for four years for the CT Safety Society and I wish to provide that same enthusiasm and drive that I had participating while in that seat. I would also like to use this as an opportunity to get more involved in our town, to gain further experience to potentially participate in additional duties.

Please include three (3) References with your application.

Name	Address	Phone Number
Jay Hickey	13 Cannata Dr Cromwell	(860) 635-0594
Dave Director	15 Arbor Meadow Dr Cromwell	(860) 982-4995
Pete Allard	95 South St Cromwell	(860) 539-5879

Signature: 

Date: 3/31/2022

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.

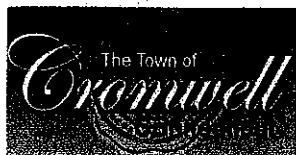


Town of Cromwell, Connecticut

Job Description

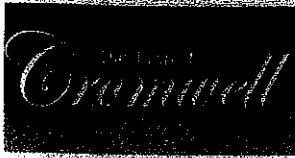
Job Title:	Senior Executive Assistant	Position No.: 101	Date: 05/2021
Supervisor's Title:	Town Manager	Department:	Town Manager
Total Direct Reports:	Number: ____ Supervisors ____ 1 Non-Supervisors	FLSA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
	Titles: Office Assistant/Floater	Town Manager Approval: Completed By:	

Summary Statement	Under the supervision of the Town Manager, performs administrative responsibilities and secretarial duties of a confidential and complex nature for the Town Manager, Mayor/Town Council.
Essential Functions	<ol style="list-style-type: none"> 1. Receives oral directions from the Town Manager; plans and organizes work according to standard office procedures; plans, installs, reviews and refines management practices and procedures; transmits and explains Town Manager's directives to proper persons and follows up for compliance, completeness and conformance with deadlines. 2. Types and transcribes confidential letters, reports and records from dictation notes, transcription equipment or rough drafts; prepares materials and Town Council agendas, notices and related materials; reviews department budget on a monthly basis and processes department purchase order requests. Develops and maintains confidential and complex records and files. 3. Schedules appointments and arranges meetings; screens incoming calls and correspondence, refers to appropriate staff members and follows up to ensure timely response; coordinates assignment of Town Hall meeting rooms; prepares and distributes Town Hall monthly calendar. 4. As Secretary to the Town Council, attends Town Council meetings; records and distributes meeting minutes; independently composes letters and reports; compiles and coordinates data for action as authorized and approved by the Town Council. 5. Responds to inquiries and requests from the public.



Town of Cromwell, Connecticut Job Description

Expected Outcomes	Town Manager and Town Council, administration and internal/external communications are executed in a timely and accurate manner.
Critical Work Relationships	<ul style="list-style-type: none"> Mayor and members of Town Council; Administrative Staff in other departments (correspondence, etc.)
KSAs (Knowledge, Skills, and Abilities)	<p>Knowledge:</p> <ol style="list-style-type: none"> 1. Modern office methods and procedures, filing, telephone techniques and office equipment, 2. Knowledge of practices and methods utilized in public administration as it relates to the Town of Cromwell and its operations. <p>Skills:</p> <ol style="list-style-type: none"> 1. Establish work priorities and meet deadlines: ability to coordinate projects with others and complete in a timely manner. 2. Perform duties with a high degree of initiative, independence and confidentiality. 3. Work effectively with staff, public officials and the public. 4. Understand and work within an organization as it relates to the Town of Cromwell. <p>Abilities:</p> <ol style="list-style-type: none"> 1. Adaptability 2. Attention To Detail 3. Interpersonal Skills 4. Self-Management 5. Customer Focus
MINIMUM Qualifications	<p>Education and Training:</p> <ul style="list-style-type: none"> • High School Diploma or GED certificate • Three (3) years of increasingly responsible office administration experience • OR Associate's (AA) degree in Business/Public Admin. related field • One (1) year of increasingly responsible office administration experience • Alternatively, an equivalent combination of education, training and experience.



Town of Cromwell, Connecticut Job Description

PREFERRED Qualifications	<ul style="list-style-type: none">• One year executive assistant experience.
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*Required Physical Effort and Required Equipment Operation to be included in separate document(s).
Performs other related duties as required.*

Town of Cromwell

TITLE SENIOR EXECUTIVE ASSISTANT

OBJECTIVES

Under the supervision of the First Selectman, performs administrative assistance and secretarial duties of a confidential and complex nature for the First Selectman, Board of Selectmen and the Police Department.

ESSENTIAL FUNCTIONS

Receives oral directions from the First Selectman; plans and organizes work according to standard office procedures.

Types and transcribes confidential letters, reports and records from dictation notes, transcription equipment or rough drafts.

Prepares materials and types selectmen agendas, notices and related materials.

Schedules appointments and arranges meetings; screens incoming calls and correspondence, refers to appropriate staff members and follows up to ensure timely response.

Attends Board of Selectmen and Police Commission meetings; records and distributes meeting minutes; independently composes letters and reports; compiles and coordinates data for action by the First Selectman.

Transmits and explains First Selectman's directives to proper persons and follows up for compliance, completeness and conformance with deadlines.

Responds to inquiries and requests from the public.

Performs special assignments, research, studies and other administrative functions as directed.

Coordinates assignment of Town Hall meeting rooms.

Prepares and distributes Town Hall monthly calendar.

Plans, installs, reviews and refines management practices and procedures.

Act as liaison to computer consultant; responsible for computer system backup.

Reviews department budget on a monthly basis and processes department purchase order requests.

Develops and maintains confidential and complex records and files.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern office methods and procedures, filing, telephone techniques and office equipment.

Knowledge of the principles, practices and methods utilized in public administration.

Ability to establish work priorities and meet deadlines.

Ability to understand and work within the internal organization.

Ability to acquire working knowledge of the organization and operation of local government.

Ability to carry out duties with a high degree of independence and confidentiality.

Ability to assist in the preparation of budgets.

Ability to carry out duties with a high degree of initiative, independence and confidentiality.

Ability to establish and maintain files and record systems.

Ability to perform work with a high degree of detail.

Ability to efficiently schedule meetings, events and appointments.

Ability to work effectively with staff, public officials and the public.

Ability to coordinate projects, and collect, analyze, and present information in written form.

Ability to take minutes of meetings; to type and operate word processing and data processing equipment and software, as required.

REQUIRED EQUIPMENT OPERATION

Operates standard office equipment, personal computer, servers for backup and resetting.

REQUIRED PHYSICAL EFFORT

Must be able to sit at a desk or stand and work continuously for extended periods of time; carry reports and office equipment; attends night meetings.

REQUIRED QUALIFICATIONS (MINIMUM)


The qualifications required would generally be acquired with an Associate's degree in Secretarial Science or related field and two (2) years of increasingly responsible office administration experience, or an equivalent combination of education, training and experience.

Adopted by the Board of Selectman June 2002.



Town of Cromwell, Connecticut

Job Description

Job Title:	Director of Public Works	Position No.: 800	Date: 09/2021
Supervisor's Title:	Town Manager	Department:	Public Works
Total Direct Reports (If Applicable):	Number: <u>7</u> Supervisors <u>2</u> Non-Supervisors	FLSA Status:	<u>X</u> Exempt <u> </u> Non-Exempt
	Titles: Highway Foreman, Vehicle Maintenance Supv., Parks Maintenance Supv., Sewer Admin., Town Engineer, Building Superintendent, Transfer Station Operator, Admin. Secretary I and II	Town Manager Approval: 	

Summary Statement	Plans, organizes and directs roads maintenance and construction, parks and grounds maintenance and construction, building maintenance, sewer maintenance and construction, equipment maintenance and repair, and the Transfer Station operations. Develops long-and short-term planning for the department.
Essential Functions	<p>1. Plans, organizes and directs the operations of the Public Works Department, including the professional and technical civil engineering work, through the Town Engineer and building inspection and code enforcement through the Chief Building Official. Analyzes departmental operations and prepares narrative and statistical reports, and progress on projects and goals attained for the Town Manager. Responds to citizen inquiries, complaints, and takes corrective action as necessary. Administers personnel policies and union contracts for department employees, including responding to grievances. Prepares the Public Works Department operating and capital budgets in conjunction with the Town Manager. Coordinates the budget requisition and purchase of supplies, equipment and utilities for all Town buildings, including oil, fuel, electricity, telephones, radios and administers related maintenance contracts. On call twenty-four (24) hours per day, seven (7) days per week.</p> <p>2. Organizes and schedules seasonal maintenance operations, including repair and construction of roads; laying and repair of storm drainage pipes; repair and maintenance of parks, athletic fields, and grounds;</p>



Town of Cromwell, Connecticut Job Description

	<p>construction repair and cleaning of catch basins; street sweeping; and road grading. Supervises maintenance and repair work of Town buildings and facilities. Oversees work of external contractors. Prioritizes projects, and schedules maintenance staff to ensure that projects are completed on time. Oversees the preventative maintenance programs for all Town vehicles and equipment, including heavy equipment, police and Board of Education vehicles. Oversees all Town building, grounds, park maintenance and sanitary sewer activities, including libraries, cemeteries, Transfer Station (solid waste and recycling), and parks and recreation equipment.</p> <p>3. Reviews and evaluates engineering plans, designs, construction specifications and technical reports prepared and submitted by the Town Engineer. Prepares specifications for equipment purchases and contractual services. Inspects new roads and driveways prior to Town acceptance to assure compliance with drainage criteria. Performs technical reviews of subdivisions, commercial and industrial development plans and the preparation of bond assessments and inspection cost estimates.</p> <p>4. Oversees the building inspection and enforcement program to ensure that the Town is in compliance with the State Building Code, building ordinances and regulations, including safety codes. Organizes and implements emergency storm response system, including plowing and sanding of roads. Inspects roads and bridges to ensure that driving conditions are safe. Participates in the development and administration of emergency operation plans for disasters.</p> <p>5. Participates as Town representative on various and regional boards and commissions as needed. Participates in regional and national professional organizations.</p>
Expected Outcomes	<p>The Public Works Department operates in an effective and efficient manner, ensuring compliance with relevant codes and standards. Projects are planned and executed on time, within budget, and meet or exceed the expectations of Town leadership and customers. The general public is updated periodically and kept informed about projects.</p>
Critical Work Relationships	<ol style="list-style-type: none"> 1. Other Town Departments 2. External contractors



Town of Cromwell, Connecticut Job Description

<p><i>Identify key internal and external stakeholders. It is assumed that supervisors, peers and/or subordinates are critical relationships.</i></p>	<ol style="list-style-type: none"> 3. State agencies 4. News media 5. General public
<p>KSAs (Knowledge, Skills, and Abilities)</p>	<p>Knowledge:</p> <ol style="list-style-type: none"> 1. Engineering and architectural procedures as applied to building, construction and public works operations. 2. Methods, techniques, materials and equipment used in parks, building and grounds maintenance, maintenance and construction of municipal roads and road repair, construction and reconstruction operations; vehicle and equipment maintenance and repair; sanitary sewer construction and maintenance, drainage systems and solid waste management/recycling. 3. Work hazards, safety practices and legal requirements related to public works programs and responsibilities. 4. Connecticut State Building Code, building ordinances and regulations related to safety and fire codes. 5. Labor relations practices and procedures. <p>Skills:</p> <ol style="list-style-type: none"> 1. Preparation of department budgets and developing or implementing cost accounting and contracts office procedures. 2. Preparation of bid specifications for public works equipment, materials, and supplies. 3. Interpretation of building plans and specifications. <p>Abilities:</p> <ol style="list-style-type: none"> 1. Relationship Building 2. Planning and Organizing 3. Communication 4. Project Management 5. Leadership
<p>MINIMUM Qualifications</p>	<p>Education and Training:</p> <ul style="list-style-type: none"> • Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or related field and ten (10) years of increasingly responsible work in public works administration, civil engineering, construction and maintenance work, including three (3) years of supervisory experience. • Alternatively, an equivalent combination of education, training and experience. <p>Age, Citizenship, Licensure and Background Screening:</p>



Town of Cromwell, Connecticut Job Description

	<ul style="list-style-type: none">● Possess or able to obtain a valid motor vehicle driver's license.
PREFERRED Qualifications	<ul style="list-style-type: none">● Possess a State of Connecticut Professional Engineer's License.

*Required Physical Effort and Required Equipment Operation to be included in separate document(s).
Performs other related duties as required.*

Town of Cromwell**TITLE** **DIRECTOR OF PUBLIC WORKS****OBJECTIVES**

Under the general direction of the Town Manager, plans, organizes and directs roads maintenance and construction, parks and grounds maintenance and construction, parks and grounds maintenance, building maintenance, sewer maintenance and construction, and equipment maintenance and repair, and the Transfer Station operations. Develops long-and short-term planning for the department.

Assists in the selection of new employees and is responsible for training, evaluation, and personnel actions for department employees. On call twenty-four (24) hours per day, seven (7) days per week.

ESSENTIAL FUNCTIONS

Plans, organizes and directs the operations of the Public Works Department, including the professional and technical civil engineering work, through the Town Engineer and building inspection and code enforcement through the Chief Building Official.

Reviews and evaluates engineering plans, designs, construction specifications and technical reports prepared and submitted by the Town Engineer.

Organizes and schedules seasonal maintenance operations, including repair and construction of roads; laying and repair of storm drainage pipes; repair and maintenance of parks, athletic fields, and grounds; construction repair and cleaning of catch basins; street sweeping; and road grading. Supervises maintenance and repair work of Town buildings and facilities. Oversees work of external contractors.

Participates as Town representative on various and regional boards and commissions as needed.

Analyzes departmental operations and prepares narrative and statistical reports for the First Selectman.

Reports progress on projects and goals attained to the First Selectman.

Responds to citizen inquiries, complaints, and takes corrective action as necessary.

Directs the following staff:

Roads Foreman

Parks Maintenance Supervisor

Sewer Foreman

Building Superintendent

Transfer Station Operator

Secretarial Support Staff

Participates in regional and national professional organizations.

Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of engineering and architectural procedures as applied to building, construction and public works operations.

Thorough knowledge of the operating methods, materials and equipment used in the maintenance and construction of municipal roads and drainage systems.

Knowledge of the methods, techniques, materials and equipment used in parks, building and grounds maintenance, road repair, construction and reconstruction operations; vehicle and equipment maintenance and repair; sanitary sewer construction and maintenance, and solid waste management/recycling.

Oversees the building inspection and enforcement program to insure that the Town is in compliance with the State Building Code, building ordinances and regulations, including safety codes.

Organizes and implements emergency storm response system, including plowing and sanding of roads. Inspects roads and bridges to ensure that driving conditions are safe.

Ensures that all vehicles, heavy and light equipment, are serviced and repaired and that appropriate records are written and kept; maintains inventory of spare parts and supplies for all equipment systems, ensuring continuous operation of same.

Prepares the Public Works Department operating and capital budgets in conjunction with the First Selectman.

Prioritizes projects, and schedules maintenance staff to ensure that projects are completed on time. Prepares specifications for equipment purchases and contractual services.

Oversees the preventative maintenance programs for all Town vehicles and equipment, including heavy equipment, police and Board of Education vehicles.

Oversees all Town building, grounds, park maintenance and sanitary sewer activities, including libraries, cemeteries, Transfer Station (solid waste and recycling), and parks and recreation equipment.

Inspects new roads and driveways prior to Town acceptance to assure compliance with drainage criteria.

Participates in the development and administration of emergency operation plans for disasters. Performs technical reviews of subdivisions, commercial and industrial development plans and the preparation of bond assessments and inspection cost estimates.

Coordinates the budget requisition and purchase of supplies, equipment and utilities for all Town buildings, including oil, gasoline, electricity, telephones, radios and administers related maintenance contracts.

Administers personnel policies and union contracts for department employees, including responding to grievances.

Knowledge of work hazards, safety practices and legal requirements related to public works programs and responsibilities.

Knowledge of the State Building Code, building ordinances and regulations related to safety and fire codes.

Ability to establish and maintain effective working relationship with news media.

Knowledge of department budgets, cost accounting and contracts office procedures.

Working knowledge of labor relations practices and procedures.

Ability to plan, direct and coordinate various public works projects.

Ability to interpret building plans and specifications.

Ability to prepare and present effectively oral and written information and recommendation relating to activities of the department.

Ability to establish and maintain effective working relationships with subordinates, other Town officials, and the general public.

Ability to prepare bid specifications for public works equipment, materials, and supplies.

Ability to plan, organize and direct seasonal maintenance programs as well as emergency response programs.

REQUIRED EQUIPMENT OPERATION

Operates a personal computer and various software applications; drives a motor vehicle.

REQUIRED PHYSICAL EFFORT

Ability to perform supervisory work under adverse weather conditions. Considerable physical effort required in walking, standing and climbing while performing supervision and inspection duties. Exposure to normal construction hazards while supervising work. Some degree of stress involved in public contact.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or related field and ten (10) years of increasingly responsible work in public works administration, civil engineering, construction and maintenance work, including three (3) years of supervisory experience, or equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS

Must possess a State of Connecticut Professional Engineer's License.

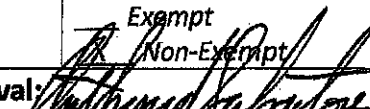
Must possess a valid motor vehicle driver's license.

Adopted by the Board of Selectmen 2008.



Town of Cromwell, Connecticut

Job Description

Job Title:	Asst. Foreman, Building Maintenance	Position No.: 831	Date: 11/2021
Supervisor's Title:	Building Superintendent	Department:	Public Works
Total Direct Reports (If Applicable):	Number: ___ Supervisors <u>1</u> Non-Supervisors	FLSA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
	Titles: Building Maintainer	Town Manager Approval: 	

Summary Statement	Leads work crews and performs general cleaning and maintenance duties in Town buildings, adjacent walks, and grounds. Assures that assigned equipment is kept in a clean, orderly and functional condition.
Essential Functions	1. Plans, organizes and implements cleaning and maintenance programs, according to standard procedures. Assists with supervising assigned crews, resolving maintenance problems and maintaining employee time records. Trains employees for implementation of new procedures and proper handling of chemicals. Follows all applicable safety rules and procedures. May be assigned to be on-call as required.
	2. Performs minor repairs of HVAC and electrical equipment; performs minor carpentry, painting, electrical and plumbing work.
	3. Performs snow and ice removal, lawn care and fertilization utilizing appropriate equipment.
	4. Maintains inventory of equipment, materials and supplies; meets with sales representatives and places orders.
	5. Prepares heating, cooling and related equipment at the beginning of each day; regularly checks the operation of heating and cooling equipment. Prepares offices and meeting rooms for use by private organizations; opens and secures building at the beginning of the shift as assigned.
Expected Outcomes	Town buildings are maintained in working condition and kept clean. Snow is cleared and lawns maintained in timely manner.
Critical Work Relationships	<ul style="list-style-type: none"> • Equipment Vendors • General Public
KSAs (Knowledge, Skills, and Abilities)	Knowledge:



Town of Cromwell, Connecticut Job Description

	<ol style="list-style-type: none">1. Equipment, tools, materials and mechanical methods as it relates to Town buildings inclusive or repair and installation.2. Methods, materials and practices for the upkeep of buildings and grounds.3. Understand building plans, including basic utilities information.4. Cleaning technology as it relates keeping Town facilities serviceable. <p>Skills:</p> <ol style="list-style-type: none">1. Plan and effectively supervise both maintenance and installation projects involving Town buildings, etc.; Schedule, train and supervise others.2. Follow written and oral instructions and the purchasing of necessary supplies and resources.3. Lift and carry heavy objects. <p>Abilities:</p> <ol style="list-style-type: none">1. Supervision (staff)2. Accountability and Dependability3. Follows and Executes Instructions4. Interpersonal Relationships
MINIMUM Qualifications	<p>Education, Training and Experience:</p> <ul style="list-style-type: none">• High school or GED certificate• Three (3) years of related experience in building maintenance• Alternatively, an equivalent combination of education, training and experience. <p>Age, Citizenship, Licensure and Background Screening:</p> <ul style="list-style-type: none">• Must possess or obtain a valid Class B (CDL) motor vehicle driver's license within six months.
PREFERRED Qualifications	<ul style="list-style-type: none">• Five (5) years of related experience in building maintenance• Vocational school trades training

*Required Physical Effort and Required Equipment Operation to be included in separate document(s).
Performs other related duties as required.*

Town of Cromwell

TITLE ASSISTANT FOREMAN (BUILDING MAINTENANCE)

OBJECTIVES

Under the supervision of the Building Superintendent, leads work crews and performs general cleaning and maintenance duties in Town buildings, adjacent walks, and grounds. Assures that assigned equipment is kept in a clean, orderly and functional condition.

ESSENTIAL FUNCTIONS

Plans, organizes and implements cleaning and maintenance programs, according to standard procedures.

Assists with supervising assigned crews, resolving maintenance problems and maintaining employee time records.

Trains employees for implementation of new procedures and proper handling of chemicals.

Performs minor repairs of HVAC and electrical equipment; performs minor carpentry, painting, electrical and plumbing work.

Prepares heating, cooling and related equipment at the beginning of each day; regularly checks the operation of heating and cooling equipment.

Performs snow and ice removal, lawn care and fertilization, utilizing appropriate equipment.

Maintains inventory of equipment, materials and supplies; meets with sales representatives and places orders.

Prepares offices and meeting rooms for use by private organizations; opens and secures building at the beginning of the shift as assigned.

Follows all applicable safety rules and procedures.

May be assigned to be on-call as required.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of tools, equipment, materials and methods of the various buildings, including mechanical repair.

Knowledge of methods, materials and practices for the upkeep of buildings and grounds.

Ability to understand building plans, including basic utilities information.

Ability to follow written and oral instructions; purchase necessary supplies.

Ability to schedule, train and supervise others.

Ability to lift and carry heavy objects.

Ability to deal effectively and tactfully with officials, employees and public in a courteous manner.

REQUIRED EQUIPMENT OPERATION

Operates cleaning equipment, lawn maintenance equipment, snow removal equipment, Class B (CDL), heavy equipment, and aerial equipment.

REQUIRED PHYSICAL EFFORT

Possesses sufficient agility to perform strenuous physical work under adverse working conditions; considerable physical effort required in lifting, carrying, walking, standing and climbing. Exposed to hazardous conditions.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from high school or vocational school and 1-2 years of related experience, or equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS

Must possess a valid Class B (CDL) motor vehicle driver's license.

Adopted by the Board of Selectmen June 2002



Town of Cromwell, Connecticut Job Description

Job Title:	Mechanic/Maintainer	Position No.: 816	Date: 09/2021
Supervisor's Title:	Highway Foreman	Department:	Public Works
Total Direct Reports (If Applicable):	Number: _____ Supervisors _____ Non-Supervisors	FLSA Status:	_____ Exempt X Non-Exempt
	Titles:	Town Manager Approval: <i>[Signature]</i>	

Summary Statement	Performs skilled and semiskilled mechanical work in the repair, overhaul and maintenance of Town and school automobiles, trucks, equipment, small engines and related mechanical equipment. Operates equipment and plows snow.
Essential Functions	<ol style="list-style-type: none">1. Performs work assignments according to current industry standards. Performs mechanical repair work using repair manuals, charts, and experience. Uses mechanics' hand tools and power equipment to remove, disassemble, and repair, rebuild, or replace defective parts or units. Assists with engine and transmission overhauls, electrical system repairs and rewiring, brake system repairs (including air brakes), clutch repairs and replacements, and similar mechanical work. Uses hand tools and power tools to repair damaged vehicle bodies and body parts, and auxiliary parts of equipment, damaged structural members of vehicles and performs welding as required. Performs routine vehicle maintenance work including tune ups, lubrications, oil changes, tire changing and balancing.2. Operates vehicle or heavy/light equipment, discusses performance with Vehicle Maintenance Supervisor. Uses modern computer technology to access service manuals, utilize diagnostic tools, work orders and parts ordering.3. May be relieved from vehicle maintenance work to plow and sand roads, after help from other divisions has been exhausted. Works at Recycling Center as needed.4. Assists in maintaining inventory of parts and supplies required for fleet service operations. Requisitions materials, parts and supplies in the absence of the Vehicle Maintenance Supervisor.5. Follows standard safety procedures and regulations. Receives oral instructions or work order from the Vehicle Maintenance Supervisor; completes work order and submits to the Vehicle Maintenance Supervisor.



Town of Cromwell, Connecticut Job Description

Expected Outcomes	Town vehicles and equipment are serviced in a safe and efficient manner. Equipment is properly maintained to ensure reliable and safe operation whenever needed.
Critical Work Relationships	<ul style="list-style-type: none">• Department heads
KSAs (Knowledge, Skills, and Abilities)	<p>Knowledge:</p> <ol style="list-style-type: none">1. Operation, repair and maintenance of passenger motor vehicles, commercial vehicles, heavy equipment and other mechanical equipment.2. Hydraulic and electrical systems. <p>Skills:</p> <ol style="list-style-type: none">1. Repairing and maintaining vehicles and equipment.2. Operation of heavy equipment.3. Maintaining parts and supplies inventory. <p>Abilities:</p> <ol style="list-style-type: none">1. Communication2. Operating Equipment3. Reading Comprehension
MINIMUM Qualifications	<p>Education and Training:</p> <ul style="list-style-type: none">• Graduation from high school/GED or vocational school, supplemented by skilled and semiskilled automotive trades training.• Three (3) years of related experience in mechanical maintenance repair.• Alternatively, an equivalent combination of education, training and experience. <p>Age, Citizenship, Licensure and Background Screening:</p> <ul style="list-style-type: none">• Possess or able to obtain a valid Class B (CDL) motor vehicle driver's license within 6 months of employment.
PREFERRED Qualifications	<ul style="list-style-type: none">• Five (5) or more years of related experience in fleet mechanical maintenance repair. Three (3) years of heavy equipment and diesel repairs, and one year of education/training. ASE Certification, or OEM Factory Training

*Required Physical Effort and Required Equipment Operation to be included in separate document(s).
Performs other related duties as required.*

Town of Cromwell

TITLE MECHANIC/MAINTAINER

OBJECTIVES

Under the supervision of the Vehicle Maintenance Supervisor performs skilled and semiskilled mechanical work in the repair, overhaul and maintenance of Town and school automobiles, trucks, equipment, small engines and related mechanical equipment. Operates equipment and plows snow.

ESSENTIAL FUNCTIONS

Receives oral instructions or work order from the Vehicle Maintenance Supervisor.

Performs work assignments according to standard procedures.

Does mechanical repair work using repair manuals, charts, and experience.

Operates vehicle or equipment, discusses performance with Vehicle Maintenance Supervisor, uses jack to analyze, test, inspect, and determine cause of malfunction.

Uses mechanics' hand tools and power equipment to remove, disassemble, and repair, rebuild, or replace defective parts or units.

Assists with engine and transmission overhauls, electrical system repairs and rewiring, brake system repairs, clutch repairs and replacements, and similar mechanical work.

Uses hand tools and power tools to repair damaged vehicle bodies and body parts, and auxiliary parts of equipment, damaged structural members of vehicles and performs welding as required.

Performs routine vehicle maintenance work including tune ups, lubrications, oil changes, tire changing and balancing.

Operates heavy or light equipment.

May be relieved from vehicle maintenance work to plow and sand roads, after help from other divisions has been exhausted.

Follows standard safety procedures and regulations; completes work order and submits to the Vehicle Maintenance Supervisor.

Assists in maintaining inventory of parts and supplies required for fleet service operations.

Requisitions materials, parts and supplies in the absence of the Vehicle Maintenance Supervisor.

Works at Recycling Center as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the operation, repair and maintenance of motor vehicles.

Working knowledge of hydraulic and electrical systems.

Skill in repairing and maintaining vehicles and equipment.

Ability to follow oral and written instructions and diagrams.

Ability to operate heavy equipment.

Ability to work in poor weather conditions.

Ability to maintain parts and supplies inventory.

REQUIRED EQUIPMENT OPERATION

Drives a truck and snow plow; operates a backhoe, pay loader, curbing machine, mowing machines, sweeper, welder, torches, crane, lifts, automotive equipment, chain saw, cut-off saw, circular saw, portable generator, compressor-jackhammer, drill press and various hand tools.

REQUIRED PHYSICAL EFFORT

Must be able to lift and carry tires, rims, brake drums, clutch assemblies, radiators, batteries, utilizing lifts and other equipment when necessary. Must be able to work for extended periods of time standing under vehicles on lifts, leaning over vehicle fenders, lying on backside on creeper or in crouched positions; operate a compressor-jackhammer, drive a truck and heavy equipment, use torches, plows snow and sands roads for extended periods of time, welding, raking and leveling asphalt, and performs heavy laborer's work in inclement weather.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from high school or vocational school, supplemented by semiskilled automotive trades training plus 1-2 years of related experience in mechanical maintenance and repair, operating heavy equipment and related maintenance repair work, or equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS

Must possess a valid Class B (CDL) motor vehicle driver's license.

Approved by the Board of Selectmen June 11, 2008



Town of Cromwell, Connecticut Job Description

Job Title:	Building Maintainer	Position No.: 832	Date: 01/2022
Supervisor's Title:	Asst. Foreman Bldg Maint.	Department:	Public Works
Total Direct Reports (If Applicable):	Number: <u> </u> Supervisors	FLSA Status:	<u> </u> Exempt
	<u> </u> Non-Supervisors		<input checked="" type="checkbox"/> Non-Exempt
Titles:	Town Manager Approval:		

Summary Statement	Performs manual and some semi-skilled work in the cleaning and maintenance of Town departments, including Town buildings, adjacent walks and equipment. This will include rough carpentry, painting, and minor plumbing and electrical repairs.
Essential Functions	<ol style="list-style-type: none"> 1. Performs work in the cleaning, maintenance and minor repair of buildings, adjacent walks and grounds, and equipment, according to standard procedures and the building's operational schedule. This will include cleaning rooms, hallways, restrooms, offices, stairways, and windows, including vacuuming, dusting, mopping, washing walls, ceilings, woodwork, door and sills, scrubbing and waxing floors, and collects and disposes of rubbish. Maintains inventory of cleaning supplies, materials and equipment and purchases same as needed. 2. During daily operations observes status of facilities and performance of equipment, makes minor repairs and/or adjustments and reports malfunctions to contracted maintenance services as directed. Opens and secures building at beginning and end of work shift. Prepares buildings or rooms to be used for meetings as assigned. 3. Prepares and monitors heating, cooling, and related systems and equipment as required; replaces light bulbs. Responds to problems in building such as power failures, plumbing, heating or cooling, or vandalism. 4. Uses hand tools to plant and care for trees, shrubs and flower beds. Picks up and delivers supplies and materials. Cleans walks and grounds, including snow plowing and cutting grass or brush. 5. Performs work following all safety rules and procedures. May be assigned to be on-call as required. Performs other related duties as assigned.
Expected Outcomes	Town buildings are maintained in working condition and kept clean.



Town of Cromwell, Connecticut Job Description

	Snow is cleared and lawns maintained in timely manner.
Critical Work Relationships	<ul style="list-style-type: none"> General Public
KSAs (Knowledge, Skills, and Abilities)	<p>Knowledge:</p> <ol style="list-style-type: none"> 1. Operation of light equipment, including snow blower and mower; following safety procedures. 2. Practices, methods and techniques utilized in public building upkeep, grounds cleaning, repair and maintenance. 3. Performing of routine maintenance of equipment and making minor repairs and adjustments as it related to Town equipment. 4. Building heating and cooling systems. <p>Skills:</p> <ol style="list-style-type: none"> 1. Following oral directions. 2. Maintain a material and supply inventory and purchase same as needed. 3. Working in poor weather conditions and extreme temperatures. 4. Perform heavy physical labor. <p>Abilities:</p> <ol style="list-style-type: none"> 1. Accountability and Dependability 2. Follows and Executes Instructions
MINIMUM Qualifications	<p>Education, Training and Experience:</p> <ul style="list-style-type: none"> • High school or GED certificate • Six (6) months of building and grounds cleaning and maintenance experience • Alternatively, an equivalent combination of education, training and experience. <p>Age, Citizenship, Licensure and Background Screening:</p> <ul style="list-style-type: none"> • Must possess or obtain a valid motor vehicle driver's license.
PREFERRED Qualifications	<ul style="list-style-type: none"> • Twelve plus (12+) months of building and grounds cleaning and maintenance experience

*Required Physical Effort and Required Equipment Operation to be included in separate document(s).
Performs other related duties as required.*

Town of CromwellTITLE BUILDING MAINTAINEROBJECTIVES

Under the supervision of the Building Superintendent and Assistant Foreman, performs manual and some semi-skilled work in the cleaning and maintenance of Town departments, including Town buildings, adjacent walks and equipment.

ESSENTIAL FUNCTIONS

Performs work in the cleaning, maintenance and minor repair of buildings, adjacent walks and grounds, and equipment, according to standard procedures and the building's operational schedule.

Opens and secures building at beginning and end of work shift.

Prepares and monitors heating, cooling, and related systems and equipment as required; replaces light bulbs.

Cleans rooms, hallways, restrooms, offices, stairways, and windows, including vacuuming, dusting, mopping, washing walls, ceilings, woodwork, door and sills, scrubbing and waxing floors, and collects and disposes of rubbish.

Maintains inventory of cleaning supplies, materials and equipment and purchases same as needed.

Responds to problems in building such as power failures, plumbing, heating or cooling, or vandalism.

Prepares buildings or rooms to be used for meetings as assigned.

Uses hand tools to plant and care for trees, shrubs and flower beds.

During daily operations observes status of facilities and performance of equipment, makes minor repairs and/or adjustments and reports malfunctions to contracted maintenance services as directed.

Performs semi-skilled tasks in the repair and maintenance of facilities and equipment, including rough carpentry, painting, and minor plumbing and electrical repairs.

Picks up and deliver supplies and materials.

Cleans walks and grounds, including snow plowing and cutting grass or brush.

Operates light vehicles and power equipment as required.

Performs work following all safety rules and procedures.

May be assigned to be on-call as required.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of and the ability to operate light equipment, including snow blower and mower following safety procedures.

Knowledge of the practices, methods and techniques utilized in public buildings and grounds cleaning, repair and maintenance.

Knowledge of and the ability to perform routine maintenance of equipment and make minor repairs and adjustments.

Working knowledge of building heating and cooling systems.

Ability to work following oral directions.

Ability to maintain a material and supply inventory and purchase same as needed.

Ability to work in poor weather conditions and extreme temperatures.

Ability to perform heavy physical labor.

REQUIRED EQUIPMENT OPERATION

Operates a vacuum cleaner, wet/dry vacuum, scrubbing machine, snow blower, leaf blower and other related cleaning equipment, hand tools, chain saw, mower, power tools and equipment; snow blower, snow plow and tractor.

REQUIRED PHYSICAL EFFORT

Performs heavy cleaning, moving, lifting, climbing ladders, scaffolds, etc., standing for a long period of time while using a vacuum cleaner, using a scrubbing machine and/or wet/dry vacuum; drives a non-CDL truck for plowing snow.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from high school or equivalent and 6-12 months of building and grounds cleaning and maintenance experience, or equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS

Must possess a valid motor vehicle driver's license.

Adopted by the Board of Selectmen June 2002

FULL-TIME POSITION
SALARY \$19.38 PER HOUR
DEADLINE TO APPLY – JANUARY 8, 2016
PLEASE SEND APPLICATION AND RESUME
TO: 41 WEST ST., CROMWELL, CT 06416
ATTENTION: HUMAN RESOURCES



Town of Cromwell, Connecticut Job Description

Job Title:	Mechanic/Maintainer	Position No.: 816	Date: 09/2021
Supervisor's Title:	Highway Foreman	Department:	Public Works
Total Direct Reports (If Applicable):	Number: <u> </u> Supervisors	FLSA Status:	<u> </u> Exempt
	<u> </u> Non-Supervisors		<input checked="" type="checkbox"/> Non-Exempt
	Titles:	Town Manager Approval:	

Summary Statement	Performs skilled and semiskilled mechanical work in the repair, overhaul and maintenance of Town and school automobiles, trucks, equipment, small engines and related mechanical equipment. Operates equipment and plows snow.
Essential Functions	<ol style="list-style-type: none"> 1. Performs work assignments according to current industry standards. Performs mechanical repair work using repair manuals, charts, and experience. Uses mechanics' hand tools and power equipment to remove, disassemble, and repair, rebuild, or replace defective parts or units. Assists with engine and transmission overhauls, electrical system repairs and rewiring, brake system repairs (including air brakes), clutch repairs and replacements, and similar mechanical work. Uses hand tools and power tools to repair damaged vehicle bodies and body parts, and auxiliary parts of equipment, damaged structural members of vehicles and performs welding as required. Performs routine vehicle maintenance work including tune ups, lubrications, oil changes, tire changing and balancing. 2. Operates vehicle or heavy/light equipment, discusses performance with Vehicle Maintenance Supervisor. Uses modern computer technology to access service manuals, utilize diagnostic tools, work orders and parts ordering. 3. May be relieved from vehicle maintenance work to plow and sand roads, after help from other divisions has been exhausted. Works at Recycling Center as needed. 4. Assists in maintaining inventory of parts and supplies required for fleet service operations. Requisitions materials, parts and supplies in the absence of the Vehicle Maintenance Supervisor. 5. Follows standard safety procedures and regulations. Receives oral instructions or work order from the Vehicle Maintenance Supervisor; completes work order and submits to the Vehicle Maintenance Supervisor.



Town of Cromwell, Connecticut Job Description

Expected Outcomes	Town vehicles and equipment are serviced in a safe and efficient manner. Equipment is properly maintained to ensure reliable and safe operation whenever needed.
Critical Work Relationships	<ul style="list-style-type: none"> • Department heads
KSAs (Knowledge, Skills, and Abilities)	<p>Knowledge:</p> <ol style="list-style-type: none"> 1. Operation, repair and maintenance of passenger motor vehicles, commercial vehicles, heavy equipment and other mechanical equipment. 2. Hydraulic and electrical systems. <p>Skills:</p> <ol style="list-style-type: none"> 1. Repairing and maintaining vehicles and equipment. 2. Operation of heavy equipment. 3. Maintaining parts and supplies inventory. <p>Abilities:</p> <ol style="list-style-type: none"> 1. Communication 2. Operating Equipment 3. Reading Comprehension
MINIMUM Qualifications	<p>Education and Training:</p> <ul style="list-style-type: none"> • Graduation from high school/GED or vocational school, supplemented by skilled and semiskilled automotive trades training. • Three (3) years of related experience in mechanical maintenance repair. • Alternatively, an equivalent combination of education, training and experience. <p>Age, Citizenship, Licensure and Background Screening:</p> <ul style="list-style-type: none"> • Possess or able to obtain a valid Class B (CDL) motor vehicle driver's license within 6 months of employment.
PREFERRED Qualifications	<ul style="list-style-type: none"> • Five (5) or more years of related experience in fleet mechanical maintenance repair. Three (3) years of heavy equipment and diesel repairs, and one year of education/training. ASE Certification, or OEM Factory Training

*Required Physical Effort and Required Equipment Operation to be included in separate document(s).
Performs other related duties as required.*

Town of Cromwell

TITLE MECHANIC/MAINTAINER

OBJECTIVES

Under the supervision of the Vehicle Maintenance Supervisor performs skilled and semiskilled mechanical work in the repair, overhaul and maintenance of Town and school automobiles, trucks, equipment, small engines and related mechanical equipment. Operates equipment and plows snow.

ESSENTIAL FUNCTIONS

Receives oral instructions or work order from the Vehicle Maintenance Supervisor.

Performs work assignments according to standard procedures.

Does mechanical repair work using repair manuals, charts, and experience.

Operates vehicle or equipment, discusses performance with Vehicle Maintenance Supervisor, uses jack to analyze, test, inspect, and determine cause of malfunction.

Uses mechanics' hand tools and power equipment to remove, disassemble, and repair, rebuild, or replace defective parts or units.

Assists with engine and transmission overhauls, electrical system repairs and rewiring, brake system repairs, clutch repairs and replacements, and similar mechanical work.

Uses hand tools and power tools to repair damaged vehicle bodies and body parts, and auxiliary parts of equipment, damaged structural members of vehicles and performs welding as required.

Performs routine vehicle maintenance work including tune ups, lubrications, oil changes, tire changing and balancing.

Operates heavy or light equipment.

May be relieved from vehicle maintenance work to plow and sand roads, after help from other divisions has been exhausted.

Follows standard safety procedures and regulations; completes work order and submits to the Vehicle Maintenance Supervisor.

Assists in maintaining inventory of parts and supplies required for fleet service operations.

Requisitions materials, parts and supplies in the absence of the Vehicle Maintenance Supervisor.

Works at Recycling Center as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the operation, repair and maintenance of motor vehicles.

Working knowledge of hydraulic and electrical systems.

Skill in repairing and maintaining vehicles and equipment.

Ability to follow oral and written instructions and diagrams.

Ability to operate heavy equipment.

Ability to work in poor weather conditions.

Ability to maintain parts and supplies inventory.

REQUIRED EQUIPMENT OPERATION

Drives a truck and snow plow; operates a backhoe, pay loader, curbing machine, mowing machines, sweeper, welder, torches, crane, lifts, automotive equipment, chain saw, cut-off saw, circular saw, portable generator, compressor-jackhammer, drill press and various hand tools.

REQUIRED PHYSICAL EFFORT

Must be able to lift and carry tires, rims, brake drums, clutch assemblies, radiators, batteries, utilizing lifts and other equipment when necessary. Must be able to work for extended periods of time standing under vehicles on lifts, leaning over vehicle fenders, lying on backside on creeper or in crouched positions; operate a compressor-jackhammer, drive a truck and heavy equipment, use torches, plows snow and sands roads for extended periods of time, welding, raking and leveling asphalt, and performs heavy laborer's work in inclement weather.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from high school or vocational school, supplemented by semiskilled automotive trades training plus 1-2 years of related experience in mechanical maintenance and repair, operating heavy equipment and related maintenance repair work, or equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS

Must possess a valid Class B (CDL) motor vehicle driver's license.

Approved by the Board of Selectmen June 11, 2008

**Cromwell Board of Education
Year to Date Spending
BOE Operating Budget
2021-2022**

	Budget	YTD Spending	Balance
9/30/2021	32,750,000	6,343,500	26,406,500
12/31/2021	32,750,000	15,454,346	17,295,654
3/31/2022	32,750,000	-	-
6/30/2022	32,750,000	-	-



Town of Cromwell Office of the Town Manager

Anthony J. Salvatore, Sr.
Town Manager

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

Memo

TO: MAYOR/TOWN COUNCIL

FROM: ANTHONY J. SALVATORE, TOWN MANAGER

DATE: APRIL 5, 2022

RE: REQUEST FOR PERMISSION TO USE PARKING AREA AT 2 RIVER ROAD

In accordance with *Section 6, Use of Premises* in the Lease between the Town of Cromwell and the Cromwell Outboard Association, I am seeking your permission to use the parking area commonly referred to as 2 River Road for the following Town Events:

1. The Town of Cromwell Farmers Market. The Cromwell Farmers Market will take place on Fridays from 4:00 p.m. until 7:00 p.m. from June 3, 2022 to September 30, 2022.
2. The Town of Cromwell Summer Concerts. The 2022 Concert dates are as follows:

June 22 nd	6:00 p.m. to 9:00 p.m.	Rain date: June 23 rd
July 6 th	6:00 p.m. to 9:00 p.m.	Rain date: July 7 th
July 20 th	6:00 p.m. to 9:00 p.m.	Rain date: July 21 st
August 3 rd	6:00 p.m. to 9:00 p.m.	Rain date: August 4 th
August 17 th	6:00 p.m. to 9:00 p.m.	Rain date: August 18 th
August 24 th	6:00 p.m. to 9:00 p.m.	Rain date: August 25 th