

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

**AMENDED REGULAR MEETING AGENDA
Wednesday, September 13, 2023 at 7:00 p.m.**

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. APPROVAL OF AGENDA**
- D. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS**
 - 1. CMS Building Committee
- E. MAYOR'S UPDATE**
- F. TOWN MANAGER'S UPDATE**
- G. FINANCIAL/FINANCE DIRECTOR'S UPDATE**
 - 1. Budget Report
 - 2. Discussion and action to approve an appropriation in the amount of \$128,513 within the General Fund Fund Balance for Senior Center Bus
 - 3. Discussion and action to approve an appropriation in the amount of \$45,065 within the CNR Fund for Senior Center Facility Improvements
 - 4. Tax Refunds
- H. CHIEF OF POLICE'S UPDATE**
- I. PUBLIC WORKS DIRECTOR'S UPDATE**
- J. CITIZEN COMMENTS** *(limited to 2 minutes per speaker, please be respectful)*
- K. NEW BUSINESS**
 - 1. Approve and Adopt amendment to the Retirement Plan Ordinance, § 54-16 and § 54-22
 - 2. Approve and Adopt Resolution for Establishment of a Cultural District
 - 3. Tax Deferral Appeal Recommendation from Senior Services Director for Resident Ann Flaherty
 - 4. Discussion and possible action former Water District Building on Nooks Hill Road

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

**L. BERRYDUNN ORGANIZATIONAL CULTURE ASSESSMENT DISCUSSION
AND POSSIBLE ACTION**

M. APPROVAL OF MINUTES

1. August 9, 2023 Special Meeting Minutes
2. August 9, 2023 Regular Meeting Minutes
3. August 15, 2023 Special Meeting Minutes

N. APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

1. Appointments

- a. Library Commission, Christina Schatz (U), regular member for a term
expiring 2/2026
- b. Recreation Commission, John W. Schukeske (U), regular member for a
term expiring 9/1/2027

2. Reappointments

- a. Library Commission, Kathleen Newton (R), regular member for a term
expiring 2/1/2026
- b. Recreation Commission, Dan Brisson (R), regular member for a term
expiring 12/1/2025
- c. Recreation Commission, John Schmaltz (R), regular member for a term
expiring 12/1/2025

3. Resignations

- a. Whitney Simmons, Youth Advisory Board

O. INFORMATIONAL ITEMS

P. ADJOURN



Building Committee

CROMWELL MIDDLE SCHOOL

Town Council Report

Sept. 13, 2023

As of 9/7/23

Perkins Eastman finished the construction documents July 28. This is the final design phase and the estimate for this phase will be presented to the committee this Wednesday. This is the final estimate before the project moves to construction bidding in October. The Building Committee will review the potential action to approve the phase two bidding documents at its Sept. 13 meeting.

The committee's project manager has been in discussion with the Town Manager about establishing a bid review and change order process. Having a clear process in place before construction begins will be critical to the success of the project. This will include provisions for time-sensitive approvals as things may come up in the field. The process with the Town Manager's recent revisions will be reviewed by the committee at its meeting this week.

The Construction Manager has been engaged with the town staff to review traffic patterns and parking to prepare for construction to begin this winter. The committee will communicate this to the community through its newsletter and social media pages.

The project remains on track for construction to begin in January 2024.

Respectfully Submitted,
Rosanna Glynn
Chair, CMS Building Committee



SCOTT KIERAS
RECREATION Director

SHELBY JONES
Program Coordinator

ROSANNE KRAJEWSKI
Administrative Assistant

MEMORANDUM

TO: Anthony Salvatore, Town Manager
FROM: Scott Kieras, Recreation Director
DATE: September 1, 2023
RE: Recreation Department Updates

Below is an update of information from our Department since the last Town Council Meeting:

- ❖ Town of Cromwell Farmers Market is still in session; will conclude on Friday, September 15. Although the weather has not cooperated on Friday's throughout the summer, we have managed to only cancel 3 dates up to this point. We added 2 makeup dates to the end of the market schedule which was well received by our sponsors, vendors and patrons. Entertainment, food trucks and special giveaways have been outstanding all season long. Attendance has been consistent throughout the market. We are once again having a Town of Cromwell Farmers Market Craft Fair on Saturday, December 9th. This was extremely popular not only to the vendors but of residents from Cromwell and beyond.
- ❖ Summer Concert / Movie Schedule have been very popular. Attendance has been strong and the weather has been good. Concert attendance has grown throughout the years and the public are asking for additional concerts throughout the summer. I will discuss this during budget season.
- ❖ 2023 – 24 Fall Winter Brochures were mailed to all postal customers in Cromwell; programming will begin next week. We added a fall season of our Cornhole League due to its popularity.
- ❖ Pavilion Rentals are/were once again extremely strong. Field Rentals remain strong for the Fall Season with all Cromwell user groups.

If you have any questions regarding the Recreation Department do not hesitate to contact my office.



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

Memo

TO: Town Manager/Town Council
FROM: Amy Saada, Director of Human Services
DATE: 9/5/2023
RE: Human Services Director Report

Senior Center

September is **National Senior Center Month!** We would like to invite the Town Manager and Town Council to attend some of our Special events:

- 9/21- Senior Center Variety Show, 12pm in the Gym. Lunch and Lots of Laughs!
- 9/29- Concert & Lunch, come join us as we celebrate how awesome our seniors and senior center are!
Concert by Jose Paulo who is sure to get all of us on our feet, event starts at 12:00pm in the gym.

Some additional programs for September:

- A 5 Week Dementia & Caregiving Series begins 9/15- presented by Hartford Healthcare Center for Healthy Aging
- Suburban Physical Therapy will sponsor a snack & learn event, "Knee Pre-hab to Knee Re-Hab", 9/15
- Spectrum Insurance- It's not all about Medicare! The importance of other insurances. 9/6
- Middlesex Health will host a Lunch & Learn on 9/8, "A life well lived, is a life well planned".
- Evening Medicare Presentation, 9/20 at 6:00pm- for those soon to retire to learn all about Medicare!

Human Services

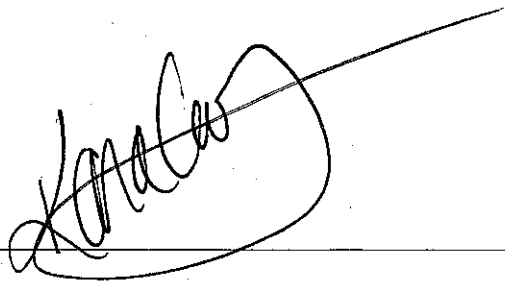
- 85 Renters Rebate applications have been processed- program ends 9/29.
- Energy Assistance program opened September 1st – program assists low income with winter heating costs.

Youth Services

- Youth Services and Human Services processed and packed back to school supplies for 55 youth. It wouldn't have been possible without the generous donations from the community.
- Our fall and winter programs have been published in the Recreation Department's 2023 Fall/ 2024 Winter Brochure. The brochure was mailed out to every household in town and is available on our website.
- We had an outreach table at the Summer Reading Wrap Up Party 2023 with Cromwell Belden Public Library and Cromwell Recreation. Partnerships like these help us to build a stronger community.
- Our Diaper Bank has an overstock of donated baby formula that we are hoping won't go to waste as there are expiration dates. If you or someone you know could use formula, please contact us at 860-632-3448.

Memo

To: Town Manager Salvatore
From: Kara Canney
Date: 9/5/2023
Re: Cromwell Belden Public Library Report



Statistics for the month of August

Door Count: 5,099
Circulation: 10,649
Programs: 38 **Attendance:** 1,198
Downloads: (Overdrive, Hoopla, Kanopy) 1,126
Computer Sessions: 249
Study Rooms: 146.5 hours/114 People

Grants: Food Scrap recycling press release attached.

Strategic Planning-September 14th will be the first full committee meeting. The meeting will be held at the Berlin-Peck Memorial Library and will be followed up with community conversations with Town Council, Department Heads and other community members. Thank you in advance for participating!

Programming: The fall newsletter is out. **Programs to note for Children:** Food Explores Pumpkin Croissant Bites, Tinker Time: Circuits, Poke-Spheros and Dungeons and Dragons. **Programs to note for Teens:** Anime Club 2.0, Dungeons and Dragons and Tarot for self-reflection, connection and creativity. **Programs to note for Adults:** Romance Book Club, Edgar Allan Poe, Intro to Genealogy. Cookbook Club and Halloween Shadow boxes. See our newsletter for ALL programs.

Summer Reading: 184 names will be printed on the back of the CBPL Summer Reading t-shirts. That is how many children, teens and adults completed their summer reading challenges and returned them to us by the August 23rd deadline.

Upcoming Collaborations: **Hocus Pocus 2 Movie Night** with Recreation and Youth Services. We had so much fun last year, we could not wait to do it again. **Mayor's Tree Lighting-**The library will once again be providing a photo backdrop. We will also be at **Trick or Trunk** on behalf of the library and promoting the food scrap recycling initiative.

Thank you to all Town Council and Mayoral candidates that have agreed to attend the Library's Meet the Candidates event at 6:30 PM on October 4th.

August 31, 2023

Kara Canney

860 632 3460

The Cromwell Belden Public Library Receives Grant from the Janvrin Fund of the Community Foundation of Middlesex County.

Cromwell, Connecticut: The Cromwell Belden Public Library has received \$14,854.00 from the Janvrin Fund of the Community Foundation of Middlesex County in order to fund the town's food scrap recycling initiative. The grant funds will pay for residential bins, bins for town wide events and educational programs about food composting in the schools and at the library as well as the hauling fees for one year.

The town of Cromwell has contracted with Blue Earth of Hartford, CT whose mission it is to change the way people think about "waste" by making composting accessible and forcing a positive change to our environment, creating good green jobs, engaging with community and advocating for social and environmental issues.

Town of Cromwell residents can receive their countertop bin and food waste bags at the Cromwell Belden Public Library or at the Transfer Station. Town staff will also make efforts to promote this initiative at town and community events.

The Community Foundation of Middlesex County is a nonprofit organization dedicated to improving the quality of life in Middlesex County, and to help Good People Do Great Things. The mission of the Community Foundation of Middlesex County is to improve the quality of life for the people of Middlesex County now and in the future by developing endowments, making grants that have impact, and assisting donors in meeting their philanthropic objectives. Our interests are your interests, including animal welfare, arts and culture, health and social services, education, history, the environment, civic improvements, recreation, and economic security and opportunity. We welcome conversations with good people who want to do great things. For more information, contact us at 860.347.0025 or info@MiddlesexCountyCF.org.



**COMMUNITY
FOUNDATION**
of Middlesex County

Philanthropy • Leadership • Legacy





Town of Cromwell

Office of the Town Manager

TOWN MANAGER'S REPORT

Date: September 6, 2023

To: Members of the Town Council

From: Anthony J. Salvatore, Town Manager

Subject: Town Manager's Report for 9/13/2023 Town Council Meeting

- We are continuing to work with BerryDunn. The Town Council has completed their workshops to discuss, prioritize and develop a plan for BerryDunn's recommendations.
- The West Street Sidewalk Project is in process. They have made significant progress.
- The Town had a meeting with representatives of the School Building Committee regarding Financial Procedures.
- We met with Rodney Bitgood of Cromwell Children's Coalition and the Parent Teacher Organization (PTO) to coordinate the annual Halloween Trick or Trunk Event.
- I attended a Ribbon Cutting Ceremony at Warpath Studio (tattoo studio) on Main Street on August 24th.
- Met with Ann Grasso from CCD regarding establishing a Cultural District Designation in Town.
- We are working with the Architect on the updates to Pierson Park.
- We continue to work on the following initiatives:
 - Town Planner – Charging Stations at municipal parking lot and Town Hall
 - Engineering – Pierson Park Economic Development and Various Commercial and Residential Projects

TOWN OF CROMWELL

DATE: SEPTEMBER 6, 2023
TO: ANTHONY J. SALVATORE, TOWN MANAGER
FROM: SHARON DEVOE, FINANCE DIRECTOR
RE: SEPTEMBER TOWN COUNCIL REPORT

Sharon

I am submitting budget reports for fiscal years 2023 and 2024 for the Town Council meeting on September 13th. The reports reflect activity through the end of August. Financial activity in this fiscal year has been expected and there is nothing significant to bring to your attention.

The Town of Cromwell and the Finance Department was recognized by the Government Finance Officers Association for excellence in financial reporting for the 32nd consecutive year for fiscal year 2022.

The Finance office is working diligently to close out the records for FY2023 and prepare reports for the auditors. The auditors have been collecting records and information to test and verify transactions. Most of their work is being handled electronically but on-site reviews will be scheduled as needed.

In September the Town will begin the process for the financing of the new middle school. I will keep the Town Council updated as the financing progresses.

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

Thank you.



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

8/3/2023

Anthony Salvatore
Manager
Town of Cromwell, Connecticut

Dear Anthony:

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended June 30, 2022 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

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

Sincerely,

Michele Mark Levine
Director, Technical Services



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

8/3/2023

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
Email: mlevine@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **Town of Cromwell** for its annual comprehensive financial report for the fiscal year ended June 30, 2022. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is "the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.

203 NORTH LASALLE STREET, SUITE 2700, CHICAGO, ILLINOIS 60601-1210

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT

FY 23



FOR 2023 13

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMENTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
002 TOWN CLERK'S OFFICE	-372,000	0	-372,000	-342,395.77	-29,604.23	92.0%
021 TAX COLLECTOR	-47,894,122	0	-47,894,122	-48,697,484.61	803,362.61	101.7%
022 ASSESSOR'S OFFICE	-500	0	-500	-99.50	-400.50	19.9%
030 PUBLIC WORKS ADMIN.	-45,900	0	-45,900	-60,523.51	14,623.51	131.9%
033 BUILDING INSPECTION	-350,000	0	-350,000	-372,541.15	22,541.15	106.4%
040 POLICE DEPARTMENT	-99,800	0	-99,800	-93,162.39	-6,637.61	93.3%
042 ANIMAL CONTROL	-550	0	-550	-550.00	-550.00	100.0%
050 HEALTH DEPARTMENT	-25,000	0	-25,000	-32,295.00	7,295.00	129.2%
053 SENIOR SERVICES	-500	0	-500	-925.00	425.00	185.0%
061 LIBRARY	0	0	0	-3,112.90	3,112.90	100.0%
206 BOARDS & COMMISSIONS	-9,500	0	-9,500	-15,314.05	5,814.05	161.2%
207 STATE OF CONNECTICUT	-5,627,265	0	-5,627,265	-5,891,072.96	263,807.96	104.7%
208 MISCELLANEOUS SOURCES	-578,404	0	-578,404	-1,480,906.95	902,502.95	256.0%
999 FUND BALANCE	-979,000	0	-979,000	-979,000.00	-979,000.00	100.0%
TOTAL GENERAL FUND	-55,982,541	0	-55,982,541	-56,989,833.79	1,007,292.79	101.8%

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2023 '13

FY23



ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP.	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
001 TOWN MANAGER'S OFFICE	387,846	1,723	389,569	380,698.97	.00	8,870.33	97.7%
002 TOWN CLERK'S OFFICE	215,953	3,137	219,090	214,357.96	.00	4,732.52	97.8%
003 REGISTRAR OF VOTERS	80,209	104	80,313	74,353.68	.00	5,958.84	92.6%
004 PLANNING COMMISSION	3,525	0	3,525	2,680.09	.00	844.91	76.0%
005 ECONOMIC DEVELOPMENT	22,302	0	22,302	19,365.99	.00	2,936.01	86.8%
006 BOARD OF FINANCE	1,350	0	1,350	1,959.85	.00	390.15	71.1%
008 CHARTER REVISION COMM	3,000	0	3,000	147.10	.00	2,852.90	4.9%
009 BOARD OF ASSESSMENT APPEALS	1,200	0	1,200	621.50	.00	578.50	51.8%
010 ZONING BOARD OF APPEALS	1,250	0	1,250	570.06	.00	679.94	45.6%
011 INLAND WETLANDS	1,900	0	1,900	781.00	.00	1,119.00	41.1%
012 COMM. FOR DISABLED PEOPLE	100	0	100	.00	.00	100.00	.0%
013 DONATIONS AND DUES	49,872	0	49,872	49,337.00	.00	535.00	98.9%
014 TOWN COUNCIL	42,130	0	42,130	41,761.00	.00	369.00	99.1%
015 LEGAL EXPENSE	232,100	15,000	247,100	238,682.78	.00	8,417.22	96.6%
016 CENTRAL SERVICES	210,401	2,000	212,401	211,904.82	.00	496.18	99.8%
017 INSURANCE EXPENSE	607,610	0	607,610	587,748.62	.00	19,861.38	96.7%
018 GENERAL EXPENSE	754,002	0	754,002	748,299.97	1,624.18	4,077.85	99.5%
019 DEVELOPER/PLANNER	140,299	741	141,040	140,326.58	.00	713.68	99.5%
020 FINANCE DEPARTMENT	443,179	2,266	445,445	431,485.55	.00	13,959.56	96.9%
021 TAX COLLECTOR	159,943	164,284	324,227	301,661.00	4,616.27	17,949.95	94.5%
022 ASSESSOR'S OFFICE	246,990	1,177	248,167	243,036.73	.00	5,130.01	97.9%
030 PUBLIC WORKS ADMIN.	279,922	1,079	281,001	275,954.57	.00	5,046.74	98.2%
031 ENGINEERING	246,354	2,049	248,403	244,451.82	.00	3,950.70	98.4%
032 SOLID WASTE REMOVAL	878,220	648	878,868	676,267.67	1,041.56	201,558.29	77.1%
033 BUILDING INSPECTION	210,771	5,583	216,354	214,071.80	.00	2,281.91	98.9%
034 HIGHWAY DEPT.	1,505,106	-13,236	1,491,870	1,184,206.26	.00	307,663.87	79.4%
035 BUILDING MAINTENANCE	656,972	37,089	694,061	650,728.38	74.66	43,257.91	93.8%
036 PARKS & GROUNDS	451,431	-13,806	437,625	410,419.63	.00	27,205.24	93.8%
037 PUBLIC WORKS-OTHER	449,000	0	449,000	462,588.72	.00	-13,588.72	103.0%
038 VEHICLE MAINTENANCE	330,200	0	330,200	227,331.95	.00	102,868.05	68.8%
040 POLICE DEPARTMENT	3,837,472	1,665	3,839,137	3,783,297.69	.00	55,839.23	98.5%
041 EMERGENCY MANAGEMENT	21,050	0	21,050	19,728.52	.00	1,321.48	93.7%
042 ANIMAL CONTROL	95,414	0	95,414	92,420.16	.00	2,993.84	96.9%
050 HEALTH DEPARTMENT	205,377	4,542	209,919	204,817.61	.00	5,101.83	97.6%
051 HUMAN SERVICES	137,217	1,093	138,310	138,302.05	.00	8.04	100.0%
053 SENIOR SERVICES	136,972	336	137,308	135,851.43	.00	1,456.65	98.9%
054 YOUTH SERVICES	107,755	318	108,073	99,734.87	.00	8,338.40	92.3%
055 TRANSPORTATION SERVICES	152,064	699	152,763	150,559.74	.00	2,203.36	98.6%
060 RECREATION DEPARTMENT	277,639	951	278,590	272,065.26	.00	6,525.16	97.7%
061 LIBRARY	653,393	2,558	655,951	625,596.63	99.03	30,254.90	95.4%
070 BONDED DEBT	3,429,499	0	3,429,499	3,299,500.00	.00	129,999.00	96.2%
080 EMPLOYEE BENEFITS	4,208,128	-60,772	4,147,356	3,647,473.60	.00	499,882.37	87.9%
090 BOARD OF EDUCATION	33,996,415	0	33,996,415	33,988,893.84	.00	7,521.16	100.0%
119 DEVELOPMENT COMPLIANCE	109,799	2,871	112,670	111,972.92	.00	696.62	99.4%

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2023 '13

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
120 CONSERVATION COMMISSION	1,210	0	1,210	.00	.00	1,210.00	.0%
TOTAL GENERAL FUND	55,982,541	164,099	56,146,640	54,605,015.37	7,455.70	1,534,168.96	97.3%

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FY24

FOR 2024 02

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
002 TOWN CLERK'S OFFICE	-336,000	0	-336,000	-39,670.06	-296,329.94	11.8%
021 TAX COLLECTOR	-49,919,166	0	-49,919,166	-17,088,424.40	-32,830,741.60	34.2%
022 ASSESSOR'S OFFICE	-500	0	-500	-500	-500.00	0%
030 PUBLIC WORKS ADMIN.	-45,900	0	-45,900	-6,062.54	-39,837.46	13.2%
033 BUILDING INSPECTION	-350,000	0	-350,000	-99,622.00	-250,378.00	28.5%
040 POLICE DEPARTMENT	-99,800	0	-99,800	-3,234.11	-96,565.89	3.2%
050 HEALTH DEPARTMENT	-25,000	0	-25,000	-950.00	-24,050.00	3.8%
053 SENIOR SERVICES	-500	0	-500	-125.00	-375.00	25.0%
061 LIBRARY	-500	0	-500	-166.52	-333.48	33.3%
206 BOARDS & COMMISSIONS	-9,500	0	-9,500	-1,096.00	-8,404.00	11.5%
207 STATE OF CONNECTICUT	-5,841,349	0	-5,841,349	-153,052.23	-5,688,296.77	2.6%
208 MISCELLANEOUS SOURCES	-928,239	0	-928,239	-135,136.46	-793,102.54	14.6%
TOTAL GENERAL FUND	-57,556,454	0	-57,556,454	-17,527,539.32	-40,028,914.68	30.5%

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
001 TOWN MANAGER'S OFFICE	421,255	0	421,255	57,394.01	3,178.12	360,682.87	14.4%
002 TOWN CLERK'S OFFICE	225,761	0	225,761	31,936.46	19,079.99	174,744.55	22.6%
003 REGISTRAR OF VOTERS	84,951	0	84,951	5,013.12	18,374.12	61,563.76	27.5%
004 PLANNING COMMISSION	3,525	0	3,525	238.64	169.25	3,117.11	11.6%
005 ECONOMIC DEVELOPMENT	122,443	0	122,443	.00	.00	122,443.00	.0%
006 BOARD OF FINANCE	41,867	0	41,867	5,625.00	34,892.50	1,349.50	96.8%
008 CHARTER REVISION COMM	500	0	500	.00	.00	500.00	.0%
009 BOARD OF ASSESSMENT APPEALS	600	0	600	.00	.00	600.00	.0%
010 ZONING BOARD OF APPEALS	1,250	0	1,250	102.24	136.20	1,011.56	19.1%
011 INLAND WETLANDS	1,900	0	1,900	75.00	.00	1,825.00	3.9%
012 COMM. FOR DISABLED PEOPLE	100	0	100	.00	.00	100.00	.0%
013 DONATIONS AND DUES	51,060	0	51,060	43,525.00	7,000.00	535.00	99.0%
014 TOWN COUNCIL	2,400	0	2,400	446.25	.00	1,953.75	18.6%
015 LEGAL EXPENSE	232,100	0	232,100	20,812.50	180,787.50	30,500.00	86.9%
016 CENTRAL SERVICES	211,925	0	211,925	55,624.55	125,215.53	31,084.92	85.3%
017 INSURANCE EXPENSE	620,330	0	620,330	142,235.77	419,547.84	58,546.39	90.6%
018 GENERAL EXPENSE	15,002	0	15,002	1,850.19	3,000.00	10,151.81	32.3%
019 DEVELOPER/PLANNER	147,981	0	147,981	24,517.40	1,055.69	122,407.91	17.3%
020 FINANCE DEPARTMENT	424,379	0	424,379	78,502.29	1,879.68	343,997.03	18.9%
021 TAX COLLECTOR	164,975	0	164,975	27,968.36	109.12	136,897.52	17.0%
022 ASSESSOR'S OFFICE	253,058	0	253,058	30,181.05	12,730.00	210,146.95	17.0%
030 PUBLIC WORKS ADMIN.	247,328	0	247,328	41,404.86	27,448.43	178,474.71	27.8%
031 ENGINEERING	249,420	0	249,420	34,861.38	14,623.64	199,934.98	19.8%
032 SOLID WASTE REMOVAL	827,740	0	827,740	80,673.41	577,891.01	169,175.58	79.6%
033 BUILDING INSPECTION	224,935	0	224,935	35,750.71	5,088.09	184,096.20	18.2%
034 HIGHWAY DEPT.	1,528,616	0	1,528,616	188,601.49	242,252.65	1,117,761.86	26.9%
035 BUILDING MAINTENANCE	658,784	0	658,784	88,327.52	142,537.54	427,918.94	35.0%
036 PARKS & GROUNDS	458,248	0	458,248	84,430.84	53,758.36	320,058.80	30.2%
037 PUBLIC WORKS-OTHER	474,000	0	474,000	103,876.56	309,475.32	60,648.12	87.2%
038 VEHICLE MAINTENANCE	326,371	0	326,371	33,291.36	132,398.97	160,680.67	50.8%
040 POLICE DEPARTMENT	3,952,555	0	3,952,555	688,158.04	64,679.43	3,199,717.53	19.0%
041 EMERGENCY MANAGEMENT	21,050	0	21,050	1,166.67	2,120.00	17,763.33	15.6%
042 ANIMAL CONTROL	95,128	0	95,128	13,075.52	.00	82,052.48	13.7%
050 HEALTH DEPARTMENT	214,966	0	214,966	46,254.30	49,381.04	119,330.66	44.5%
051 HUMAN SERVICES	144,009	0	144,009	24,293.01	12,347.20	119,368.79	17.1%
053 SENIOR SERVICES	145,338	0	145,338	14,958.15	12,321.72	118,058.13	18.8%
054 YOUTH SERVICES	113,172	0	113,172	18,106.26	5,423.48	89,642.26	20.8%
055 TRANSPORTATION SERVICES	159,489	0	159,489	25,799.10	7,034.23	126,655.67	20.6%
060 RECREATION DEPARTMENT	290,775	0	290,775	64,836.22	12,968.30	212,970.48	26.8%
061 LIBRARY	690,975	0	690,975	123,450.72	36,007.73	531,516.55	23.1%
070 BONDED DEBT	3,131,059	0	3,131,059	414,275.00	.00	2,716,784.00	13.2%
080 EMPLOYEE BENEFITS	4,294,415	0	4,294,415	642,413.71	1,517,567.90	2,134,433.39	50.3%
090 BOARD OF EDUCATION	36,163,384	0	36,163,384	789,415.44	.00	35,373,968.56	2.2%
119 DEVELOPMENT COMPLIANCE	116,125	0	116,125	21,517.64	589.04	94,018.32	19.0%

FY24

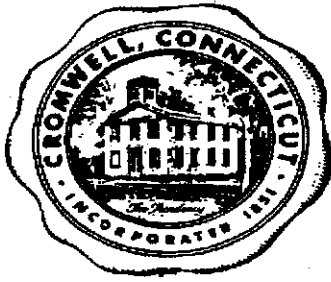
TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT




FOR 2024 02

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
120 CONSERVATION COMMISSION	1,210	0	1,210	.00	.00	1,210.00	.0%
TOTAL GENERAL FUND	57,556,454	0	57,556,454	4,084,985.74	4,041,069.62	49,430,398.64	14.1%



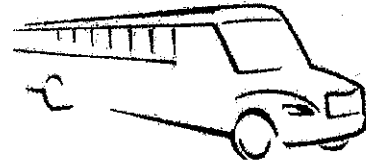
TOWN OF CROMWELL
SENIOR CENTER & HUMAN SERVICES
TOWN HALL, 41 WEST STREET
CROMWELL, CT 06416
(860) 632-3449 FAX (860) 632-3446

TO: Anthony Salvatore, Town Manager
FROM: Amy Saada, Director of Human Services 
DATE: August 14, 2023
RE: 5310 Department of Transportation Bus Grant – Appropriation Request

Seeking to request an appropriation in the amount of \$136,799. The Cromwell Senior Center applied for the Department of Transportation's 5310 FY21 Grant program and was awarded 100% funding for a 16-passenger bus. This funding is 100% reimbursable by the State of CT DOT.

The original grant request was for \$74,160 but due to the back order of parts and chip shortages, the new bus cost is \$136,799 which is still being funding at 100% with funds from the State's 2022 apportionment.

Legacy of Trust



DBA: Matthews Buses Commercial
New England Regional Office
Office / Cell 860-558-0014

Sales Agreement

July 8, 2023

Customer:

Town of Cromwell
41 West Street
Cromwell, CT 06416

Contact and Phone Number

Purchase Order #

Terms:

Amy Saada / 860-632-3447

N-30

Qty Description

Unit Price

Total

1	Startrans Bus per proposal Schedule RFP#05-2021 / 2023	\$136,799.00	\$136,799.00
---	--	--------------	--------------

Subtotal \$136,799.00

Down Payment \$0.00

Sales Tax \$0.00

Due upon Delivery \$136,799.00

To process this order, we will need:

- * A signed confirmation of the "Proposal Schedule".
- * A purchase order if applicable.
- * A copy of your non profit and/or tax exempt certificate.
- * A signed confirmation of the applicable floorplan and graphics scheme.

Note: Please acknowledge that chassis promotional programs were calculated into your proposal that may require endorsement. Matthews Bus Alliance, Inc. does not guarantee or express that the proposed vehicle is suitable for a particular transportation application. The appropriate use of this vehicle in reference to a particular transportation application is at the sole discretion of the buyer. The delivery of the vehicle/s is subject to adjustment as mandated by the factory backlog of this product. Matthews Bus Alliance, Inc. shall be held harmless and in no way responsible for delivery delay's beyond our control including "acts of god". Delivery is anticipated within 365 days of receipt of the completed order.

Title to: >>>>> Confirm []

Town of Cromwell
41 West Street
Cromwell, CT 06416

X
Authorized Signature

Title

X
Date

Thank You for Your Business.....

Direct Correspondence and Remit to:

Matthews Bus Alliance, Inc. 4802 West Colonial Drive in Orlando, FL 32808

Matthews Buses Commercial
GNHTD / RFP #05-2021 / PROPOSAL SCHEDULE / 2023

CONFIGURATION A THROUGH G / BUSES

AGENCY NAME: Town of Cromwell

ADDRESS: 41 West Street

ADDRESS: Cromwell, CT 06416

CONTACT: Amy Saada / 860-632-3447

SIGNATURE: 

QTY	OPTION	DESCRIPTION	PRICE	EXT. PRICE
1	CONF. F	FORD E SERIES / 16 SEATS WITH 2 WHEELCHAIR POSITIONS	\$111,102	\$111,102
1	12	RUNNING BOARD STEP - DRIVER SIDE - ALUMINUM (APPROX. 12" WIDE)	\$420	\$420
1	13	HEATED AND REMOTE CONTROLLED REARVIEW MIRRORS	\$906	\$906
1		CHROME GRILLE AND BUMPER IN LIEU OF BLACK PAINTED STEEL	\$225	\$225
1		UPGRADE AC SYSTEM FROM 70K BTU (FG-STD) TO 74K BTU CAPACITY	\$798	\$798
1		HEATER - ADD A 35K BTU HEATER	\$480	\$480
1		UPGRADE WINDOWS TO 36" HIGH TINTED TRANSIT T-SLIDE STYLE (30" STD)	\$410	\$410
2		UPGRADE WHEELCHAIR SECUREMENT TO FULLY RETRACTABLE TYPE / Q'STRAIT DELUXE (PER POSITION)	\$190	\$380
2		UPGRADE WHEELCHAIR SECUREMENTS TO "SLIDE-N-CLICK" (PER LOCATION)	\$275	\$550
1	16	UPGRADE DRIVER'S SEAT / HIGH BACK RECLINER WITH ARMREST	\$838	\$838
1		DRIVER'S SEAT POWER PEDESTAL / ELECTRICALLY OPERATED SIX WAY ADJUSTABLE SEAT BASE	\$822	\$822
12		UPGRADE PASSENGER SEATS TO INDIVIDUALLY CONTOURED MID BACK DESIGN (PER PASSENGER / BENCH STYLE IS STD.)	\$160	\$1,920
12	17	UPGRADE PASSENGER SEAT BELTS TO UNDER SEAT MOUNTED RETRACTABLE TYPE (PER POSITION)	\$96	\$1,152
6		SEAT GRAB HANDLE - PADDED (EACH / AISLE POSITIONS)	\$66	\$396
6		SEAT LINK PASSENGER SEATBELT USAGE CONFIRMATION / DISPLAY PANEL	\$1,380	\$8,280
1	21	STORAGE AREA OVER WINDSHIELD WITH LATCHING COVER / APPROXIMATELY 40" WIDE X 12" HIGH X 15" DEEP	\$280	\$280
1		FABRIC HEADLINER / VANDAL RESISTANT OLEFIN FIBER / ABSORBS NOISE	\$480	\$480
1	23	CAMERA SYSTEM WITH COLOR MONITOR / DRIVER VIEW TO REAR OF BUS / CHOICE OF INDEPENDENT MONITOR OR INTEGRATED INTO REARVIEW MIRROR	\$620	\$620
1		RIGHT SIDE ANGLED ENTRY ASSIST GRABRAIL	\$140	\$140
1		ADDITIONAL VERTICAL GRABRAIL AT ENTRANCE STEPWELL	\$188	\$188
1		RADIO - AM/FM WITH BLUETOOTH AND 4 SPEAKERS	\$380	\$380
1		EXTERIOR OPTIONS		
1		EXTERIOR LETTERING PER AGENCY SPECIFICATIONS	\$480	\$480
1		ALUMINIZED STEEL FLOOR SUB STRUCTURE / CORROSION RESISTANT	\$520	\$520
1		UPGRADE TO STAINLESS STEEL STEPWELL AND COMPOSITE SKIN	\$3,672	\$3,672
1		LIGHT REAR OF ENTRY DOOR - FLUSH MOUNT	\$60	\$60
1		UPGRADE TO LED (LIGHT EMITTING DIODE) INTERIOR LIGHTS	\$285	\$285
1		UPGRADE TO LED (LIGHT EMITTING DIODE) DRIVERS LIGHT	\$85	\$85
1		UPGRADE TO LED TURN SIGNALS - SIDE MOUNT (MID BODY)	\$160	\$160
1	24	ADDITIONAL HIGH MOUNTED REAR TURN SIGNAL LIGHTS	\$360	\$360
1		FLEX TECH MULTIPLEX ELECTRICAL SYSTEM WITH SAFETY SUITE	\$410	\$410
*		TOTAL		\$136,799

Saada, Amy

From: DOT.Section5310 <DOT.Section5310@ct.gov>
Sent: Monday, August 08, 2022 3:32 PM
To: Saada, Amy
Cc: DOT.Section5310
Subject: Re: 2021 Section 5310 Award Posting Notification

Hi Amy; Town of Cromwell was awarded out of both Hartford UZA and New Haven UZA. Together, those amounts (\$27,122 and \$47,038, respectively, form your total subsidized award of \$74,160. Let us know if you have any other questions. You should see another listing for Cromwell under the New Haven region.

From: Saada, Amy <asaada@cromwellct.com>
Sent: Monday, August 8, 2022 2:44 PM
To: DOT.Section5310 <DOT.Section5310@ct.gov>
Subject: RE: 2021 Section 5310 Award Posting Notification

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

I have a question on Cromwell's award amount? It says \$27,122 on the attachment. When applying we had applied for \$74,160. I thought this round was 100% funded, so just want to get clarification.

Thank you so much,
Amy Saada

Amy Saada
Director of Human Services (Senior, Social & Youth Services)
Town of Cromwell
41 West Street
Cromwell, CT 06416
860-632-3476

From: DOT.Section5310 <DOT.Section5310@ct.gov>
Sent: Monday, August 08, 2022 2:36 PM
To: Amy Nassef <anassef@norwalksc.org>; Angela Pellegrino-Grant <pellegrinogrant@careerresources.org>; Bridgewater <alindblom@bridgewater-townhall.org>; Beatrix Lane <blane@norwalksc.org>; Bill Casale <bcasale@starct.org>; Bridget Kopet <Bridget.Kopet@abilitybeyond.org>; Christian Gutierrez <cgutierrez@starct.org>; Connie Cirillo Freeman <cfreeman@stamfordjcc.org>; Debbie <debbie@ridetag.org>; Denise Cesareo <Dcesareo@elderhouse.org>; Felix Efa <info@sovereignhomehealthcare.com>; Gerard Gasparino <GasparinoG@arict.org>; Jasmin Ducusin <jducusin@newmilford.org>; Julia Pemberton <firstselectman@townofreddingct.org>; Kathleen Bordelon <Kbordelon@silversource.org>; Kim Fitch <KFitch@newmilford.org>; Kimberlee A Morton <KMorton@norwalktransit.com>; Kristin Hadjstylianos <khadjstylianos@westcog.org>; Lisa Plumb <PlumbL@bethel-ct.gov>; Lunda Asmani <lunda.asmani@newcanaanct.gov>; Lynn Iverson <liverson@waveny.org>; Lynn Vanderslice <lynne.vanderslice@wiltonct.org>; Nicholas Hulbert <nulbert@gwct.org>; Peter Saverine <PSaverine@starct.org>; Phyllis Kansky <kanskyp@bethel-ct.gov>; Rebecca Ciotta <rciotta@aol.com>; Sarah Hauser <Sarah.Hauser@abilitybeyond.org>; Stephen Dunn <sdunn@brookfieldct.gov>; Susan Tomanio <s.tomanio@danbury-ct.gov>; Susanne Kuligowski <kuligowskis@arict.org>; Suzette Berger <shermanseniorcenter@gmail.com>; Thea Gruber <nmwheelsthea@hotmail.com>; Allen Gouse <agouse@escrec.org>;

Annemarie Bellenoit <abellenoit@thearcct.org>; Ashley Grant <agrant@thearcct.org>; Cathy Wilson <cwilson@eltownhall.com>; Dani Gorman <dgorman@waterfordct.org>; Darcy Battye <dbattye@lebanontownhall.org>; Donna Payne <dpayne@waterfordct.org>; Edward Meadows <seniorcenter@ctsprague.org>; Ellen Fougere <seniors@waterfordct.org>; Ernie Eldridge <eeldridge@windhamct.com>; Gina Lockhart <lockhart.gina@gmail.com>; Glenn Pianka <firstselectman@bozrahct.org>; Jeffrey Callahan <borowarden@att.net>; John Connolly <lsharkey@boroughofjewettcity.us>; John Roode <ectcinc@yahoo.com>; Karen Washington <kwashington@lisbonct.com>; Katherine Ramos <kramos@ucfs.org>; Kathleen Doherty-Peck <kpeck@montville-ct.org>; Kathleen Stauffer <kstauffer@thearcct.org>; Kathleen Buck <kbuck@escrec.org>; Kevin Lyden <kevin.lyden@salemct.gov>; Laurie Marcotte <laurie@ledyardrec.org>; Marina Vracevic <MVracevic@newlondonct.org>; Mark Nickerson <mnickerson@eltownhall.com>; Mary Jo Riley <mjriley@groton-ct.gov>; Mike Wolak <mwolak@cityofnorwich.org>; Patricia Watts <pwatts@colchesterct.gov>; Penny Newbury <pnewbury@thearcct.org>; Philip Johnson <pjohnson@wrtd.org>; Rob Simmons <selectmen@stonington-ct.gov>; Scott Johnson <Scott@ledyardrec.org>; Shawn Murphy <selectmen@northstoningtonct.gov>; Terry Ford <TFord@horizonsct.org>; Terry Hickey <thickey@thearcct.org>; Thomas Sparkman <tsparkman@lisbonct.com>; Tina Falck <seniorcenterdirector@griswold-ct.org>; Alexandra Sadusky <asadusky@marywade.org>; Austin Hall <halla@madisonct.org>; Beth Fisher <bfisher@kuhnemployment.com>; Bill Scalzi <bill@m7ride.com>; Bill Viola <bviola@wifdseniorctr.com>; bwalsh <bwalsh@goodwillsne.org>; cwein <cwein@goodwillsne.org>; Craig Hazel <chazel@kuhnemployment.com>; Dale M Kroop <dale.kroop@comcast.net>; Deborah Battista <dbattista@marywade.org>; Denise Canady <dcanady@marrakechinc.org>; Diane Gauthier <dgauthier@vna-commh.org>; Donald Frink <dfrink@vistalifeinnovations.org>; Erik Scalzi <erik@m7ride.com>; Eve McGrath <emcgrath@mbs-inc.org>; Gus Keach-Longo <Gus@Towerone.org>; Heather LaTorra <hlatorra@marrakechinc.org>; Helen Bosch <hbosch@vistavocational.org>; Jacky Rose <jrose@alsact.org>; Jane Ferrall <jferrall@carenewhaven.org>; Jay Korman <jkorman@marrakechinc.org>; Jeanette Glicksman <jglicksman@woodbridgect.org>; Jeff Beno <jbeno@vistalifeinnovations.org>; Jennifer Hudson <jhudson@orange-ct.org>; Mickey Morabito <john.filchak@neccog.org>; John MacDonald <jmacdonald@vna-commh.org>; Judy Amarone <amarone.judy@town.north-haven.ct.us>; Kathy Poston <Seniorcenter@townofnorthbranfordct.com>; Lauren Munro <recreationdirector@townofnorthbranfordct.com>; Leon Parson <lparson@marrakechinc.org>; Leonora Rodriguez <lcrmilfordseniorcenter@yahoo.com>; Lori Payton <Lpayton@vistalifeinnovations.org>; Mary-Margaret Mandel <mmmandel@theorchardhouse.org>; Melissa Ruffin <mruffin@marywade.org>; Michael Last <mlast@westhaven-ct.gov>; Michael T. Paulhus <townmanager@townofnorthbranfordct.com>; Ralph Despres <rdespres@bhcare.org>; Rick Liegl <rliegl@meridenct.gov>; Rick Maynard <maynardr@ci.guilford.ct.us>; Sharon Mancini <sharon_mancini@cityofwesthaven.com>; Shoreline Taxi <shorelinetaxi@comcast.net>; Susan Pezzuti <spezutti.ucpasc@gmail.com>; Terry Buckley <buckleyt@ci.guilford.ct.us>; Saada, Amy <asaada@cromwellct.com>; Brad Parker <bparker@easthaddam.org>; Joseph Comerford <JComerford@estuarytransit.com>; Judy Kaplan <jkaplan@avpinc.org>; Linda Topping <ltopping@brianhouse.org>; Lynn Tracey <LTracey@portlandct.org>; Melissa Davison-Wood <melissa.davison-wood@marc-ct.org>; Michael Boileau <mboileau@brianhouse.org>; Nancy Bockstael <nbockstael@comcast.net>; Roxanne Massey <roxanne.massey@marc-cr.org>; Sue Dorvilliers <sdorvilliers@middlefieldct.org>; Venita Barnes <venita.barnes@marc-cr.org>; Chris Henchey <chenchey@crcog.org>; Devin Clarke <dclarke@ctmetro.org>; Devon Lechtenberg <dlechtenberg@crcog.org>; Hoween Flexer <hoween.flexer@neccog.org>; James Rode <jrode@scrcog.org>; Josh Lecar <JLecar@nvcogct.gov>; Justin LaFountain <jlafountain@seccog.org>; kate rattan <krattan@seccog.org>; Kevin Ellis <KEllis@nvcogct.gov>; mhooover <mhooover@ctmetro.org>; Meghan Sloan <msloan@ctmetro.org>; Rebecca Andreucci <randreucci@scrcog.org>; rharamut@gmail.com <RHaramut@rivercog.org>; Robert Phillips <rphillips@northwesthillscog.org>; Todd Fontanella <tfontanella@westcog.org>

Cc: DOT.Section5310 <DOT.Section5310@ct.gov>

Subject: 2021 Section 5310 Award Posting Notification

Good afternoon,

Last year, the Connecticut Department of Transportation (CTDOT) received ninety (90) applications requesting **Federal Fiscal Year 2020 & 2021** funding for the Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities

Program. The Regional Councils of Governments and CTDOT reviewed and prioritized all eligible applications, and the Federal Transit Administration (FTA) has provided approval of those selected for award.

The award listing has now been posted for public viewing and is available on the state's new contracting portal, CTsource. To access the award listing, visit [CTsource Bid Board](#) and type "2275" into the solicitation search engine. Once you've located the 2021 application solicitation, click on the link to "View award report(s)" in the upper right corner. Selecting view award report contains another link - clicking on this will allow you to scroll down to the attached award listing.

We apologize in advance for the elaborate process - CTsource is different from BizNet, where previous award listings were posted, and does not (yet) allow for direct access to solicitations or award listings via one link. For your convenience, we have also attached the award listing.

Please note this notification does not refer to the 2022 grant application cycle, using FFY 2022 funding. A separate email will be sent when that application cycle begins. It continues to incur a delay; the vendor for Greater New Haven Transit District's joint paratransit vehicle bid (the vendor from whom Section 5310 Traditional Capital grantees procure their vehicle) has not been awarded yet. In addition, pricing of vehicles has not been stable enough to be able to transparently include vehicle specifications and estimate information for Traditional applicants in the 2022 application materials.

We will continue to keep interested parties updated when the new cycle begins, with a target date of late Summer/early Fall, but please feel free to direct any comments or questions to DOT.Section5310@ct.gov in the interim.

Have a wonderful day,
The CTDOT Section 5310 Team

CONNECTICUT DEPARTMENT OF TRANSPORTATION - 2021 SECTION 5310 AWARD LIST (FFY 2020 and 2021 FUNDING)

Section 5310 Recipients	Project Description	FTA Amount	Non-FTA Amount	Project Cost	Grant Award
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RURAL, SMALL & WORCESTER UZA

Traditional Projects					
Ability Beyond Disability, Inc.	< 30FT Vehicle (1)	\$42,400	\$0	\$42,400	CT-2022-015
Bristol Adult Resource Center, Inc.	< 30FT Vehicle (1)	\$71,070	\$0	\$71,070	CT-2022-015
Eastern Connecticut Transportation Consortium, Inc.	Mobility Ombudsman - Coordinate mobility issues faced by individuals with disabilities in the Eastern region. The staff position will assist with trip planning, identify transportation gaps, maintain a resource guide, analyze opportunities to integrate existing global databases with local resources and provide outreach.	\$105,500	\$26,375	\$131,875	CT-2022-015
Easterseals Capital Region & Eastern Connecticut, Inc.	< 30FT Vehicle (1)	\$20,616	\$0	\$20,616	CT-2022-015
Goodwill of Western and Northern Connecticut, Inc.	< 30FT Vehicle (1)	\$60,000	\$0	\$60,000	CT-2022-015
Horizons Programs, Inc.	< 30FT Vehicle (1)	\$75,190	\$0	\$75,190	CT-2022-015
IMARC Community Resources, Ltd.	< 30FT Vehicle (1)	\$33,803	\$0	\$33,803	CT-2022-015
MARC, Inc. of Manchester	< 30FT Vehicle (1)	\$60,000	\$0	\$60,000	CT-2022-015
The ARC Eastern Connecticut, Inc.	< 30FT Vehicle (1)	\$70,040	\$0	\$70,040	CT-2022-015
Town of Andover	< 30FT Vehicle (1)	\$76,385	\$0	\$76,385	CT-2022-015
Town of Canton	< 30FT Vehicle (1)	\$71,070	\$0	\$71,070	CT-2022-015
Town of Cheshire	< 30FT Vehicle (1)	\$74,160	\$0	\$74,160	CT-2022-015
Town of East Hampton	< 30FT Vehicle (1)	\$71,070	\$0	\$71,070	CT-2022-015
Town of Plainfield	< 30FT Vehicle (1)	\$70,040	\$0	\$70,040	CT-2022-015
Town of Sherman	< 30FT Vehicle (1)	\$74,160	\$0	\$74,160	CT-2022-015
Town of Voluntown	< 30FT Vehicle (1)	\$60,000	\$0	\$60,000	CT-2022-015
Town of Winchester	< 30FT Vehicle (1)	\$57,560	\$0	\$57,560	CT-2022-015
Vista Life Innovations, Inc.	< 30FT Vehicle (1)	\$1,167,224	\$26,375	\$1,193,599	

Nontraditional Projects					
Greater Hartford Transit District	< 30FT Vehicle (1) Operated by Transportation General, Inc. dba M7 in Greater New Haven	\$76,320	\$19,080	\$95,400	CT-2022-015
Greater Hartford Transit District	< 30FT Vehicle (2) Operated by Transportation General, Inc. dba M7 in Greater Norwich/New London	\$25,035	\$6,259	\$31,294	CT-2022-015
The Robert C. Geer Memorial Hospital, Inc.	Provide new daily on-demand service "Go Geer," designed to accommodate same-day trip requests within 10 square miles of Torrington, CT, including early mornings and early evenings.	\$166,425	\$166,425	\$332,850	CT-2022-015
Town of Enfield	Provide local fixed-route bus service (Magic Carpet) in Enfield where there is no existing local bus service and therefore no ADA paratransit. Service operates Monday-Saturday. Complementary ADA paratransit service will be provided in the service area, but funded 100% by CTDOT.	\$198,756	\$198,756	\$397,512	CT-2022-015
		\$466,536	\$390,520	\$857,056	
	TOTALS	\$6,389,405	\$1,822,331	\$8,211,736	

CONNECTICUT DEPARTMENT OF TRANSPORTATION - 2021 SECTION 5310 AWARD LIST (FFY 2020 and 2021 FUNDING)

Section 5310 Recipients		Project Description	FTA Amount	Non-FTA Amount	Project Cost	Grant Award
NORWICH/NEW LONDON UZA						
Traditional Projects						
City of New London	< 30FT Vehicle (1)	Mobility Ombudsman - Coordinate mobility issues faced by individuals with disabilities in the Eastern region. The staff position will assist with trip planning, identify transportation gaps, maintain a resource guide, analyze opportunities to integrate existing global data bases with local resources and provide outreach.	\$79,310	\$0	\$79,310	CT-2022-015
Eastern Connecticut Transportation Consortium, Inc.	< 30FT Vehicle (1)		\$105,500	\$26,375	\$131,875	CT-2022-015
Easternseals Capital Region & Eastern Connecticut, Inc.	< 30FT Vehicle (1)		\$50,454	\$0	\$50,454	CT-2022-015
Town of East Lyme	< 30FT Vehicle (1)		\$77,250	\$0	\$77,250	CT-2022-015
Town of Groton	< 30FT Vehicle (1)		\$60,000	\$0	\$60,000	CT-2022-015
			\$372,514	\$26,375	\$398,889	

CONNECTICUT DEPARTMENT OF TRANSPORTATION - 2021 SECTION 5310 AWARD LIST (FFY 2020 and 2021 FUNDING)

Section 5310 Recipients		Project Description	FTA Amount	Non-FTA Amount	Project Cost	Grant Award
NEW HAVEN UZA						
Traditional Projects						
City of Meriden	< 30FT Vehicle (1)		\$79,310	\$0	\$79,310	CT-2022-015
East Shore Regional Adult Day Care Center, Inc.	< 30FT Vehicle (1)		\$69,010	\$0	\$69,010	CT-2022-015
dba Orchard House Medical Adult Day Center	< 30FT Vehicle (1)		\$60,000	\$0	\$60,000	CT-2022-015
Goodwill Industries of Southern New England, Inc.	< 30FT Vehicle (1)		\$69,010	\$0	\$69,010	CT-2022-015
Kuhn Employment Opportunities, Inc.	< 30FT Vehicle (1)		\$26,197	\$0	\$26,197	CT-2022-015
MARC Community Resources, Ltd.	< 30FT Vehicle (1)		\$25,850	\$0	\$25,850	CT-2022-015
Marrakesh, Inc.	< 30FT Vehicle (1)		\$74,160	\$0	\$74,160	CT-2022-015
The Mary Wade Home, Inc.	< 30FT Vehicle (1)		\$47,038	\$0	\$47,038	CT-2022-015
Town of Cromwell	< 30FT Vehicle (1)		\$74,160	\$0	\$74,160	CT-2022-015
Town of East Haven	< 30FT Vehicle (1)		\$60,000	\$0	\$60,000	CT-2022-015
Town of North Branford	< 30FT Vehicle (1)		\$2,440	\$0	\$2,440	CT-2022-015
Vista Life Innovations, Inc.	< 30FT Vehicle (1)		\$587,175	\$0	\$587,175	
Nontraditional Projects						
ALS Association, Connecticut Chapter, Inc.	Provide round-trip accessible transportation for patients with an Amyotrophic Lateral Sclerosis diagnosis to ALS clinic appointments, research trials and recreational events state-wide.		\$50,000	\$50,000	\$100,000	CT-2022-015
Estuary Transit District	Extend the hours of service of the Mid-Shore Express, which runs deviated fixed-route service between Old Saybrook and Middletown, and Old Saybrook and Chester.		\$334,750	\$334,750	\$669,500	CT-2022-015
Estuary Transit District	Operation of a taxi voucher program in South Central Connecticut, enabling individuals who use a wheelchair or other mobility device to purchase a voucher for an accessible taxi at a lower, subsidized fare (half the regular fare).		\$27,500	\$27,500	\$55,000	CT-2022-015
Estuary Transit District	Administration, printing and advertising of taxi voucher program in South Central Connecticut, enabling individuals who use a wheelchair or other mobility device to purchase a voucher for an accessible taxi at a lower, subsidized fare (half the regular fare).		\$7,000	\$7,000	\$14,000	CT-2022-015
Greater Hartford Transit District	< 30FT Vehicle (1) Operated by Transportation General, Inc. dba M7 in Greater New Haven		\$13,125	\$3,281	\$16,406	CT-2022-015
			\$432,375	\$422,531	\$854,906	

Grant Award

Traditional Projects

Nontraditional Projects

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CONNECTICUT DEPARTMENT OF TRANSPORTATION - 2021 SECTION 5310 AWARD LIST (FFY 2020 and 2021 FUNDING)

Section 5310 Recipients		Project Description	FTA Amount	Non-FTA Amount	Project Cost	Grant Award
The Wheels Program of Greater New Milford, Inc.		Provide demand-response transportation via the WHEELS program for rides to non-emergency medical appointments for seniors and individuals with disabilities in New Milford, CT and surrounding towns. Proposal includes funding volunteer recruitment, retention and management (both drivers and administrative/support staff); program administration and vehicle insurance.	\$93,500	\$93,500	\$187,000	CT-2022-015
Town of Easton		Provide on-demand transportation service for seniors and people with disabilities in Easton, CT where there is no fixed-route or ADA paratransit service available.	\$170,950	\$0	\$170,950	CT-2022-015
Town of Trumbull		Provide on-demand transportation service for seniors and people with disabilities in Trumbull, CT where there is limited fixed-route and ADA paratransit service available.	\$115,708	\$0	\$115,708	CT-2022-015
			\$634,061	\$276,656	\$910,717	

CONNECTICUT DEPARTMENT OF TRANSPORTATION - 2021 SECTION 5310 AWARD LIST (FFY 2020 and 2021 FUNDING)

Section 5310 Recipients		Project Description		FTA Amount	Non-FTA Amount	Project Cost	Grant Award
BRIDGEPORT/STAMFORD UZA (URBANIZED AREA)							
Traditional Projects							
Ability Beyond Disability, Inc.	< 30FT Vehicle (1)		\$28,670	\$0	\$28,670	CT-2022-015	
ARI of Connecticut, Inc.	< 30FT Vehicle (1)		\$60,000	\$0	\$60,000	CT-2022-015	
Elderhouse, Inc.	< 30FT Vehicle (1)		\$71,070	\$0	\$71,070	CT-2022-015	
Marakech, Inc.	< 30FT Vehicle (1)		\$45,220	\$0	\$45,220	CT-2022-015	
The Kennedy Center, Inc.	< 30FT Vehicle (1)		\$72,100	\$0	\$72,100	CT-2022-015	
The Norwalk Senior Center, Inc.	< 30FT Vehicle (1)		\$79,310	\$0	\$79,310	CT-2022-015	
The Transportation Association of Greenwich, Inc.	< 30FT Vehicle (1)		\$74,160	\$0	\$74,160	CT-2022-015	
Town of Fairfield	< 30FT Vehicle (1)		\$69,010	\$0	\$69,010	CT-2022-015	
Town of Newtown	< 30FT Vehicle (1)		\$71,070	\$0	\$71,070	CT-2022-015	
Town of Redding	< 30FT Vehicle (1)		\$67,980	\$0	\$67,980	CT-2022-015	
Town of Southbury	< 30FT Vehicle (1)		\$74,160	\$0	\$74,160	CT-2022-015	
Town of Trumbull	< 30FT Vehicle (1)		\$74,160	\$0	\$74,160	CT-2022-015	
Town of Woodbury	< 30FT Vehicle (1)		\$74,160	\$0	\$74,160	CT-2022-015	
			\$861,070	\$0	\$861,070		
Nontraditional Projects							
	Volunteer coordinator & transportation resource in Ridgefield, CT - Funding for a staff position to coordinate volunteers as part of the volunteer driver program Rides for Ridgefield. The Mobility Management Center at Rides for Ridgefield serves as a centralized transportation information resource for Ridgefield seniors and individuals with mobility disabilities. The staff position will conduct background checks of volunteers, schedule training sessions, coordinate marketing efforts and provide reservation assistance and alternative service options to riders. The program will work in cooperation and coordination with the available dial-a-ride programs thereby assuring that nonduplicative accessible services are available when needed.		\$45,740		\$45,740	\$91,480	CT-2022-015
Rides for Ridgefield, Inc.							
	Mobility Ombudsman - Coordinate mobility issues faced by seniors and individuals with disabilities in the Naugatuck Valley and Housatonic Valley regions. Proposal includes direct community involvement and outreach, maintaining a resource guide, and greater transportation funding advocacy. Operation of a taxi voucher program in Northwest Connecticut, enabling individuals who use a wheelchair or other mobility device to purchase a voucher for an accessible taxi at a lower, subsidized fare (half the regular fare).		\$94,330	\$23,583		\$117,913	CT-2022-015
The Kennedy Center, Inc.							
	Administration, printing and advertising of taxi voucher program in Northwest Connecticut, enabling individuals who use a wheelchair or other mobility device to purchase a voucher for an accessible taxi at a lower, subsidized fare (half the regular fare).		\$84,000	\$84,000		\$168,000	CT-2022-015
The Kennedy Center, Inc.							
	Administration, printing and advertising of taxi voucher program in Southwest Connecticut, enabling individuals who use a wheelchair or other mobility device to purchase a voucher for an accessible taxi at a lower, subsidized fare (half the regular fare).		\$15,014	\$15,014		\$30,028	CT-2022-015
The Kennedy Center, Inc.							
	Administration, printing and advertising of taxi voucher program in Southwest Connecticut, enabling individuals who use a wheelchair or other mobility device to purchase a voucher for an accessible taxi at a lower, subsidized fare (half the regular fare).		\$14,819	\$14,819		\$29,638	CT-2022-015
The Kennedy Center, Inc.							

Saada, Amy

From: DOT.Section5310 <DOT.Section5310@ct.gov>
Sent: Tuesday, May 23, 2023 7:44 AM
To: Saada, Amy; Brad Parker; Helen Bosch; Joseph Comerford; Judy Kaplan; Linda Topping; Lynn Tracey; Melissa Davison-Wood; Michael Boileau; Nancy Bockstael; Roxanne Massey; Shoreline Taxi; Sue Dorvilliers; Venita Barnes
Subject: 2022 Section 5310 Application Materials Now Available

Good morning,

The Connecticut Department of Transportation is pleased to announce that the new Section 5310 grant application is now available for Nontraditional operating projects only. Due to significant increase in the vehicle pricing, the full allotment for the traditional program of the FFY 2022 apportionment, will be used to compensate for the difference in vehicle pricing for the Subrecipients awarded through 2019 and 2020&2021 application cycles. As a result, no Traditional applications can be solicited at this time.

The application materials can be found online at the state's contracting portal CTsource [CTsource Bid Board](#) (search for solicitation "15699"). Program information and application instructions can be found on CTDOT's Section 5310 program website [Section 5310 Application Materials](#). Applicants are requested to submit applications to both CTDOT and the Regional Councils of Governments (RCOGs) via email as one PDF attachment by 4:00 p.m. on **Friday, June 30, 2023**.

CONNECTICUT DEPARTMENT OF TRANSPORTATION (CTDOT)

SECTION 5310 GRANT PROGRAM 2022 APPLICATION ANNOUNCEMENT

Section 5310 applications are now available on the state of Connecticut's contracting portal, CTsource.

Applications are due no later than 4:00 pm on Friday, June 30, 2023.

The Section 5310 program provides Federal funding for capital and operating expenses to improve mobility for seniors and individuals with disabilities.

For the 2022 application cycle, CTDOT will fund only viable Nontraditional operating projects selected for award at 50% or 80% federal share with local match requirement, as funding permits and per the language in the budget pages.

To read the Application Instructions and navigate to the applications, visit:
www.ct.gov/dot/5310

Eligible Applicants

- Private nonprofit organizations
- State or local government authorities
- Operators of public transportation

Application Types

- Section 5310 Operating

Applications and supporting documentation must be submitted as one (1) PDF file via email to DOT.Section5310@ct.gov with a cc to the appropriate Regional Council of Governments.

Sincerely,

The CTDOT Section 5310 Team



Posted Refund Transaction (s)			TOWN OF CROWMELL	Int Date: 09/01/2023	Date: 09/01/2023	Page: 1				
Condition(s) :	Name	Address	Prop Loc/Vehicle Info.	UniqId/Reason	Paid Date	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2017-01-0003885	OLIVEIRA JANELLE + BRAZ J	20 EDGEWOOD STREET	20 EDGEWOOD STREET	00318500	7/21/2023	5,119.20	0.00	0.00	5,119.20	-49.24
1	CROWMELL CT 06416		Sec. 12-129 Refund of Excess Payments.			5,168.44	0.00	0.00	5,168.44	
2018-01-0003962	OLIVEIRA JANELLE + OLIVEIRA BRAZ	20 EDGEWOOD STREET	20 EDGEWOOD STREET	00318500	7/21/2023	5,119.20	0.00	0.00	5,119.20	-49.24
1	CROWMELL CT 06416		Sec. 12-129 Refund of Excess Payments.			5,168.44	0.00	0.00	5,168.44	
2019-01-0003954	OLIVEIRA JANELLE + OLIVEIRA BRAZ	20 EDGEWOOD STREET	20 EDGEWOOD STREET	00318500	7/21/2023	5,119.20	0.00	0.00	5,119.20	-49.24
1	CROWMELL CT 06416		Sec. 12-129 Refund of Excess Payments.			5,168.44	0.00	0.00	5,168.44	
2020-01-0003951	OLIVEIRA JANELLE + OLIVEIRA BRAZ	20 EDGEWOOD STREET	20 EDGEWOOD STREET	00318500	7/21/2023	5,197.16	0.00	0.00	5,197.16	-50.00
1	CROWMELL CT 06416		Sec. 12-129 Refund of Excess Payments.			5,247.16	0.00	0.00	5,247.16	
2021-01-0003972	OLIVEIRA JANELLE + OLIVEIRA BRAZ	20 EDGEWOOD STREET	20 EDGEWOOD STREET	00318500	7/21/2023	5,247.16	0.00	0.00	5,247.16	-50.00
1	CROWMELL CT 06416		Sec. 12-129 Refund of Excess Payments.			5,297.96	0.00	0.00	5,297.96	
2021-03-0062065	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	2020/JMKFBCM410840585	62065	7/26/2023	235.76	0.00	0.00	235.76	-472.20
1	CHANDLER AZ 85226		Sec. 12-129 Refund of Excess Payments.			707.96	0.00	0.00	707.96	
M017	ACAR LEASING LTD	4001 EMBARCADERO DR	2019/1GKS2CKJ9KR400832	50035	7/28/2023	1,208.46	0.00	0.00	1,208.46	-1,108.17
1	ARLINGTON TX 76014-4106		Sec. 12-129 Refund of Excess Payments.			0.00	0.00	0.00	0.00	
2022-03-0050045	ARLINGTON TX 76014-4106		2022/1GTG6FENZ1115074	50045	8/1/2023	941.41	0.00	0.00	941.41	-941.41
1	ARLINGTON TX 76014-4106		Sec. 12-129 Refund of Excess Payments.			0.00	0.00	0.00	0.00	
2022-03-0050047	ACAR LEASING LTD	4001 EMBARCADERO DR	2019/1GCRYDED3K2414259	50047	7/31/2023	764.37	0.00	0.00	764.37	-573.27
1	ARLINGTON TX 76014-4106		Sec. 12-129 Refund of Excess Payments.			0.00	0.00	0.00	0.00	
2022-03-0050059	ACAR LEASING LTD	4001 EMBARCADERO DR	2022/1GTP9EEL0N227728	50059	7/18/2023	1,144.93	0.00	0.00	1,144.93	-1,144.93
1	ARLINGTON TX 76014-4106		Sec. 12-129 Refund of Excess Payments.			489.97	0.00	0.00	489.97	-489.97
M001	ALEXANDER JOAN K	6 UPPER HEATHERWOOD	2019/JF2GTFACOKH294249	50267	8/14/2023	979.94	0.00	0.00	979.94	
2022-03-0050267	CROWMELL CT 06416-2708		Sec. 12-129 Refund of Excess Payments.			277.51	0.00	0.00	277.51	-25.12
1	BROWN SHELLEY J	24 W TRACT RD	2011/2G1FK3DJBX9195650	51632	8/14/2023	302.63	0.00	0.00	302.63	
2022-03-0052041	CROWMELL CT 06416-1321		Sec. 12-129 Refund of Excess Payments.			142.14	0.00	0.00	142.14	-12.85
1	CAROLYN S TRANSPORT LLC	PO BOX 290191	2004/1FTSX31144EC60778	52041	8/8/2023	154.99	0.00	0.00	154.99	
M023	WETHERSFIELD CT 06129-0191		Sec. 12-129 Refund of Excess Payments.			227.07	0.00	0.00	227.07	-20.56
2022-03-0054571	FOOSE JOAN M + FOOSE RONALD E	3 VINCY DR	2013/NMOLSTAN6DT162940	54571	8/11/2023	247.63	0.00	0.00	247.63	
1	CROWMELL CT 06416-1526		Sec. 12-129 Refund of Excess Payments.			289.92	0.00	0.00	289.92	-26.24
2022-03-0054878	GATEMAN JOSEPH A	15 GLENVIEW DR	2014/3GYFNEE33SE627720	54878	8/18/2023	316.16	0.00	0.00	316.16	
1	CROWMELL CT 06416		Sec. 12-129 Refund of Excess Payments.			237.93	0.00	0.00	237.93	-36.00
2022-03-0055987	HUSSEY RALPH J + HUSSEY ZOFIA K	3 MYSTIQUE LN	2013/2EMDK4JUCDB8C7000	55987	7/24/2023	273.93	0.00	0.00	273.93	
2022-03-0057069	LAPOSTA MARIO	CROWMELL CT 06416-4403	2011/JTHBK1EG1B2470803	57069	8/30/2023	262.04	0.00	0.00	262.04	-14.72
2022-03-0057899	MARTIN ASHLEIGH E	409 MAIN ST APT 10	2019/1C4RJFAG6K813928	57899	9/1/2023	635.26	0.00	0.00	635.26	-635.26
2022-03-0058395	MISSIEWITZ JOHN M	CROWMELL CT 06416-2041	2008/YVIMC672X8J042579	58395	9/1/2023	191.76	0.00	0.00	191.76	-111.88
1	CROWMELL CT 06416-1855		Sec. 12-129 Refund of Excess Payments.			230.55	0.00	0.00	230.55	
2022-03-0058929	NISSAN INFINITI LT LLC	P O BOX 254648	2019/5NTDLOPM6KCS13658	58929	8/8/2023	692.31	0.00	0.00	692.31	-461.76
M012	SACRAMENTO CA 95865		Sec. 12-129 Refund of Excess Payments.			271.02	0.00	0.00	271.02	
2022-03-0058977	NISSAN INFINITI LT LLC		2020/5NIDR2AM21C601509							

Posted Refund Transaction (s)			TOWN OF CROMWELL		Date: 09/01/2023		Page: 2	
Condition(s) :			Int Date: 09/01/2023		Paid Date		Tax	
Bill	Name	Address	Prop Loc/Vehicle Info.		Int		L/F	
Dist/Susp/Bank	Address		Unit/eld/Reason		Total		Adjusted	
								Overpaid Tax
1	P O BOX 254648		58977	8/14/2023	542.03	0.00	0.00	-271.01
M012	SACRAMENTO CA 95865		Sec. 12-129 Refund of Excess Payments.					
2022-03-0059048	NOCCHIOLI BRIAN R		2016/19XFC1F92GE214213		384.09	0.00	0.00	384.09
	500 BOULDER PASS APT 125		59048	7/19/2023	448.92	0.00	0.00	-64.83
	OXFORD CT 06478		Sec. 12-129 Refund of Excess Payments.					
2022-03-0059505	PATEL RAJAN N		2014/2LMDJ8JK3EBL02157		294.51	0.00	0.00	294.51
1	18 LANCASTER RD		59505	8/28/2023	321.16	0.00	0.00	-26.65
	CROMWELL CT 06416		Sec. 12-129 Refund of Excess Payments.					
2022-03-0059788	PIEKUT JERZY		2017/5TFUY5F14HK594781		228.11	0.00	0.00	228.11
1	40 FIELD RD		59788	7/19/2023	684.96	0.00	0.00	-456.85
	CROMWELL CT 06416-1503		Sec. 12-129 Refund of Excess Payments.					
2022-03-0059982	POWERS MARGARET A		2019/JF2SKAWCKKH543887		622.90	0.00	0.00	622.90
	4 AYRSHIRE		59982	8/16/2023	1,245.80	0.00	0.00	-622.90
	CROMWELL CT 06416-2703		Sec. 12-129 Refund of Excess Payments.					
2022-03-0060041	PROTA STEPHANIE A		2008/1GNEFK13068J218981		176.14	0.00	0.00	176.14
1	16 ALEXANDER DR		60041	7/26/2023	211.46	0.00	0.00	-35.32
	CROMWELL CT 06416-1255		Sec. 12-129 Refund of Excess Payments.					
TOTAL	26				31,128.11	0.00	0.00	31,128.11
					38,927.73	19.11	0.00	38,946.84
								-7,799.62



CROMWELL POLICE DEPARTMENT




Frederick Sifodaskalakis

Chief of Police

MEMO

TO: Anthony Salvatore, Town Manager

FROM: Chief Fred Sifodaskalakis 

SUBJECT: Town Council Report (August 2023)

DATE: September 1, 2023

In preparation for the July Town Council meeting, I am providing you the August monthly statistics. I am also providing you a report from K-9 Sergeant John Carlson for activity for the month of August 2023. Captain Penn provided a report for the Detective Division.

The following were Response to Aggression/Resistance, Civilian Complaints, and Training for the month of **August 2023**:

Response to Aggression/Resistance: There was (1) incident in the month of **August**.

Civilian Complaints: There was (0) civilian complaints in the month of **August**.

Training (June):

- Detective Perricone and Perlini: **CT States Attorney Detective Training**
- Chief Sifodaskalakis and Detective Perricone: **COLLECT Re-certification**
- **Department wide body worn camera training (Will be completed on shift by end of year).**

Police Department News:

On August 29, 2023, Captain Penn read to a group of children at the Cromwell KinderCare.

Dispatcher Evans has completed 3 weeks of training and is doing very well.

I want to remind residents that the department has worked with Hyundai and Kia to receive and distribute wheel locks to Cromwell residents. We have given out 17 so far.

The Back to School Supplies drive was very successful. Because of all of the donations we filled the Cromwell PD trailer. I want to thank Officer Jones, department members, Walmart and all of our kind residents that donated.

The Cromwell Police Department will be participating in National "Coffee with a Cop" on Wednesday, October 4, 2023 from 11:00 to 1:00 PM at Cromwell Starbucks.

I will be at Covenant Living on September 7, 2023 to introduce myself to residents.

I will be at the Senior Center on October 3, 2023 for a "Meet the Chief."

Christian Luis Velez-Ruiz (25 years old) was sentenced to 28 years in federal prison for violent robbery and carjacking Spree throughout Connecticut. Cromwell was part of this spree on February 15, 2021 when Velez-Ruiz robbed Krauszer's at gunpoint. The other towns involved in this case were: New Britain, Waterbury, Berlin, Bristol, **Cromwell**, East Hartford, Enfield, Farmington, Glastonbury, Manchester, Meriden, Middletown, Newington, Norwich, Plainville, Southington, Windsor, Wolcott, and Woodbridge Police Departments

Incident Statistics Report

08/01/2023 00:00 Thru 08/31/2023 23:59

Call Type Description	Total for Period
911 Hang Up Call	15
Administrative Matter	25
Alarm - All types	22
ALARM-FALSE BILLABLE	18
All Other Offenses	2
Animal Complaint	32
Arson	1
Assist Motorist	33
Assist Other Agency	22
CAR WASH	47
Civil Matter	4
Credit Card/ATM Fraud	1
Criminal Mischief / Vandalism	6
Dis Conduct/BOP	2
Domestic Incident	7
Drug/Narcotic Violation	1
DUI	2
Dumping	1
Escort	9
False Pretenses/Swindling	1
Family Offenses, Nonviolent	1
Fight/Disturbance	1
Fingerprinting	42
Follow Up	1
FV Protocol / P.A.	14
Harrassing Phone Calls	1
Identity Theft	13
Juvenile Incident	5
K-9 Assist	3
Larceny - From Building	5
Larceny - From MV	2
LARCENY - FROM MV/RECORD ONLY	1
Larceny -Shoplifting	8
Larceny, Bad Checks	1
Medical Emergency	57
MEDICATION DISPOSAL BOX	1
MV Accident	36
MV - Recovered	2
MV Parking Violation	2

Incident Statistics Report

08/01/2023 00:00 Thru 08/31/2023 23:59

Call Type Description	Total for Period
MV Theft	4
MV Violation	65
MV VIOLATION ATTEMPTED	1
MVA NR PRIV PROP	10
Neighbor Dispute	1
Noise Complaint	6
Nursing Home Fax Report	1
Property Check	591
Property Lost/Found	8
Property Seized	2
Record Only Call	9
Report of Gunshot	1
Road Cond/TCS Out	19
See Complainant	28
Serve Warrant INFO	4
Suspicious Activity	62
TEST CALL	2
Threaten/Harass/Intimidation	2
Town Ordinance	1
Traffic Assignment	4
Unfounded Complaint	18
Untimely Death	5
Unwanted Person	1
Well Being Check	26
Total:	1318

Monthly NIBRS Statistics

08/01/2023 00:00 Thru 08/31/2023 23:59

Call Description		Curr Mth	Prev Mth	% Chg	Prev Year	% Chg	Year To Date	Year To Date 2022	% Chg
		08/t 2023	07/ 2023	Mth to Mth	08/2022	Mth to Yr	1/1 - 08/31/2023	1/1 - 08/31/2022	2023 / 2022
100	Kidnap/Abduction	1	0	% +100	0	% +100	2	1	% +100
11A	Forcible Rape	0	0	% 0	0	% 0	3	1	% +200
11B	Forcible Sodomy	0	0	% 0	0	% 0	1	0	% +100
11C	Sexual Assault with an Obje	0	0	% 0	0	% 0	1	0	% +100
11D	Forcible Fondling	0	0	% 0	1	% 100	3	6	% -50
120	Robbery	0	0	% 0	0	% 0	2	1	% +100
13A	Aggravated Assault	0	0	% 0	0	% 0	1	5	% -80
13B	Simple Assault	3	6	% -50	5	% -40	27	28	% -3.5
13C	Intimidation	3	3	% 0	1	% +200	18	22	% -18.
200	Arson	1	0	% +100	0	% +100	1	0	% +100
210	Extortion/Blackmail	0	0	% 0	0	% 0	0	1	% -100
220	Burglary/Breaking and Enter	0	0	% 0	4	% 25	4	17	% -76.
23A	Pocket-Picking	0	0	% 0	1	% 100	1	1	% 0
23B	Purse-Snatching	0	0	% 0	0	% 0	1	0	% +100
23C	Shoplifting	5	18	% -72.	23	% -78.	108	123	% -12.
23D	Theft From Building	1	3	% -66.	0	% +100	12	14	% -14.
23F	Theft From Vehicle	2	10	% -80	5	% -60	44	43	% +2.32
23G	Theft of MV Parts or Access	0	7	% 14.2	2	% 50	38	51	% -25.
23H	All other Larceny	1	2	% -50	3	% -66.	11	17	% -35.
240	Motor Vehicle Theft	4	1	% +300	2	% +100	25	18	% +38.8
250	Counterfeiting/Forgery	0	1	% 100	4	% 25	4	14	% -71.
26A	False Pretenses/Swindle/Con	0	2	% 50	0	% 0	9	4	% +125
26B	Credit Card/Automatic Telle	1	1	% 0	2	% -50	6	14	% -57.
26C	Impersonation	0	0	% 0	0	% 0	4	1	% +300
26E	Wire Fraud	0	0	% 0	2	% 50	1	4	% -75
26F	Identity Theft	11	25	% -56	10	% +10	89	16	% +456.
270	Embezzlement	0	0	% 0	0	% 0	1	3	% -66.
290	Destruction/Damage/Vandalis	6	25	% -76	6	% 0	71	67	% +5.97
35A	Drug Narcotic Violations	2	0	% +200	0	% +200	6	12	% -50
35B	Drug Equipment Violations	1	1	% 0	1	% 0	9	19	% -52.
36B	Statutory Rape	0	0	% 0	0	% 0	1	1	% 0
520	Weapon Law Violations	0	0	% 0	0	% 0	2	3	% -33.
90A	Fraud-Insufficient Funds Ch	0	0	% 0	0	% 0	2	0	% +200
90C	Disorderly Conduct	3	2	% +50	5	% -40	16	32	% -50
90D	Driving under the Influence	2	3	% -33.	1	% +100	20	24	% -16.
90F	Family Offenses, Nonviolent	0	0	% 0	0	% 0	2	2	% 0
90J	Trespass of Real Property	1	2	% -50	2	% -50	16	25	% -36
90Z	All Other Offenses	4	6	% -33.	11	% -63.	55	62	% -11.
Report Totals:		52	118	% -55.	91	% -42.	617	652	% -5.3



CROMWELL POLICE DEPARTMENT

Frederick Sifodaskalakis

Chief of Police



TO: Chief Sifodaskalakis

FROM: K-9 Sergeant John Carlson

SUBJECT: Monthly K-9 Activity August 2023

DATE: 09/01/2023

Beginning August 1, 2023 through August 31, 2023 I am reporting the following activities for the K-9 unit:

August 8, 2023 – Case #2300009349 – Assist Bloomfield PD with track – Canceled upon arrival.

August 8, 2023 – Case #2300009381 – K9 demonstration for karate camp.

August 11, 2023 – Case #2300009513 – K9 building search of a residence which was possibly burglarized. – The residence was cleared and there was not anyone inside.

August 14, 2023 – K9 Quarterly Narcotics in-service.

August 15, 2023 – K9 Quarterly Narcotics in-service.

August 16, 2023 – K9 Quarterly Narcotics in-service.

August 30, 2023 – K9 monthly patrol in-service in Enfield, CT.

Nothing further at this time.



CROMWELL POLICE DEPARTMENT

Frederick Sifodaskalakakis

Chief of Police



MEMO

TO: Chief Frederick Sifodaskalakakis

FROM: Captain Steven Penn

SUBJECT: Detective Division Report August 2023

DATE: August 30, 2023

During the month of August, the Detective Division conducted three background investigations for the open position of Patrol Officer. The Detective Division also served one arrest warrant. The warrant was approved by the court after a lengthy investigation conducted by Detective Perlini.

1. On March 5, 2020 patrol officers responded to 4 Seasons Foodmart (Sunoco gas station), 164 West St, for a reported commercial burglary. Forced entry was made into the business by one of the suspects throwing a large rock through the front glass door. Approximately \$7,883.40 in monies and merchandise/property were stolen. Evidence gathered at the scene was submitted to the CT lab for forensic analysis. Detective Perlini was re-assigned to the investigation and DNA evidence resulted in a suspect being generated.
 - Detective Perlini was able to secure an arrest warrant for the suspect, Gabrielle Goulet (dob: 04/13/1999) who was arrested on August 16, 2023 and was charged with Burglary 3rd, Larceny 3rd and Criminal Mischief 2nd. Goulet was in the custody of the Department of Corrections and was presented at GA-09 for same day arraignment.



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

MEMORANDUM

To: Anthony J. Salvatore, Town Manager

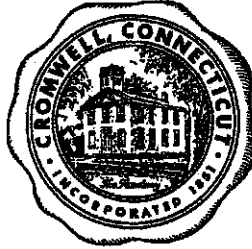
From: Louis J. Spina, Jr.
Director of Public Works

Date: September 6, 2023

Re: **Town Council Updates**

Here is a list of some of the projects Public Works staff is currently working on. I will attend next week's meeting should there be any questions:

- West Street sidewalks – experiencing delays in utility pole relocation which is key to much of the work. As mentioned in last month's update, utility companies committed to middle of august, but haven't met that schedule.
- Twin Oaks/Black Birch – completed August 31st. Highway staff will backfill curb and seed.
- OHSA- continue with abatements and working on updating and implementing procedures.
- Recently hired 3 Highway employees. Two have started in the last week, and the third will start in October.
- Currently recruiting two Mechanics.



RECEIVED FOR RECORD
Sep 01, 2023 02:17P
JoAnn Doyle
TOWN CLERK
CROMWELL, CT

TOWN OF CROMWELL
NOTICE OF PUBLIC HEARING

The Town Council of the Town of Cromwell will hold a Public Hearing on Wednesday, September 13, 2023 at 6:55 p.m. in the Cromwell Town Hall Council Chambers, located at 41 West Street, Cromwell, CT for the following purpose:

To hear public comment regarding the amendment of existing ordinance: Chapter 54 Retirement Plan, §54-16 and §54-22.

Copies of the proposed ordinance are available for public inspection at the office of the Town Clerk, 41 West Street, Cromwell, Connecticut and online at www.cromwellct.com.

Dated at Cromwell, Connecticut this 1st day of September.

Steve Fortenbach, Mayor
For the Town Council

Hartford Courant edition: Sunday 3, 2023

§ 54-16. Early retirement option.

Each participant who shall have reached his 55th birthday and shall have at least 15 years of credited service shall have the option, to be exercised by a written notice to the Board and with the consent of the Board, to retire at any time thereafter prior to his normal retirement date. The amount of retirement benefits payable to such retired participant shall be computed as provided in § 54-13 hereof, except that the date of such early retirement shall be used in determining his credited service, and the amount thus obtained will be reduced, such reduction to be determined by the actuary in accordance with accepted actuarial practices, if such retirement benefit is to commence prior to such participant's normal retirement date. The contingent annuitant and the five ~~ten~~-year certain options, provided for in §§ 55-14 and 54-15 hereof, may be elected by a participant who elects to retire early under this section, in which case the term "retirement date" shall be deemed to mean early retirement date wherever applicable in §§ 54-14 and 54-15.

§ 54-22 Payments required.

A.

If any participant shall cease to be an employee of the Town, except upon death or as a retired participant or except as provided in Article IX hereof for leave of absence, then he shall be entitled to a return of all of his own contributions to the trust fund, plus interest thereon computed at the annual rate of 3% prior to July 1, 1976, and at the annual rate of 5% thereafter, compounded annually to date of termination; provided, however, that any participant who shall elect to leave his contributions in the trust fund shall be entitled at his normal retirement date, if he shall then be living and if such contributions are left in the trust fund, to the following percentage of the amount of retirement benefit as computed under the provisions of § 54-13 hereof, such percentage to depend upon the number of his full years of credited service under the plan following his entry date, except that the date of such termination shall be used in determining his credited service:

Years of Credited Service Under the Plan	Percent of Accrued Benefit Vested
Fewer than <u>5</u> 40	0%
<u>5</u> 40 -or more	100%

B.

Anything contained herein to the contrary notwithstanding, in no event shall the vested benefit to which the terminated participant is entitled be of lesser value than the amount of his own contributions, including interest as hereinabove provided, at the date of his termination of employment as determined by the actuary in accordance with accepted actuarial practice, and in no event shall the vested percentage indicated above be less than the percentage that would have been applicable if the participant had terminated employment on June 30, 1976. Any such terminated participant may elect, by written notice filed with the Board at least 60 days prior to an anniversary date, to withdraw, as of the next succeeding anniversary date, his own contributions to the trust fund, plus interest thereon, to such anniversary date computed as hereinabove provided. If any such terminated participant shall so elect to withdraw his own contributions, then he shall have no further rights whatsoever in and to any benefits under this plan.

RESOLUTION CULTURAL DISTRICT DESIGNATION

The Town of Cromwell hereby establishes a Cultural District and a Cultural Commission in accordance with Public Act 19-143.

WHEREAS, The Cultural District Commission shall be comprised of seven (7) members, at least six (6) of whom must represent the Town's arts and culture community, and at least four (4) of the seven (7) members must live or work within the Cultural District. The terms shall be for two (2) years.

WHEREAS, the boundaries of the Cultural District include the eastern border: Connecticut River, the southern border: Route 9, the western border: Ranney Road and Timber Hill Road, and the norther border: Valour Green at Main Street and Prospect Hill Road.

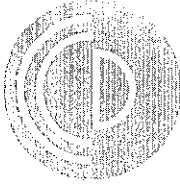
WHEREAS, the authority of the Cultural District Commission is to carry out the provisions of Public Act 19-143 in promoting the educational, cultural, economic and general welfare of the public through the marketing of arts and culture attractions, the encouragement of artists and artistic and cultural enterprises and the promotion of tourism. Additionally, the Commission shall consult and collaborate with the Town Manager and with the Commissioner of the Connecticut Department of Economic and Community Development, and regional services organization for any assistance. Under the approval of the Town Manager, the Cultural District Commission shall also apply for or solicit and accept any grants, contributions, gifts, bequests, devise, or any other donation from any source provided that all requirements of the Town Charter are followed for purposes of accepting and appropriating said funding. A list of goals and success measure for the district. The Commission shall provide a report of activities and metrics to the Town Council no less than quarterly.

WHEREAS, in addition to the powers set forth in the paragraph above, the duties and procedures of the Cultural District Commission shall include developing goals and objectives for the district, a management plan, a cultural assets maps and inventory, a marketing plan in conjunction with the Connecticut Department of Economic and Community Development and a list of goals and success measure for the district. The commission shall provide a report of activities and metrics to the Town Council no less than quarterly.

NOW THEREFORE, be it resolved that the Town Council does hereby establish a Cultural District in the Town of Cromwell, CT within the parameters mentioned herein.

ADOPTED this 13th Day of September 2023.

Clerk of the Council



CROMWELL CREATIVE DISTRICT

Included in Packet

1. Overview: Cultural District vs. Creative District
2. Cromwell's Creative District map created by Jon Harriman
3. Town Manager's letter to Shoreline Arts Alliance
4. Advisory Council, possible members for consideration
5. List of Cultural Assets
6. Public Act 19-143
7. State documents:
 - a. PowerPoint
 - b. Short form request
 - c. Sample resolution
8. Letters of Support: *(emailed to all TC members + will be included in the minutes)*
 - a. Former Mayor Enzo Faienza
 - b. School District: Keri MacLean for Dr. Macri
 - c. Belden Library, Kara Carney
 - d. Rec. Dept., Scott Kieras
 - e. Human Services, Amy Saada
 - f. Cromwell Arts Alliance
 - g. Cromwell Children's Coalition
 - h. Cromwell Creative District
 - i. Diversity Equity and Inclusion
 - j. Lions Club
 - k. Multiple Cromwell Residents



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

9.6.23

OVERVIEW

Cromwell Creative District Presents State Cultural District Application

In 2010, the National Endowment for the Arts (NEA) formulated plans for Creative Placemaking (Creative Districts), especially for blighted urban areas and forgotten Main Streets. In 2015, this was expanded to include Our Town Grants. Prior to CT offering a State Cultural District designation, Cromwell Creative District (CCD) was endorsed by the Town Council, and allowed to place banners at the districts extents (from Valour Green and to the intersection with Rt. 9) as well as place a mural on the north side of the leased Sewer Garage. Since then, CCD has provided many projects and events for Cromwell residents to enjoy.

Nationally, some states use Creative and some states use Cultural. The names are interchangeable. Elizabeth (Liz) Shapiro oversees the **Connecticut Office of the Arts and the State Historic Preservation Office**. Her title is **Director of Operations, Museums and Historic Preservation**, and she assures us that Creative can remain the name used in Cromwell with State Cultural District as a sub-heading.

The State requires that application efforts are made through Cromwell's regional district, Shoreline Arts Alliance. Eric Dillner, President, has been entirely supportive in providing clarification of the State requirements. Both Liz and Eric offer that because the Cultural program is so new they are learning as they go particularly because every town and city approach the concept differently. Town Manager, Tony Salvatore, has spoken with Eric and can speak directly regarding their conversation and subsequent emails. Anthony Anthony, Director of Tourism and Marketing, is also part of the State Cultural District team. While "the District" is a specific location, State support is for all of Cromwell.

CCD has been working through the necessary steps for application, and Town Council approval remains the final step. Approval requires: a Resolution in support, setting up an Advisory Commission, and a "walk-through" with State officials and Town Manager, Mayor, Council members or their designees.

The major benefit to the Town: access to grant money, access to free publicity, no cost other than action steps (time) listed above.

The major benefit to Cromwell residents: increased programming.

The major benefit to businesses: grant money and increased visibility.

A number of official and supporting documents are included in this packet.

CCD appreciates being able to bring this State program to your attention and your consideration of endorsing this application.

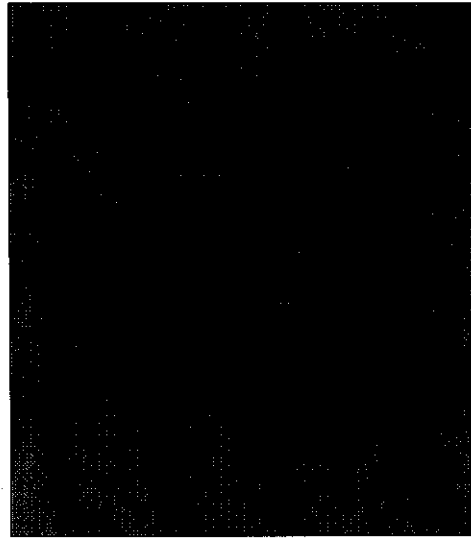
Rethink How You See Cromwell

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

RETHINK HOW YOU SEE CROMWELL

WHAT IS A CREATIVE DISTRICT?

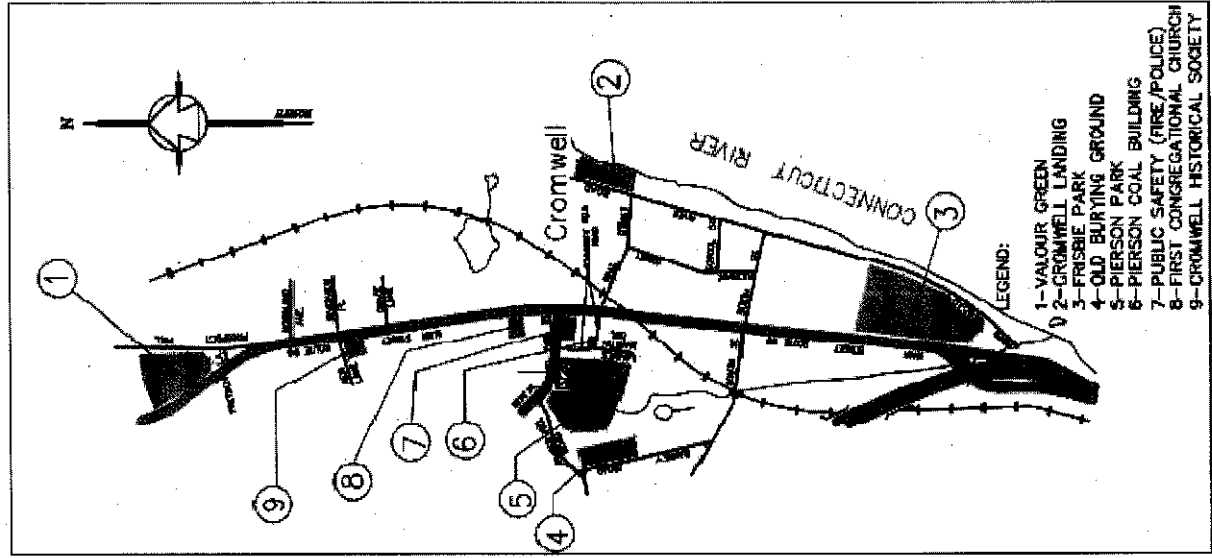
Creative Districts were developed by the National Endowment for the Arts (NEA) in order to renew blighted urban areas and forgotten Main Streets. History has shown that artists and creators bring vitality into areas where they work and live.



GOALS

- ▶ Promote downtown Cromwell and help in the improvement of economic vitality
- ▶ Engage the community through cultural and artistic activities
- ▶ Help beautify the area to attract businesses, visitors, and residents with the eye to improving the community's image
- ▶ Create spaces for all levels of artistic or creative people to come together as a community and create lasting relationships
- ▶ Help artists by connecting them to resources, telling their stories, and promoting their art form
- ▶ Celebrate Cromwell and its rich historical and artistic side

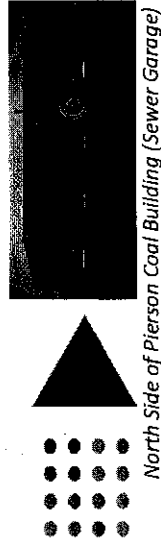
CROMWELL CREATIVE DISTRICT MAP



CCD PROJECTS

MURALS

Local artists and volunteers design and install murals throughout the District.



HISTORIC HOUSE AUDIO TOUR

Take a walk down memory lane. Visit Downtown Cromwell and the surrounding area while listening to an audio tour that extolls our rich history and architecture.



COFFEEHOUSE

Local artists and performers of many genres are invited to showcase their work in this annual event.



SCARECROW SEARCH

Businesses #intheDistrict together with CCD create scarecrows to promote their services. Residents and visitors are invited to participate in the search, which includes various creative activities providing fun for families and friends while invigorating awareness.

GET INVOLVED

If you wish to volunteer or become a member, contact us! We meet the 3rd Saturday of each month at 9:00a.m. If you cannot become a member, we also invite you to donate, volunteer, or attend an upcoming event.

Every little bit helps!!

To become a member or sign up for our newsletter, email or visit our website:
cromwellcreativedistrict@gmail.com
www.cromwellcreativedistrict.org

Don't forget to follow us on social media.



Cromwell Creative District

CONTACT INFORMATION

First Name: _____
 Last Name: _____
 Agency/ Org. _____
 Address: _____
 City: _____
 State, Zip: _____
 Phone No. _____
 E-mail: _____

Subscribe to CCD newsletter ☐
 Add me to the Friends list ☐

DONATIONS

All donations are tax-free and no matter the size, will help provide programs and activities for the entire community while improving cultural awareness.

We thank you for your support.

Choosing a level of sponsorship is a great way to increase your business exposure while celebrating Cromwell's creativity.

All proceeds benefit Cromwell.

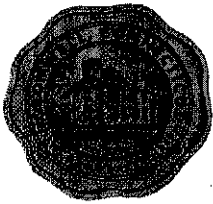
CONTRIBUTION INFORMATION

Check	Description	Amount
<input type="checkbox"/>	Founding Partner	\$1,000
<input type="checkbox"/>	Patron	\$350
<input type="checkbox"/>	Supporter	\$100
<input type="checkbox"/>	Other	_____

Donations are tax deductible

PAYMENT INFORMATION

Check Payable to Cromwell Creative District
 Town of Cromwell – Mayor's Office
 ATTN: Cromwell Creative District
 41 West Street, Cromwell, CT 06416



Town of Cromwell Office of the Town Manager

Nathaniel White Building
41 West Street
Cromwell, CT 06416

Anthony J. Salvatore, Sr.
Town Manager

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

Date: August 7, 2023

Mr. Eric Dillner
Chief Executive Officer
Shoreline Alliance for the Arts
63 Wall Street, Madison, CT 06443

Dear Mr. Dillner,

As Town Manager for the Town of Cromwell, I am writing to indicate Cromwell's support for a "Letter of Intent" to start the process of exploring the creation of a Connecticut Cultural District in Cromwell.

It sounds very exciting for our residents, visitors, and business associates in Cromwell's Creative District (CCD), a nonprofit already in its fifth year and fulfilling most of the requirements of the State's guidelines for Cultural Districts. CCD is also mentioned in our most recent Plan of Conservation and Development.

Thank you for the continuing work that you do to nurture Connecticut's Arts and Culture.

Sincerely,

Anthony J. Salvatore
Town Manager
Town of Cromwell



CROMWELL CREATIVE DISTRICT

8.4.23

Proposed list of Advisory Council subcommittee

Nonprofits

Cromwell Arts Alliance (their president already comes to CCD meetings)

Cromwell Children's Coalition; President also owns a business #inthedistrict

Diversity Equity and Inclusion

LGBTQ+

The Lions Club

Historical Society: Richard Donohue

Cromwell Recreation Director, Scott Kieras,

If he were to agree to be an advisor, would this be sufficient town representation?

If a meeting held once a year is sufficient and others as needed, then we could invite many to participate: your thoughts?

Chamber: Cromwell President, Cara Scianna

Cromwell Senior Center Director, Amy Saada

Cromwell Librarian, Kara Canney

Cromwell Youth Advisory Director, Sarah Maffioli

Town Council member: ? Jack Henahan or Paula Luna, or...

Planning & Zoning: Commissioners: Michael Cannata or Alice Kelly

POCD: staff, Stuart Popper

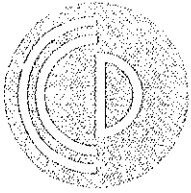
Business owner: Tony's Flour Shop, Tony Palmeiri

Business owner with gallery, Intuition Art Collective, Sage Chapman

Business owner artist: Made by Morgan Nicole: upcycles clothing

Business owner artist/influencer: Taylor Made - specialty hairstyling

Business owner hairstylist/school: Jessica's Color Salon



CROMWELL CREATIVE DISTRICT

8.6.23 List of Cultural Assets In and Out of Creative District

In District

CCD Activities, open to all, held #inthedistrict

1. Ongoing efforts to rehab the vacant, Town owned, "Sewer Garage." See separate material description and note that CCD is doing this on behalf of all nonprofits.
2. Coffeehouse: held prior to, during Covid virtually, and after Covid
3. Rock Hunt: CCD invites other nonprofits to join each spring (5 years)
4. Block Party/Summer Fest: now working with Town to be a part of Farmers Market
5. Audio Tour: first of more to come: historical houses #inthedistrict
6. Scarecrow Contest: this fall is 5th event: businesses #inthedistrict create (with CCD help) displays for scavenger hunt by visitors.
7. Holiday Decorating Contest: this coming Nov/Dec is the 5th event
8. Murals:
 - a. CCD created a mural and paid a professional muralist to paint on the north side of the "Sewer Garage" while they were leasing the building.
 - b. Pierson Park dugouts redesigned and painted coordinating with high school students
 - c. Sensory Path: Pierson Park kiddie area
 - d. WINGS: CCD invited other nonprofits to participate highlighting their nonprofits for visitors to take selfies. CCD provided all materials, helped with painting and installed all in Pierson Park
 - e. Public Parking Lot: Town has approved Paint Your Spot in the Parking Lot; due to EVOC station installs, painting to start this fall when asphalt is cooler
 - f. Paint by Number PBN: 360, 8" x 8" tiles were painted during Covid. This is a mystery mural fostering the idea of diversity, which will be installed Sept. 2023 on the east side of the now vacant Sewer Garage.
 - g. Business murals:
 - i. Cromwell Energy: at the end of Covid, an international mural artist living in CT wanted to get his hand back in and offered to create a mural at a significantly reduced cost. CCD coordinated this with the owner and artist.
 - ii. Rail 99 Tavern: CCD created and painted the mural on the side of the building facing Main St.
9. Mini Grant: CCD is offering a \$500.00 mini grant to businesses #inthedistrict in keeping with the mission statement.
10. Interviews: CCD continues to interview business owners and Town officials who support the Creative District for print press.
11. Publicity: CCD's publicity chair maintains both Facebook and Instagram highlighting CCD activities, other programs held #inthedistrict and monthly highlights of the business that wins the Scarecrow Contest. Works with Fire/Water Director, Recreation Director and Town Manager to have electronic and display boards provide awareness of

programming; provides press releases for three local papers: Rare Reminder, Cromwell Life, and The Chronicle; sends a bi-yearly Newsletter to approx. 400 friends and members of CCD.

12. Supports Trick R Trunk event that PTO puts on in the fall.
13. Rising Star Award collaboration with Cromwell Children's Association
14. Food Pantry, 24/7 at Cromwell Police Station, #inthedistrict
15. Historic District: CCD pre-Covid, twice decorated a room in keeping the theme of the year; and during Covid, provided wreaths for sale to support their winter fundraiser

Cromwell Arts Alliance (CAA): Town-wide nonprofit; would hold meetings and events in rehabbed garage if available.

1. Paint nights: held in Cromwell Belden Library
2. Craft nights: held #inthedistrict at Congregational Church meeting hall
3. Chalk the Walk at Cromwell Belden Library
4. Photography contests: some locations #inthedistrict
5. Poetry event: held in Cromwell Belden Library
6. Scholarships: yearly offered to any artist of any age
7. Participates in CCD events: Rock Hunt, Holiday Decorating Contest, PBN, WINGS, and attends CCD's monthly meetings

Cromwell Children's Coalition (CCC): Town-wide nonprofit; would hold meetings and events in rehabbed garage if available.

1. Yard signs: Kindness is Contagious
2. Yearly Car Show fundraisers
3. Comedy Night fundraisers
4. Participates in CCD Rock Hunt, PBN and WINGS
5. Pumpkin Display for PTO Halloween event in Pierson Park
6. Rising Star Award: ceremony held in Pierson Park: CCD member brought idea to them and helped the concept get off the ground for two years before turning it over to them.

Central CT Community Women's Club (CCCWC): former Junior League

1. Provides Scholarships
2. Holds annual clothing drive
3. Participates in CCD Rock Hunt

Diversity, Equity and Inclusion (DEI): Town Committee; would hold meetings and events in rehabbed garage if available.

1. Town-wide survey for focused on broad DEI issues
2. Participates in CCD Rock Hunt, PBN and WINGS
3. Currently working on Unity Pole in Pierson Park Rose Garden
4. Currently is helping the LGBTQ+ Town Committee until new leadership is found

LGBTQ+: Town Committee; would hold meetings and events in rehabbed garage if available

1. Tried to have Town approve a Pride crosswalk #inthedistrict similar to the one in Middletown. The Town would not approve at that time.
2. Held an art event held in Town Hall in which all were encouraged to submit art celebrating the LGBTQ+ community.
3. During June, members support the parade held in Middletown
4. Two businesses #inthedistrict openly support the LGBTQ+ community

The Lions Club: Town-wide nonprofit; would hold meetings and events in rehabbed garage if available. As a national organization, they provide support for all the national endeavors. They have only recently reopened in Cromwell.

1. Participates in CCD Rock Hunt and WINGS

The Historic Society: nonprofit #inthedistrict

1. The historic building they maintain is open to the public and provides a wealth of information.
2. Richard F. Donohue, director, provided much of the copy for the CCD Audio Tour
3. Donohue writes a monthly piece for Cromwell Life on various historic events in Cromwell.
4. Season Holiday fundraiser, open to the public

Cromwell Town Staff events: due to cramped spacing in Cromwell Town Hall, CCD has offered the use of the rehabbed Sewer Garage to Recreation, Seniors and Youth Services when the building is not in use by nonprofits, which will have the right of first refusal.

1. Pierson Park, #inthedistrict: multiple activities are held in the park including Movie Night
2. Riverport Landing, #inthedistrict: Cromwell Farmers Market, held June – September
3. Cromwell Landing, #inthedistrict: Seniors hold events; Fishing off a new pier; families picnic with help of Town grills
4. Holiday on Main: a town Green #inthedistrict offers a yearly festive event
5. Memorial Day parade: currently run by a Cromwell resident, it begins and ends at the town green and much of the route is #inthedistrict

Intuition Art Collective: <https://intuitionartcollective.com/> #inthedistrict located in the former Cromwell Train Station, provides an art gallery, creates her own tattoos, and holds small events including the first CCD Business Associates gathering

Made and Taylored: <https://www.tiktok.com/@madeandtaylored/video/7261344845376081198?lang=en> #inthedistrict, Taylor Burgos, influencer

Made by Morgan Nicole: <https://www.shopmadebymorgannicole.com/> #inthedistrict, artist Morgan, upcycles fabric and used clothing into new apparel

Peaceful Chaos Yoga: <https://www.peacefulchaosyoga.com/> Jeannine Moran provides inclusive yoga for all body types and supports nonprofits offering lessons, often in Pierson Park, remitting a portion of sales

Richard F. Donohue: <https://www.rfranklindonohue.com/> music lessons #inthedistrict and concerts and historic presentations both in and out of district

Other Cultural Assets

Cromwell Town Services:

1. Recreation: multiple programs are offered at Town Hall for children through Seniors
2. Seniors: multiple programs in art and theater
3. Youth Services:
4. Cromwell Belden Library offers many programs stretching the idea of libraries just for books, holding gardening opportunities in Watrous Park, learning activities for children, e.g. Egg to Chick
5. Watrous Park: multiple activities including new tennis courts and splash pad
6. Bike Path: provided by Mountain Bikes

Ann Grasso, artist providing collaborative events, e.g. Tea Connecting Cultures

Company N Tempo: Music and Dance Studio providing lessons and public programs/shows

Covenant Living of Cromwell, ArtReach: Local retirement community provides a resident run program, biannually inviting the public to exhibitions in the Event Center

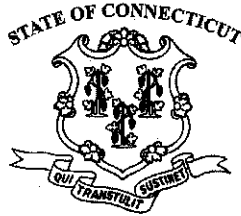
Cromwell Frame N Art: supportive of cultural events; sells art and framing

Cromwell Schools:

1. Edna C. Stevens elementary: yearly art show
2. Cromwell Middle School: yearly theater show
3. Woodside Intermediate School: vibrant music program and art room
4. Cromwell High School: public performances of band and musical theater shows

New England Dance: offers dance and yoga

Access to cultural events in Middletown, Hartford, and surrounding towns.



House Bill No. 6939

Public Act No. 19-143

AN ACT CONCERNING THE ESTABLISHMENT OF MUNICIPAL CULTURAL DISTRICTS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (NEW) (*Effective October 1, 2019*) (a) As used in this section:

(1) "Municipality" means any town, city, borough, consolidated town and city or consolidated town and borough; and

(2) "Regional service organization" means an organization designated by the Commissioner of Economic and Community Development as a regional provider of arts and cultural leadership for the support of state and municipal economies.

(b) Any municipality may, by vote of its legislative body and in conformance with the standards and criteria formulated by the Department of Economic and Community Development, establish within its confines a cultural district or districts to promote the educational, cultural, economic and general welfare of the public through the marketing of arts and culture attractions, the encouragement of artists and artistic and cultural enterprises and the promotion of tourism.

House Bill No. 6939

(c) In each municipality that establishes a cultural district or districts pursuant to subsection (b) of this section, such municipality shall establish a cultural district commission. The legislative body of such municipality, in consultation with the Commissioner of Economic and Community Development, shall determine the number of members to serve on such commission, the term of such members and the manner in which such members are appointed and in which any vacancy on such commission is to be filled. Such legislative body shall authorize such commission to exercise any power and perform any duty necessary or desirable for the purpose of carrying out the provisions of this section, including, but not limited to, (1) consulting and collaborating with said commissioner and regional service organizations for assistance with marketing, advocacy and other efforts, and (2) applying for or soliciting and accepting any grant, contribution, gift, bequest, devise or other donation from any source.

(d) The legislative body of any municipality may make appropriations for the purpose of carrying out the provisions of this section.

Approved July 12, 2019



Department of Economic and
Community Development

Office Of The Arts

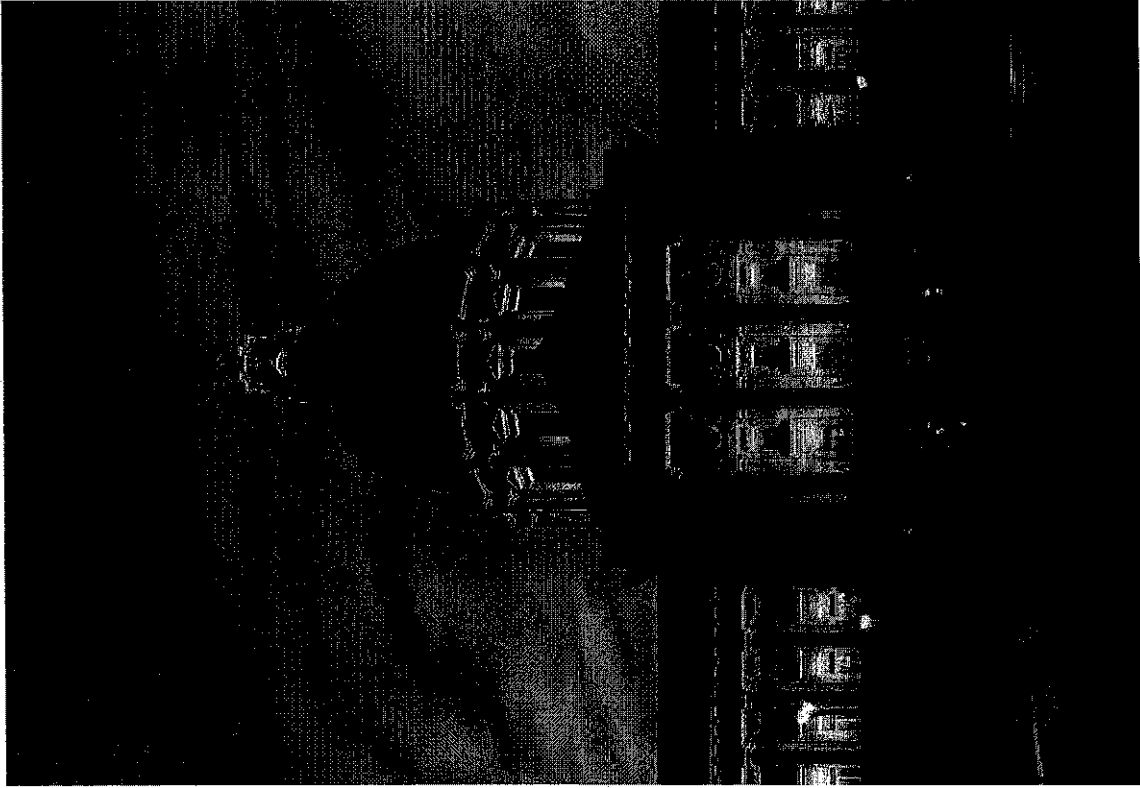
Connecticut Cultural Districts

STANDARDS AND CRITERIA OVERVIEW



Cultural Districts Legislative Statute

Cultural Districts (Legislative Statute- An Act
Concerning the Establishment of Municipal
Cultural Districts effective October 2019)

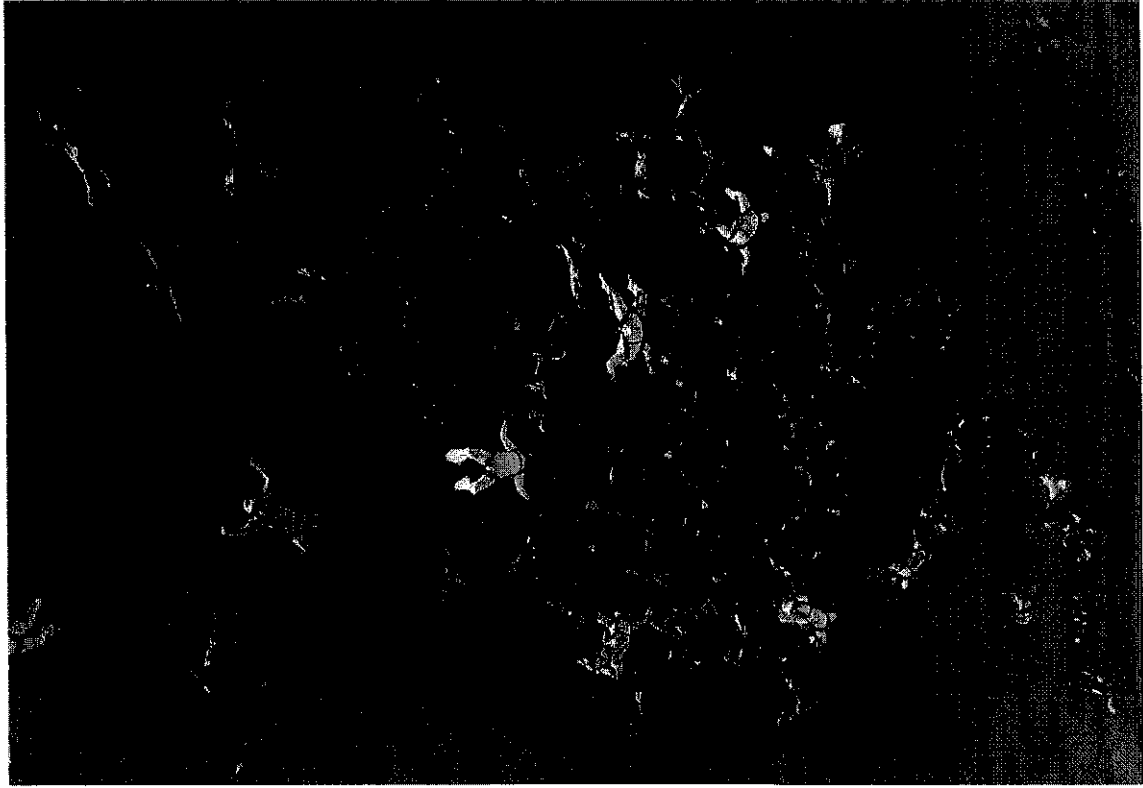


CULTURAL DISTRICT DEFINITION

A Cultural District is a specific area of a city or town identified by the municipality that has a number of cultural facilities, activities and/or assets – both for profit and nonprofit.

It is...

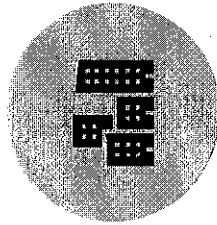
- A walkable, compact area that is easy for visitors to recognize.
- A center of cultural activities – artistic and economic.
- A place in your city/town where community members congregate, and visitors may enjoy those places that make a community special.



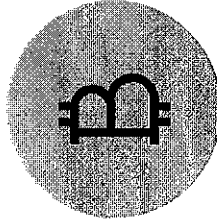
WHY ESTABLISH A CULTURAL DISTRICT?



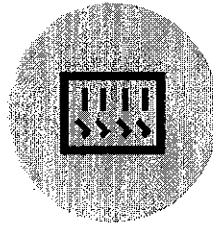
ASSESS READINESS



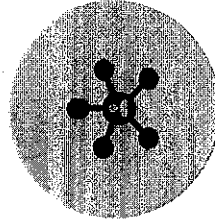
Cities and towns should assess their readiness to establish a Cultural District.



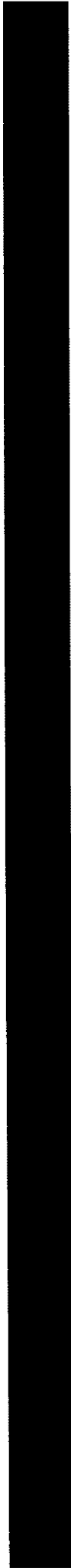
Assess the inventory and location of cultural assets in the municipality.



Confirm if your city or town is eligible by reviewing the Standards & Criteria.



Submit a letter of intent to establish a Cultural District to your Designated Regional Service Organization (DRSO).



STANDARDS AND CRITERIA

The municipality must vote to approve Cultural District.

The municipality must be in Connecticut.

The Cultural District must meet the requirements of Cultural District definition.

The Cultural District must have defined boundaries.

The Cultural District must be walkable and accessible.

The Cultural District must have cultural facilities and assets.

The Cultural District should have public infrastructure and amenities.

The municipality must hold at least one community input meeting in order for people to learn about the proposed Cultural District and goals.

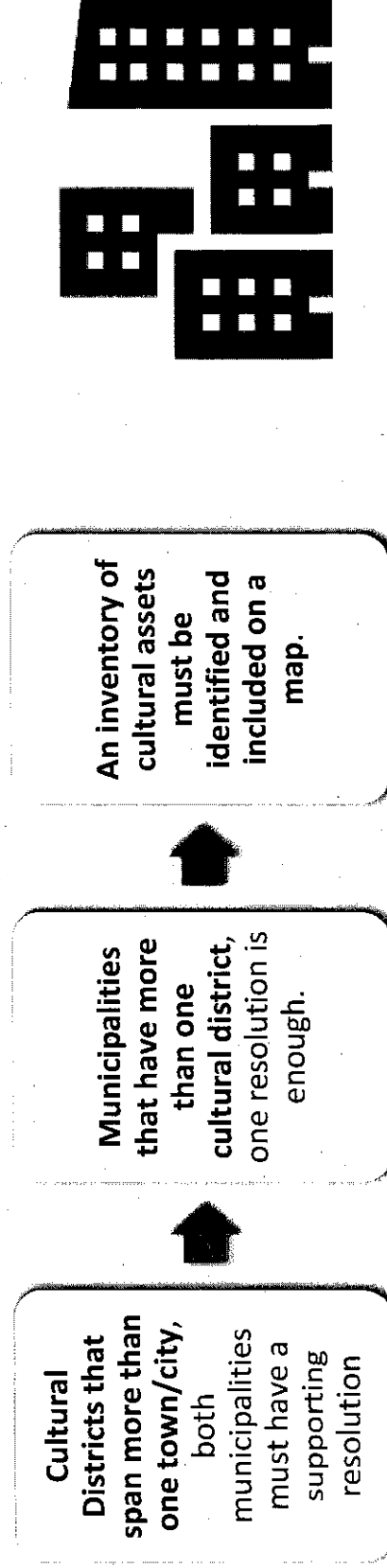
The municipality must pass a resolution following the community input meeting/s.

The municipality must form a Cultural District Commission.



STANDARDS AND CRITERIA

continued

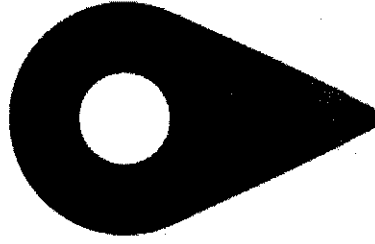


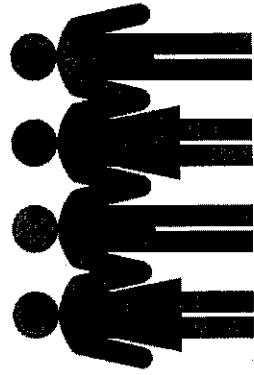
MAPPING

The map should show the boundaries of the proposed Cultural District and where the district is in the municipality (color maps are best).

The map should include the following:

- Cultural facilities
- Artistic spaces
- Creative businesses
- Historic sites
- Locations of cultural activities





CULTURAL DISTRICT COMMISSION

A CITY OR TOWN MUST ESTABLISH A CULTURAL DISTRICT COMMISSION. A CULTURAL DISTRICT COMMISSION MAY BE ESTABLISHED THROUGH ONE OF THE THREE MODELS AND IN ACCORDANCE WITH THE MUNICIPALITY'S GOVERNANCE STRUCTURE



CULTURAL DISTRICT COMMISSION

1

Create new
Board/Commission within
accordance with local chapter
requirements

2

Assign to an existing
Board/Commission and
create an Advisory Council
subordinating reporting to
the existing
Board/Commission

3

Assign to an existing
Board/Commission, if the
Board/Commission can
manage community
relations and requirement

Members

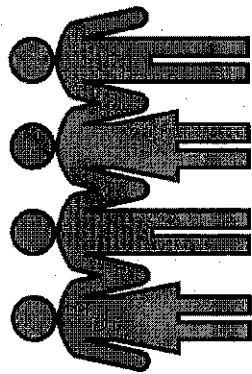
Cultural District Commission members should include at least one representative from six (6) of the following categories:

- City, town or borough
- Local cultural council / arts council
- Cultural organizations (historical society, museum, ethnic heritage organization)
- At least one artist that lives and/or works in the district
- Organizations that represent artists (artist cooperative, etc.) if applicable
- For-profit creative business i.e. gallery, theater
- Local business and/or chamber of commerce

Members continued

A city, town or borough may elect to include additional representatives. This will depend on the assets in the Cultural District and the district's goals. They can be from:

- Tourism
- Historic Preservation/History
- Leisure Industry (including hotels and similar businesses)
- Educational Institutions
- Economic/Community Development



Duties and Procedures

THE CULTURAL DISTRICT COMMISSION SHOULD BE RESPONSIBLE FOR DEVELOPING A MANAGEMENT PLAN AND PROVIDE OVERSIGHT WITH IMPLEMENTATION.

THE CULTURAL DISTRICT COMMISSION SHOULD CONVENE ON A REGULAR BASIS AND OPERATE IN ACCORDANCE WITH MUNICIPALITY'S GOVERNANCE STRUCTURE.



Duties and Procedures continued

THE CULTURAL DISTRICT COMMISSION MUST DEVELOP:

- ☐ GOALS AND OBJECTIVES
 - ☐ A MANAGEMENT PLAN
 - ☐ A CULTURAL ASSETS MAP AND INVENTORY
 - ☐ A MARKETING PLAN*
-

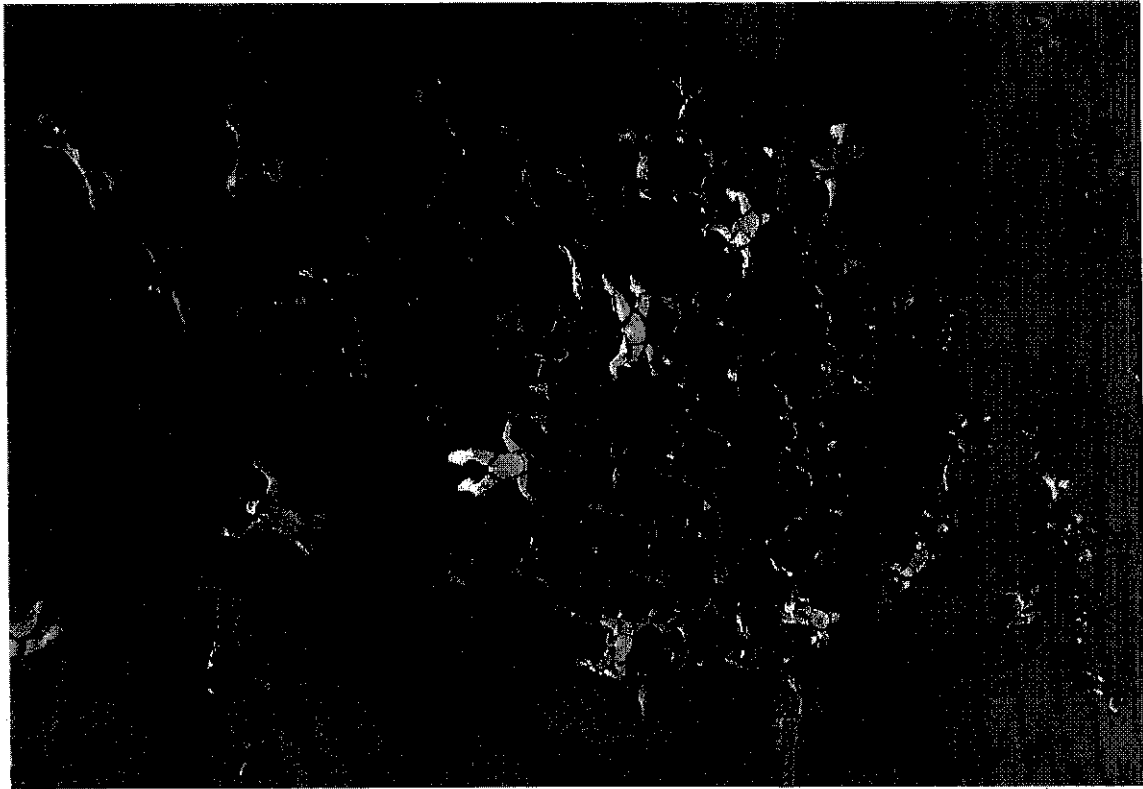
- ☐ GOALS AND SUCCESS MEASURES FOR THE DISTRICT



QUALIFY FOR STATE'S INVESTMENT OF RESOURCES

The Department of Economic and Community Development, including the Office of the Arts and the Office of Tourism, and Designated Regional Service Organizations are committed to supporting the formation, development and establishment of Cultural Districts.

All of the above agencies/organizations can provide additional in-kind marketing, promotion and resources for established Cultural Districts.



TYPES OF INVESTMENT IN CULTURAL DISTRICTS:

- ☐ PROMOTION OF CULTURAL DISTRICT BY CT OFFICE OF TOURISM AND RECOGNITION ON STATE'S TOURISM WEBSITE, CTVISIT.COM
- ☐ PROMOTION OF CULTURAL DISTRICTS BY CT OFFICE OF THE ARTS
- ☐ PROMOTION OF CULTURAL DISTRICTS BY LOCAL DESIGNATED REGIONAL SERVICE ORGANIZATION (DRSO)
- ☐ SUPPORT FROM DRSO'S (I.E., TIME, EXPERTISE, CONSULTING, ETC. AS AVAILABLE
- ☐ OTHER INVESTMENT OPPORTUNITIES AS THEY BECOME AVAILABLE



SUBMIT (ELECTRONICALLY) THE FOLLOWING DOCUMENTS TO CT OFFICE OF THE ARTS FOR REVIEW:

- ✓ LETTER OF ENDORSEMENT FROM CHIEF ELECTED OFFICIAL
- ✓ COPY OF RESOLUTION FROM THE CITY COUNCIL/BOARD OF SELECTMEN (SEE SAMPLE RESOLUTION)
- ✓ MASTER MAP: PLEASE PROVIDE A MAP OF THE CULTURAL DISTRICT
- ✓ LIST OF CULTURAL ASSETS, INCLUDING CULTURAL EVENTS HELD AT LOCATIONS WITHIN THE PROPOSED CULTURAL DISTRICT
- ✓ LIST OF AVAILABLE MUNICIPAL RESOURCES THAT WOULD SUPPORT AND/OR BENEFIT CULTURAL DISTRICT (EX. TAX CREDIT, INCENTIVES, ETC.)
- ✓ OFFICIAL LEGAL DOCUMENTS ON ZONING OVERLAPS OR ORDINANCES RELEVANT TO THE CULTURAL DISTRICT, SUCH AS EXISTING ARTS OR HISTORIC DISTRICT (IF APPLICABLE)
- ✓ MARKETING MATERIALS, IF RELEVANT TO THE CULTURAL DISTRICT

To qualify for State's investment of resources

SITE VISIT

-
- ☐ A MEETING WITH THE CHIEF ELECTED OFFICIAL AND/OR DESIGNEE AND/OR OTHER RELEVANT MUNICIPAL EMPLOYEES
 - ☐ A WALKING TOUR OF THE PROPOSED CULTURAL DISTRICT
 - ☐ A MEETING WITH THE CULTURAL DISTRICT COMMISSION/COMMITTEE MEMBERS AND APPROPRIATE STAKEHOLDERS TO HEAR ABOUT THE GOALS, OBJECTIVES AND PLANS FOR THE CULTURAL DISTRICT
-



ADDITIONAL RESOURCES

Sustainable CT Alignment

(In progress) Municipalities participating in Sustainable CT may be able to meet the criteria and received points for Action Item 3, Vibrant and Creative Cultural Ecosystems, through the Cultural District designation. Sustainable CT municipal participants are eligible to apply for Community Matching Funds. Community Matching Funds provide one-to-one matching funds for projects that align with Sustainable CT actions and Community Match Fund projects helps towns earn points towards certification.



ADDITIONAL RESOURCES

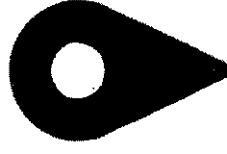
At present, the statute that established the legislation does not include grant funds. A variety of funding opportunities are available through the Connecticut Office of the Arts, the State Historic Preservation Office, Sustainable CT, and Connecticut Humanities.

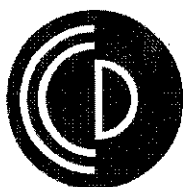
CT Office of the Arts

State Historic Preservation Office

Connecticut Humanities

CT Tourism Districts





CROMWELL CREATIVE DISTRICT

Short Form from State

SUBMIT (ELECTRONICALLY) THE FOLLOWING DOCUMENTS TO CT OFFICE OF THE ARTS FOR REVIEW:

LETTER OF ENDORSEMENT FROM CHIEF ELECTED OFFICIAL

- Included in packet

COPY OF RESOLUTION FROM THE CITY COUNCIL/BOARD OF SELECTMEN (SEE SAMPLE RESOLUTION)

- Still required

MASTER MAP: PLEASE PROVIDE A MAP OF THE CULTURAL DISTRICT

- CCD map created by Jon Harriman, included in packet

LIST OF CULTURAL ASSETS, INCLUDING CULTURAL EVENTS HELD AT

- Included in packet

LOCATIONS WITHIN THE PROPOSED CULTURAL DISTRICT

- Map legend shows "some" – can be expanded if Council approves

LIST OF AVAILABLE MUNICIPAL RESOURCES THAT WOULD SUPPORT AND/OR BENEFIT CULTURAL DISTRICT (EX. TAX CREDIT, INCENTIVES, ETC.)

- Per Stuart Popper, none at this time although Town does offer CAA and CCD monetary support, yearly.

OFFICIAL LEGAL DOCUMENTS ON ZONING OVERLAPS OR ORDINANCES RELEVANT TO THE CULTURAL DISTRICT, SUCH AS EXISTING ARTS OR HISTORIC DISTRICT (IF APPLICABLE)

- Historic District can be added to current Creative District upon Council and Historic Society approval

MARKETING MATERIALS, IF RELEVANT TO THE CULTURAL DISTRICT

- Town Library, Rec, and Senior; and nonprofit materials are available.

AUTHORIZING RESOLUTION OF THE
Town of Ridgefield Board of Selectmen

CERTIFICATION:

I, Wendy Gannon Lionetti, Town Clerk of the Town of Ridgefield, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town of Ridgefield Board of Selectmen at its duly called and held meeting on August 12, 2020 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Board of Selectmen voted unanimously to support an application with the State of Connecticut Department Economic and Community Development to establish a Cultural District in Ridgefield; and

FURTHER RESOLVED, that Rudy Marconi, as First Selectman of the Town of Ridgefield, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Ridgefield Board of Selectmen and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Rudy Marconi now holds the office of First Selectman and that he has held that office since 1999.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 15 day of March 2021.


Wendy Gannon Lionetti, Town Clerk



8/17/23

Dear Town Council Members,

I, Ann Flaherty, 2 Hemlock Bunt
Cromwell was denied local deferral due
to back taxes owed. My Home CT paid my
taxes past due. Since I am low income,
I need the deferral program.

Thank you,

Ann Flaherty



Town of Cromwell

Assessor's Office

41 West Street
Cromwell CT 06416
860-632-3442

Shauna M. Baron, CCMA II
Tax Assessor

Lisa A. Ruggiero
Assistant Assessor

June 16, 2023

Ann Flaherty
2 Hemlock Court
Cromwell, CT 06416

Account #: **00044700**
Property Address: **2 HEMLOCK COURT**

Dear Applicant:

The Town of Cromwell's mill rate for the 2023-2024 fiscal year is 26.41 for the Town portion only. The Fire District's mill rate is 3.0 mills for a total of 29.41 mills. The Assessor's Office applied the mill rate to your application and calculated your Elderly Homeowner's Benefits. Below you will find all the benefits you are entitled to. These benefits will be reflected in your July 2023 Real Estate bill for the October 1, 2022 Grand List.

Assessment Exemptions:

Gross Assessment: 117,950

Exemptions: 1,000

Net Assessment: 116,950

Tax Credits (dollars):

Your Application has been: Approved for State Program. Denied for Local Deferral due to back taxes owed. State Benefit amount and Deferral Balance shown below.

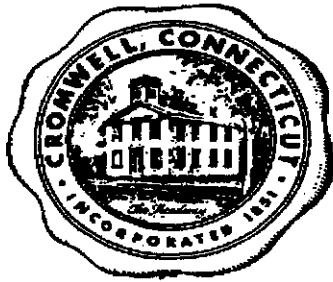
State Homeowner's Program: \$1,000.00

Current Town Homeowner's Deferral Amount: \$0.00

Deferred Balance including the current amount as of May 31st, 2023 is: \$8,636.81

If you have any questions regarding your deferred balance, please contact the Tax Collector's Office at 860-632-3445 Monday - Friday 8:30 am to 4:00 pm. If you would like to appeal the Town's Deferral program contact Amy Saada, Human Services, 860-632-3476 by June 30th, 2023.

If you would like to appeal the State Homeowner's Program you must notify the State of Connecticut Office of Policy and Management Office by August 15th, 2023. Please contact us and we will assist you with any questions.



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

August 21, 2023

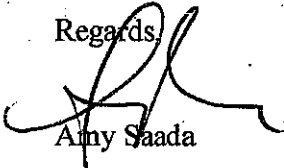
Re: Tax Deferral Appeal

To: Town Council Members

On August 17, 2023, I received a tax deferral appeal from Ann Flaherty, 2 Hemlock Court. Ms. Flaherty applied for the deferral program on March 17, 2023 and she received a denial on June 16, 2023 due to back taxes owed. A requirement of applying for the Town Tax Deferral Program is you must be current on your taxes. Ms. Flaherty has recently brought her taxes current with the help MyHomeCT program and would greatly benefit from the Deferral Program.

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

Regards,



Amy Saada

**TOWN OF CROMWELL – TOWN COUNCIL
TOWN HALL COUNCIL CHAMBERS
41 WEST STREET, CROMWELL, CT 06416
REGULAR MEETING MINUTES**

Wednesday, August 9, 2023 at 7:00 p.m.

Present: Mayor S. Fortenbach, Deputy Mayor J. Henahan, Councilman J. Polke, Councilwoman J. Donohue, Councilman A. Waters, Councilman J. Demetriades, Councilwoman P. Luna

Also Present: Town Manager Salvatore, Finance Director Sharon DeVoe, Town Engineer Jon Harriman, Chief Sifodaskalakis, Public Works Director Lou Spina, Attorney Weinstock, Andrew Bittner, CEO Guaranteed Clean Energy (via Zoom), Tom Fernandes, Guaranteed Clean Energy, Joe Cermola, III, President of Cardinal Engineering Associates, and Darin Lemire, Project Engineer, Cardinal Engineering Associates

A. CALL TO ORDER

Mayor Fortenbach called the meeting to order at 7:42 p.m.

RECEIVED FOR RECORD
Aug 16 2023 09:21A
JoAnn Doyle
TOWN CLERK
CROMWELL, CT

B. PLEDGE OF ALLEGIANCE

The Town Council stood to recite the Pledge of Allegiance.

C. APPROVAL OF AGENDA

Mayor Fortenbach proposed amending the agenda to include, under letter "E. PRESENTATION FROM GUARANTEED ENERGY, *possible action*."

MOTION made by A. Waters and **SECONDED** by J. Demetriades to approve the agenda. **All in favor.**

D. EXECUTIVE SESSION

1. Ratify Police Sworn Union Contract (*action possible*)
2. Ratify Police Non-Sworn Union Contract (*action possible*)

MOTION made by P. Luna and **SECONDED** by J. Henahan to invite Town Manager Salvatore, Chief Sifodaskalakis, Finance Director Sharon DeVoe and Attorney Weinstock into Executive Session. **All in favor.**

The Town Council entered Executive Session at 7:43 p.m.

MOTION made by J. Donohue and **SECONDED** by A. Waters to come out of Executive Session. **All in favor.**

The Town Council came out of Executive session at 8:24 p.m.

MOTION made by A. Waters and **SECONDED** by J. Polke to ratify the Police Sworn Union Contract. **All in favor.**

MOTION made by A. Waters and **SECONDED** by J. Henahan to ratify the Police Non-Sworn Union Contract.

All in favor.

E. PRESENTATION FROM GUARANTEED CLEAN ENERGY (action possible)

Tom Fernandes and Andrew Bittner, CEO (via Zoom), were in attendance to present an overview of Guaranteed Clean Energy. GCE are specialists at serving public entity clients. GCE's mission is to provide a strategic specialty around finding grants and incentives and creating capital that enables you to upgrade your community around energy and sustainability infrastructure. *See Attachment A.*

After some discussion, it was decided that the Town Council would enter into an agreement with Guaranteed Clean Energy.

MOTION made by A. Waters and **SECONDED** by J. Polke to authorize Town Manager Salvatore to enter into an agreement with Guaranteed Clean Energy. **All in favor.**
Town Manager Salvatore will keep the Town Council updated of any workings with Guaranteed Clean Energy.

F. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS

1. CMS Building Committee

A report was provided to the Town Council in their packets from CMS Building Committee Chairwoman Rosanna Glynn. *See Attachment B.*

Director of Human Services, Amy Saada, submitted a report to the Town Council.
See Attachment C.

Director of Recreation, Scott Kieras, submitted a report to the Town Council.
See Attachment D.

G. MAYOR'S UPDATE

- The West Street sidewalk project has begun.
- There are five baseball and softball fields that have been renovated or will be completed; the field adjacent to the Police Department at Pierson Park and the two rear fields in Watrous Park. The High School Varsity baseball and softball fields have been completed.
- Employee Handbooks have been printed and distributed. The handbooks are also available on the employee shared drive.
- The Engineering Department continues to work on the improvements that are going to be part of the grant for Pierson Park.

- The CMS Building Project is continuing to move ahead.
- The Cromwell Health Department is sponsoring a Seasonal Vaccination Clinic; September 13th, October 11th and November 8th.

H. **TOWN MANAGER'S UPDATE**

The Town Manager provided his report in the packet for the Town Council.

I. **FINANCIAL/FINANCE DIRECTOR'S UPDATE**

1. Budget Report

Finance Director Sharon DeVoe was in attendance to present her budget report and to answer any questions of the Town Council.

2. Approve an interdepartmental transfer to Central Services from Employee Benefits in the amount of \$2,000.

Town Manager Salvatore explained that this is a normal end-of-the-year transfer. Finance Director DeVoe explained further that the line item for legal notices and the cost of paper was higher this year; which are part of Central Services.

MOTION made by J. Donohue and **SECONDED** by P. Luna to approve an interdepartmental transfer from Employee Benefits to Central Services in the amount of \$2,000. **All in favor.**

3. Tax Refunds

Motion made by A. Waters and seconded by J. Henehan to approve Tax Refunds #1-5.

In favor: J. Polke, J. Henehan, J. Donohue, A. Waters, J. Demetriades, P. Luna

Abstention: S. Fortenbach

Motion carried.

J. **CHIEF OF POLICE'S UPDATE**

Chief Sifodaskalakis was in attendance and presented his report to the Town Council. The two officers who recently graduated from the Academy, Officer Visconti and Officer O, are officially certified and working on their own.

Sergeant Steven Penn has been selected to be the next Captain of the Cromwell Police Department. Once the Town Manager approves, Sergeant Penn will be sworn in on August 21, 2023 at 1:00 in the atrium of Town Hall.

A new dispatcher has been hired and her name is Catherine Evans. Kate will start on August 21, 2023.

Chief Sifodaskalakis gave a special thanks to Savannah and Alyssa for their generous donation. They held a lemonade stand and made \$177.00. They donated the entire \$177.00 to Animal Control Officer Gagnon for a "Special Needs for Pets Fund." They did a great job.

K. PUBLIC WORKS DIRECTOR'S UPDATE

Public Works Director Lou Spina was in attendance and presented his report. He mentioned the OSHA informal conference, which was held on August 2, 2023, in Town Council Chambers. The premise of that meeting was to discuss the violations that they did find during their inspection in April. Some of the violations were corrected immediately and we were able to cut the OSHA fines by fifty-percent, and we are still abating them as we speak. The training division of OSHA is going to provide us with in-person training, free of charge.

Councilman J. Demetriades asked Director Spina what types of violations were cited and the total cost of the fines. Director Spina stated that the fines were originally \$13,800, reduced to \$6,900. The violations included cardboard in a cabinet, extension cords being used for appliances and some grinder guards were over the 1/8" requirement. Also, some of the policies and training needs to be updated or revised. Director Spina stated that he believes that 90-95% of it is good and valid, but that it just needs to be revised.

1. Drainage Study Presentation

Town Engineer Jon Herriman introduced Joe Cermola, III, President of Cardinal Engineering Associates, and Darin Lemire, Project Engineer. Mr. Cermola conducted the presentation. The presentation focused on four priority areas where flooding has been a concern. *See Attachment E.*

L. CITIZEN COMMENTS *(limited to two minutes per speaker, please be respectful)*

Joan Foose was in attendance from the Cromwell Creative District. Ms. Foose stated that Project Wings, along with five other non-profit organizations in town, has been completed. The CCD provided all of the materials, managed all the schedules and had the wings installed. There are six wings on display in Pierson Park, beyond the pavilion, along the walking path. The CCD hopes that residents will take the time to enjoy them, pose with them, take pictures and post on social media to get the word out and spread the news.

The CCD would like to thank the members and painters from the following groups: Cromwell Arts Alliance, Cromwell Lions, Cromwell Children's Coalition, LGBTQ+, Diversity, Equity and Inclusion, Amy Saada, for the use of the Senior Center, and the Maintenance staff at Town Hall.

James Rude, 25 Highridge Road, read his letter about the BerryDunn presentation and Cultural Assessment Report. *See Attachment F.*

M. NEW BUSINESS

1. Discussion and possible action to amend the Retirement Plan Ordinance S54-16 and S54-22. *See Attachment G.*

Town Manager Salvatore proposed changing the Retirement Plan Ordinance to change the vesting from ten years to five years.

Councilman J. Demetriades recused himself from the discussion. After some discussion, it was decided that it wasn't quite clear in the memo from Town Manager Salvatore to the Town Council, that a change in the Retirement Plan Ordinance was what is being proposed.

MOTION made by P. Luna and **SECONDED** by J. Henahan to amend the Retirement Plan Ordinance S54-16 and S54-22.

In favor: S. Fortenbach, J. Henahan, J. Polke, J. Donohue, A. Waters, P. Luna

Abstention: J. Demetriades

Motion carried.

N. TOWN RESPONSE AND DISCUSSION REGARDING BERRYDUNN'S FINDINGS AND RECOMMENDATIONS

Town Manager Salvatore distributed the "Town Manager's Response to BerryDunn's Organizational Culture Assessment and Prioritized Recommendations" to the Town Council. *See Attachment H.*

See Attachment I. Draft message regarding the strategic plan offering BerryDunn would like to make available.

After some discussion, it was decided that the Town Council will hold a workshop in order to further discuss BerryDunn's Organizational Culture Assessment, proposed Mission Statement and Strategic Plan.

O. APPROVAL OF MINUTES

1. July 12, 2023 Regular Meeting Minutes

MOTION made by J. Henahan and **SECONDED** by P. Luna to approve July 12, 2023 Regular Meeting Minutes.

In favor: S. Fortenbach, J. Henahan, J. Polke, A. Waters, J. Demetriades, P. Luna

Abstention: J. Donohue

2. July 18, 2023 Special Meeting Minutes

MOTION made by J. Henahan and **SECONDED** by P. Luna to approve July 18, 2023 Special Meeting Minutes.

In favor: S. Fortenbach, J. Henahan, J. Polke, A. Waters, J. Demetriades, P. Luna

Abstention: J. Donohue

P. APPOINTMENTS

None.

Q. INFORMATIONAL ITEMS

The Town Manager provided a letter of achievement from the Government Finance Officers Association (GFOA) to the Town Council. *See Attachment J.*

R. ADJOURN

MOTION made by J. Dononhue **SECONDED** by J. Henahan to adjourn.
All in favor.

The meeting adjourned at 10:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "JoAnn Doyle".

JoAnn Doyle
Recording Secretary

Attachment A



SUSTAINABILITY ADVISOR ENGAGEMENT AGREEMENT

Guaranteed Clean Energy (GCE) is a national program designed to create a strategic energy & sustainability plan from a holistic standpoint, which includes energy infrastructure, renewable energy, energy efficiency, and energy conservation. GCE will be a key component of the energy & sustainability plan, and will be a key component of the energy & sustainability plan. The intent is to create energy projects that upgrade and expand the organization's energy infrastructure, with the goal of reducing the organization's carbon footprint and increasing energy efficiency. The development process will include, but not necessarily be limited to, the below deliverables, some of which may be optional.

ORGANIZATION INFORMATION

ORGANIZATION NAME	INDUSTRY
CONTACT PERSON (S)	PHONE (H/F)
CONTACT PERSON (S)	PHONE/FAX
MAILING ADDRESS	
PROPERTY ADDRESS	
(IF DIFFERENT FROM PROPERTY ADDRESS)	
PROPERTY OWNER/LEGAL ENTITY NAME	EST. # PEOPLE AT FACILITY



Building Committee

CROMWELL MIDDLE SCHOOL

Town Council Report

Aug. 9, 2023

As of 8/1/23

Last month the CMS and Central Office Building Project received site plan approval from the Planning and Zoning Commission. The approval included conditions to incorporate feedback from town staff. Perkins Eastman and Newfield Construction are actively working to incorporate all this feedback.

The team has been actively reviewing color palettes for both the exterior and interior finishes in the school. These discussions will continue through August.

Perkins Eastman finished the construction documents July 28. This is the final design phase. The project then moves into document review and approvals with construction bidding to begin in October. Another estimate will be prepared based on the Construction Documents.

The project remains on track for construction to begin in January 2024.

Respectfully Submitted,
Rosanna Glynn
Chair, CMS Building Committee

**Citizen's Comments- Town of Cromwell CT Town Council Meeting August 9, 2023
James Rude, 25 Highridge Road**

I observed the BerryDunn presentation and read the "Cultural Assessment" report. It is clear that significant change is necessary.

I encourage the Town Council to move quickly to adequately fund, in a timely manner, the implementation of the recommendations contained in the report- many of which relate to basic functions of any organization. Of note:

>"current employee handbook is dated 2007, was last revised in 2009, and predates the current Council/Manager form of government" and

>"last changes to job descriptions may have been in 2002"

Key findings and recommendations are clearly delineated. Of significance is the need for a separate Human Resources leader. A detailed workplan with realistic completion deadlines is required, including ongoing periodic & public status reporting.

Two report findings are particularly disquieting.

>"BerryDunn observed two monitors with closed-circuit live feeds from Town buildings and parking areas are continuously displayed in the town manager's office" and

>"Examples were provided of the town manager's style and behavior negatively impacting perceptions of his openness...", referred to in BerryDunn's oral presentation as the Town Manager's "demeanor"

The tone set at the top of any organization usually pervades the entire organization. Cultural change must start at the top and be embraced by all leadership personnel in order to be successful. The American Psychological Association defines the noun trust as "reliance on or confidence in the dependability of someone or something" and defines the verb trust "to have trust in someone or something". The Town Council, the Town Manager and all Town employees need to proactively move the organization's culture forward to improve organizational trust. And Cromwell voters need to hold the Town Council accountable.

Thank you.



Town of Cromwell
Office of the Town Manager

Nathaniel White Building
41 West Street
Cromwell, CT 06416

Anthony J. Salvatore, Sr.
Town Manager

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

To: Town Council

From: Anthony J. Salvatore
Town Manager

RE: Pension Plan

August 9, 2023

The Pension Board met this morning and discussed a request from a Town employee to change the vesting in the Pension Plan. After discussion, the Pension Board is recommending reducing the vesting from 10 years to 5 years and changing early retirement from age 55 and 15 years to age 55 and 10 years. The Pension Board perceives this as a retention tool in keeping employees.



Attachment #

Town of Cromwell Office of the Town Manager

Nathaniel White Building
41 West Street
Cromwell, CT 06416

Anthony J. Salvatore, Sr.
Town Manager

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

Memo

TO: Mayor and Town Council

FROM: Anthony J. Salvatore, Town Manager

DATE: August 9, 2023

RE: Town Manager's Response to BerryDunn's Organizational Culture Assessment and Prioritized Recommendations

Table 4.1.1: Findings and Recommendations by Category: Fiscal Transparency and Collaboration

1. Develop a standard departmental budgeting process that provides department supervisors and managers an opportunity to review and provide feedback about the department budget before it is submitted to Town Council.

a. The purpose of this recommendation is to ensure all levels of staff have an input in the annual budget process and to ensure their concerns are heard. Supervisors and managers must seek input from staff in adherence to this recommendation.

In preparation of Department Heads compiling their department's budget, they always consult with their staff. For example, it would not be possible for the Police Department or the Public Works Department to prepare a budget without addressing the needs expressed to them by their staff.

There is no limitation for Department Heads to give budget presentations to the Town Council. In consultation with Mayor Faienza, it was decided that we did not need every department head to be present. They were and are always welcome to come and speak but it was and is not mandatory. We felt that the Police and Public Works Departments

should attend to answer any questions and any other departments that I felt would be necessary but it is ultimately up to the Town Council if they want them to be present.

2. Establish and implement an annual budgeting process that requires all Town department heads' to be invited to the Town's public budget meetings.

a. The purpose of this recommendation is to support a culture of transparency and collaboration.

The Town does have a standard departmental budgeting process that provides department supervisors and managers an opportunity to review and provide feedback on their department budgets before they are submitted to Town Council. Prior to meeting with the Town Manager and Director of Finance, department heads meet with their staff to determine departmental needs. The budgeting process is clearly outlined in the Town Charter, Article VIII Annual Budget and Financial Procedures, Sections 8.02 and 8.03.

3. Develop and implement a standard performance evaluation process for all employees. a. The purpose of this recommendation is to support personal and professional growth, enable employees to reach their full potential, establish a culture of productivity and achievement, and foster a collaborative work environment.

This is something the Town would consider doing. However, it has to be negotiated with each Union before this could be implemented.

4. Develop and distribute a statement regarding the Town's support of family member employment and clarify the exceptions.

a. The purpose of this recommendation is to clarify the Town's hiring policies regarding the employment of family members.

The Town has a nepotism policy which has always been included in the Employee Handbook. It also was recently included in the updated Employee Handbook. In addition, in 2016, a legal opinion was obtained and shared regarding this policy and it was concluded that the Town was not in violation of the policy.

5. Assign all Town employees and Town Council members the State of Connecticut's Ethics online course, or similar, as required training with disciplinary implications if not completed by the due date. It is strongly recommended council members also each complete the same training that employees complete.

a. The purpose of this recommendation is to guide the council and employees in making choices that align with the organization's principles and are in the best interest of the residents.

Town employees are required to participate in the Culture of Civility Creating a Harassment-Free Workplace (CT) which includes a section on Ethics. With regards to

Town Council members, the Town may request that Council members take the State of Connecticut Ethics online course, however, it cannot be mandated.

6. Distribute finalized job descriptions to current employees and establish a distribution process for new employees.

a. The purpose of this recommendation is to ensure all stakeholders understand job roles and descriptions and have access to the same information.

Job descriptions have been sent to the Unions and to all Department Heads. The Department Heads will provide their staff with a copy of the updated job descriptions. All job descriptions will be kept on file in the Town Manager's and Human Resources Office.

7. Standardize a definition and process for setting policy (obtaining council input when appropriate), procedures, and establish a consistent method for sharing updates and accessing.

Town Charter Section 4.02 Personnel System states that Town Council shall provide for the establishment, regulation and maintenance of a system governing personnel policies for effective administration of the departments of the Town.

Policies are approved by the Town Council. Therefore, it is already established Town Council input is required. Procedures and guidelines are prepared by administrators or department heads. Historically, the Town Manager's Office sends an email to all employees when a new policy has been established. Likewise, within individual departments for procedures and guidelines from their Directors. Moving forward, all existing and new policies will be added to the Employee Resources Shared Drive in addition to being emailed.

8. Explore whether all existing policies and procedures are immediately available to all employees and have been updated within the last twelve months.

All existing policies are available to employees in the Employee Handbook. All future employees will receive a copy of the Employee Handbook. Additionally, the Employee Handbook including all policies is located on the Employee Resources Shared Drive.

If there is a guideline or procedure written by the Town Manager, it will also be sent to employees and will be placed in the Employee Resources Shared Drive.

a. The purpose of these recommendations is to streamline a procedure and processes for establishing policy, requiring council input, and disseminating policies in a consistent format for access and accountability.

See above response to #8.

9. Review and explore a staff IT position. a. The purpose of this recommendation is to ensure the Town has access to the support, tools, and equipment they require to do their jobs.

The Town does not have internal IT staff. IT services are provided by a consultant. However, the consultant's staff member is on-site Mondays, Wednesdays, and Fridays of each week.

At budget time, we can explore looking at alternatives to IT as well as expanding the services currently provided.

10. Establish process for equitable staff development of employees across departments and job types. a. The purpose of this recommendation is to ensure all staff have access to continuing professional education opportunities and development opportunities to allow growth and progress.

The union contracts allow for a specified amount of tuition reimbursement for each employee. Department Heads are also encouraged to send staff members to training funded by their department budgets.

11. Clarify required and preferred training and certifications by position. Include required training and certifications in job descriptions. Work with department heads to confirm certifications and trainings that would be beneficial to the position.

a. The purpose of this recommendation is to ensure staff understand the required trainings and certifications they can receive for their position.

The Town currently encourages staff members to obtain certifications and trainings. For example, in the Town Clerk's Office, Tax Office, and Assessor's Office, employees are encouraged and some employees are even required to become certified or licensed. The required certifications or licenses are outlined in job descriptions.

12. Establish and distribute an accurate organizational chart to all employees that includes employee names and titles. Establish a process to distribute the organizational chart to new employees. (Police Department names and roles may be omitted.) a. The purpose of this recommendation is to ensure staff know their organization structure and to ensure a proper and known escalation and reporting process.

We do have an organizational chart that is included in budget books under each department and can be cross referenced by position to employee titles. We will explore adding an organizational chart to the Employee Handbook.

Table 4.1.3: Findings and Recommendations by Category: Leadership Development

1. Explore, develop, and implement a plan for Town leadership succession, including a leadership development curriculum.

a. The purpose of this recommendation is to ensure staff know leadership and position succession, to ensure a consistent process for succession, and to ensure new leaders have the skills and knowledge necessary to properly execute their assigned duties and responsibilities.

Since BerryDunn used the Town Manager as an example, there is an entire section within the Charter, Article III, Section 3.01 that addresses the process for which the Town Manager position would be filled in the event that position became vacant.

For all other positions, individual department heads are encouraged to bring staff along for advancement within their respective departments.

2. Explore the Town Manager's affiliations to organizations, such as the ICMA, whose purpose is to create excellence in local governance by developing and fostering professional local government management worldwide. a. The purpose of this recommendation is to give the Town Manager access to benefits such as 1-on-1 coaching with ICMA Coach Connect and to improve understanding of management.

We will explore this.

3. Publish and distribute the Town's current mission to all employees. Develop the town's core values collaboratively with all employees. a. The purpose of this recommendation is to establish a shared framework and a common understanding of what the organization stands for and how it operates.

The Town will be utilizing BerryDunn to assist in creating a mission statement for the Town outlining where we are, where we see ourselves and how we will get to where we want to be. This will be added to the Employee Handbook and to the Employee Resources Shared Drive.

Table 4.1: Findings and Recommendations by Category: Organizational Excellence

1. Create a Town strategic plan involving employees, council members, and external stakeholders including Town boards, committees, and commissions. a. The purpose of this recommendation is to develop a plan prioritizing the Town's strategic objectives to enable employees at all levels to align their efforts and make informed decisions that support the organization's overall direction.

The purpose of the budget books is greater than just outlining the budget. They layout many of the town's plans for the future as dictated by the Charter. Included in the book is the 5-year Capital Plan which outlines many of the town's future projects. Also, in the book are the goals and objectives for the departments and for economic development outlook. The Town Council sets a series of goals and objectives for the Town Manager every year.

This is published in the minutes of the Town Council, and the Town Manager has monthly staff meetings to discuss these and have overall discussions on how things are going.

2. Establish a consistent and available online location for Town employee resources, including policies, procedures, memos, and announcements. a. The purpose of this recommendation is to ensure necessary and important information is accessible to all Town employees at any time and for public record purposes.

The Town has an Employee Shared Drive which all employees can access and contains almost all suggested information. Memos to all employees have been added to the Employee Shared Drive.

3. Explore, at least once annually, the collaboration of the Town and Town management, incorporating feedback of key stakeholders, such as impacted commissions, boards, and the public. a. The purpose of this recommendation is to ensure collaborative efforts regarding municipal operations are collectively understood by Town stakeholders/constituents.

Currently, we receive feedback through Citizen Comments in public meetings, the Town Website, social media, etc. We will continue to explore additional means for obtaining feedback.

4. Establish communication guidelines collaboratively by and for council members and Town employees. a. The purpose of this recommendation is to collaboratively establish and clarify formal communication etiquette for all Town employees to adhere to.

This is addressed within the Town Charter under Article II, Section 2.05 (b) Interference with Administration. In addition, this has been communicated to the Town Council both verbally and in writing. Members of the Town Council still continue to stray from these guidelines.

5. Explore methods to collect resident and business feedback about Town service levels. a. The purpose of this recommendation is to establish a quantifiable benchmark by which the Town can measure performance improvement.

Currently, we receive feedback through Citizen Comments in public meetings, the Town Website, email, social media, etc. We will continue to explore additional means for obtaining feedback.

Table 4.1.5: Findings and Recommendations by Category: Regulatory Risk

1. Review and maintain a continuous review process for the current Safety Program for regulatory compliance. a. The purpose of this recommendation is to ensure the safety of all employees.

The Town has a Safety Committee comprised of both management and staff in accordance with C.G.S. 31-40v. The Safety Committee meets five times per year. The

Committee reports on new injuries and they discuss any hazards on town property and ways to rectify them. The Committee also discusses safety drills such as fire drills.

2. Explore the opportunity for a full-time Human Resources Manager position separate from the Town Manager. a. The purpose of this recommendation is to ensure staff have private access to an available, knowledgeable HR professional who can answer questions, address employee issues, and to escalate any issues to the Town Manager.

The Town had an HR Director in the past. That position was taken out of the Charter and duties were given to the Town Manager. The Charter does allow for the Town Manager, upon approval, to create various HR positions in which we have. All Job descriptions have been distributed to department heads.

Currently the Town has three knowledgeable and resourceful employees that are able to assist with questions and concerns pertaining to Human Resources: the HR Generalist, the Executive Assistant in HR, and the Senior Executive Assistant to the Town Manager.

It has always been the intent to include and encourage staff involvement and this has been conveyed to department heads at monthly staff meetings. I believe that this is demonstrated in the assortment of programs and projects that the individual departments have been able to offer to our residents. In closing, I wish to make it clear that I always have appreciated the support of staff and have always stated that our accomplishments are a direct result of a team effort.

Office of the Chairman
Workers' Compensation Commission

Capitol Place, 4th Floor Suites
21 Oak Street
Hartford, CT 06106

Tel: (860) 493-1500
Fax: (860) 247-1361

Web Site: <http://wcc.state.ct.us>



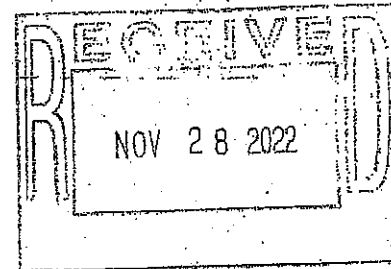
State of Connecticut
**WORKERS' COMPENSATION
COMMISSION**

Administrative Law Judges

Stephen M. Morelli, Chairman
Michelle D. Truglia
Scott A. Barton
Peter Mlynarczyk
Randy L. Cohen
Jodi Murray Gregg
Daniel E. Dilzer
David W. Schoolcraft
Brenda D. Jannotta
Carolyn M. Colangelo
William J. Watson III
Maureen E. Driscoll
Pedro B. Segarra
Toni M. Fatone
Soline M. Oslena
Zachary M. Delaney

November 21, 2022

Ms. Sharon Devoe
Town of Cromwell
41 West Street
Cromwell, CT 06416-0189



Re: Safety and Health Committee Audit

Dear Ms. Devoe:

A visit was made to your facility on November 07, 2022 to review your compliance with the safety and health committee regulations.

Administrative Regulations § 31-40v-1-11 of the Connecticut General Statutes require the establishment of a safety and health committee.

As a result of our review it was determined that your facility was in compliance with the safety and health committee regulations. The Workers' Compensation Commission commends your company for establishing a Safety and Health Committee which makes the workplace safer for all employees. If you should have any questions with regard to these regulations, please feel free to contact us at (860) 493-1500.

Very truly yours,

Stephen M. Morelli
Chairman
SMM: jij

SAFETY CONCERNS OR SUGGESTIONS?
TELL A MEMBER OF THE SAFETY COMMITTEE

Committee Members:

Sharon DeVoe-Finance Director/Chair
Amanda Calve-Executive Assistant
Scott Kieras-Recreation Director
Kara Canney- Library Director
Laurie Caracoglia-Assistant Town Clerk
Catherine Jackson-Senior Center Assistant
Lou Spina-Director Public Works
Don Quick-Highway Maintainer
Kevin McKnight-Building Foreman
Michelle Hodge-Administrative Assistant
Chief Sifodaskalakis-Chief of Police
Detective Jason Tolton-Detective

Jason Brade-Fire Chief
Harold Holmes-Fire Marshall
Jefferey Joseph-CIRMA

Calve, Amanda

From: Sondra Hathaway <shathaway@berrydunn.com>
Sent: Tuesday, August 1, 2023 12:40 PM
To: Salvatore, Anthony
Cc: Calve, Amanda; Sachin Goradia; Seth Hedstrom
Subject: Cromwell Contracted Remaining Services
Attachments: Groveland_Strategic Plan_Final.pdf; St. Charles Strategic Plan_Final.pdf; Cooper City_Strategic Plan_Final.pdf

Hi Tony,

Below is a draft message regarding the strategic plan offering BerryDunn would like to make available. Attached are three strategic plans we created for other local government clients for your consideration.

Please let me know if you would like me to send this message to council, or if you prefer to send it. We will also cancel the meeting invitation for this phase. Once we establish the next phase we will set a new recurring date.

Thank you,
Sondra

Sondra Hathaway | Senior Consultant
c: 602.380.7231 | [berrydunn.com](mailto:shathaway@berrydunn.com)



To: Town Council
From: Town Manager or BerryDunn
Date: ASAP

<Begin message>

Dear Town of Cromwell,

BerryDunn is pleased to announce the Culture Assessment phase is complete and we are entering Phase 2 of the project: Organizational Structure and Implementation Assistance. In this phase, BerryDunn will help the Town implement prioritized recommendations.

The next proposed activity is change management training for all employees. This training is a foundational method for ensuring Town employees are prepared for change. For example, if the Town prioritizes a standardized performance appraisal for all employees, BerryDunn would prepare all employees for performance process changes during training, and assist with performance appraisal development project tasks such as stakeholder coordination and input, documentation, and recommending best practices to a Town team.

However, given the Mayor's expressed interest in creating a Town mission and vision, BerryDunn would like to give the Town the option to forego change management training and instead pursue a strategic planning process as Phase 2 of the project. This process would incorporate change

management principles and development of a mission and vision and goals, including public engagement. Attached are a few examples of public sector strategic plans BerryDunn has completed.

We are happy to provide any additional clarification or answer any questions.

Thank you and we look forward to continuing to work alongside the Town of Cromwell in achieving sustained growth and advancement.

<End message>

STRATEGIC ♦ PLAN ♦

2023-2027



CITY OF
ST. CHARLES
ILLINOIS • 1834

TABLE OF CONTENTS

Message from the Mayor	3
Mission Statement	4
Vision Statement	4
Guiding Principles	4
Plan at a Glance	5
Strategic Priorities:	
• Balanced and Thoughtful Development	6
• Community Engagement	8
• Organizational Resiliency	10
• Financial Wellness	12
Project Timeline	14
Acknowledgements	15

MESSAGE FROM THE MAYOR

St. Charles continues to be a place where people want to be—to live, visit, or operate a business. Being a vibrant, destination city that residents want to call home and where businesses thrive comes from purposeful planning.

I am pleased to present the City of St. Charles Strategic Plan for 2023-2027. It establishes the City's vision and priorities, and outlines the actions that will help us achieve them.

We will use this plan to guide our budget and policy decisions for the next five years.

It is our residents and businesses that make St. Charles the great city that it is. We reached out to the community in the strategic planning process so they could share what matters most to them. We encouraged participation by holding both in-person and virtual meetings. We also hosted a dedicated website where members of the community could pin comments, ideas and photos. The site successfully drew more than 10,000 visits.

Along with community feedback, information from established plans and key stakeholders contributed to this plan.

In our last community survey, 99% of residents surveyed said St. Charles is an excellent or good place to live. We look to uphold that level of satisfaction as the Strategic Plan will guide decisions about City services, programs, and initiatives.

I would like to thank St. Charles City Council, City leaders and staff, and all in the community who came together to share their suggestions. I look forward to seeing our plan come to life and to reaching the goals we set for our City as we build on the on continued successes for St. Charles in the future.

Sincerely,



Lora A. Vitek

Mayor

WHO WE ARE

Mission Statement

We provide exceptional Services, honor Tradition,
and foster a thriving Community.



Vision Statement

An engaged community with a sense of place
and belonging where everyone is welcome.



Guiding Principles

EXCELLENCE

We strive to provide high quality services
and an exceptional quality of life.

ENGAGEMENT AND INCLUSION

We encourage all voices be heard and create accessible opportunities
for everyone to participate and contribute to our community.

SUSTAINABILITY AND RESILIENCE

We prepare for the future and cultivate progress
while valuing our natural environment and resources.

RESPECT

We treat our residents, businesses, employees,
and visitors with dignity.

SENSE OF COMMUNITY

We foster a safe and vibrant environment in which new ideas and
perspectives combine with our unique character to create a sense of place.

STEWARDSHIP AND ACCOUNTABILITY

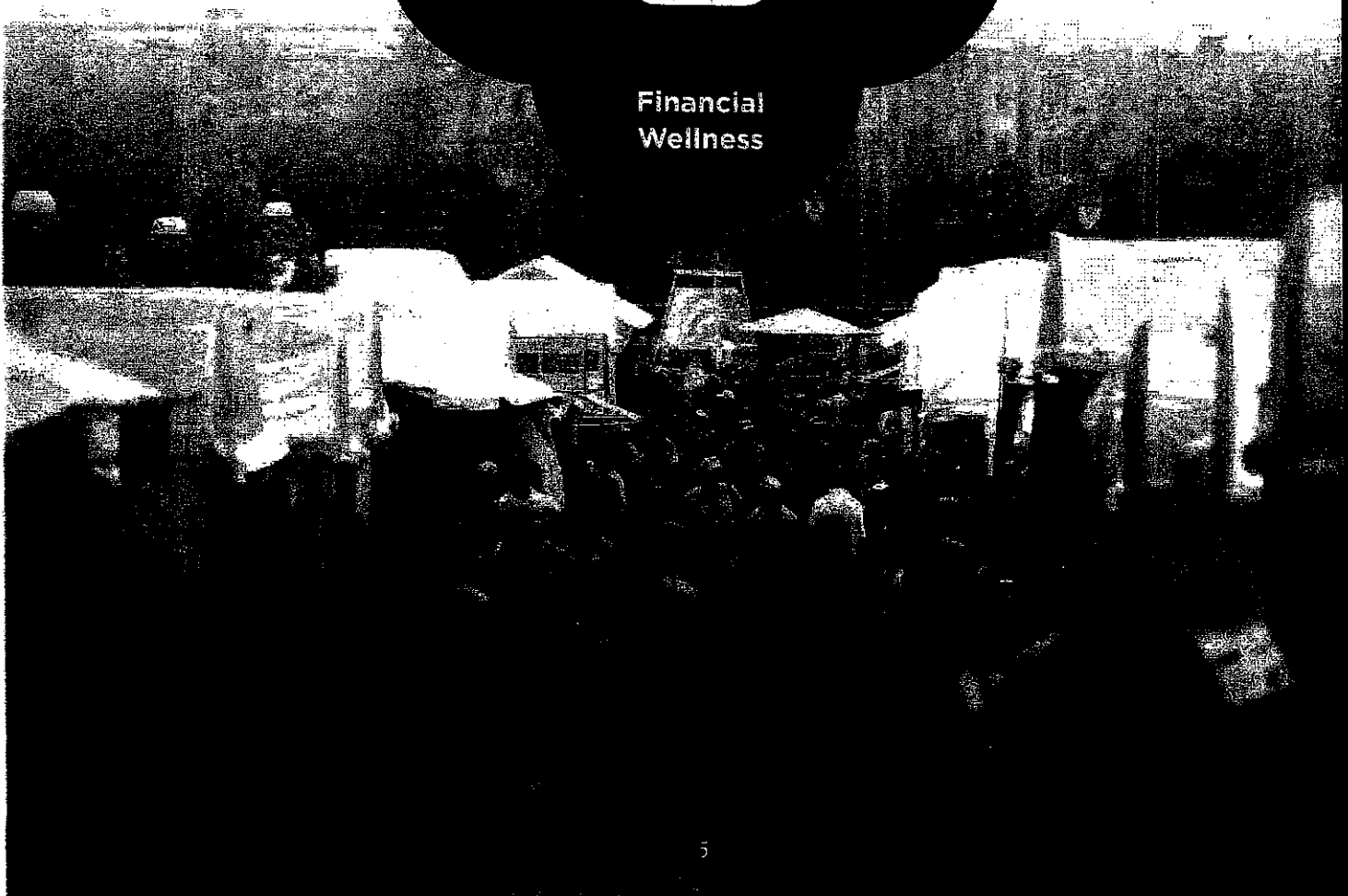
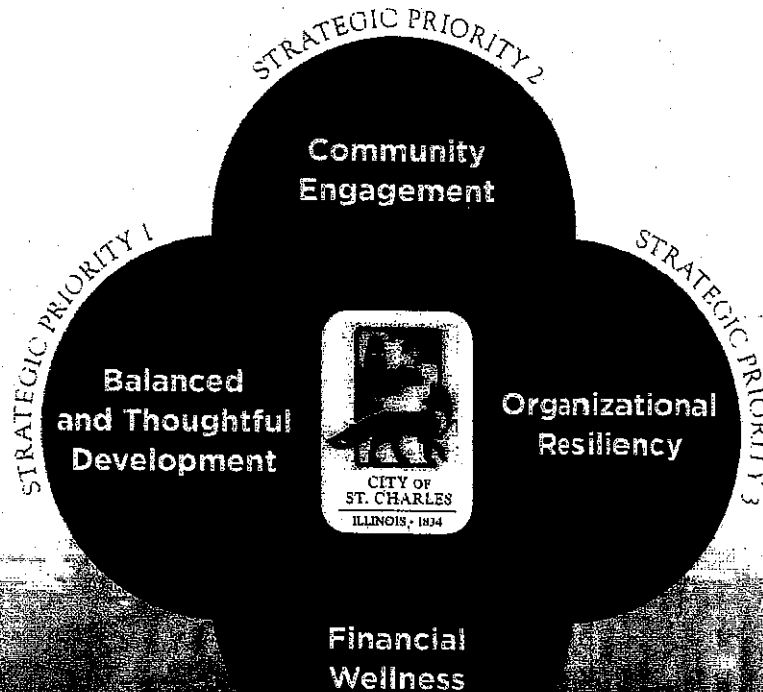
We pledge to be honest, reliable, and open in our decision-making,
communications, and actions to earn and retain the trust of our community
because we take pride in the importance of our service to the public.

PLAN AT A GLANCE

What is a Strategic Plan?

The Strategic Plan is a living document that guides the City of St. Charles in its decision-making. The Strategic Plan defines WHAT the city wants to become and its vision for the future. It also defines what the city will prioritize and focus on to achieve its vision, the specific actions that will be taken, and how progress will be measured.

The City of St. Charles has identified four Strategic Priorities, as shown in the graphic below. Each Strategic Priority has a goal statement, strategic goals, and outcome objectives which are further explained on the subsequent pages.





BALANCED AND THOUGHTFUL DEVELOPMENT

STRATEGIC PRIORITY 1

BALANCED AND THOUGHTFUL DEVELOPMENT

Support economic growth that respects our unique character and contributes to a diverse local economy by facilitating developments that enhance the community's quality of life.

STRATEGIC GOALS

- ♦ Evaluate existing development programs, policies, and codes and ensure all are updated to improve efficiency and impacts on community stakeholders.
- ♦ Ensure zoning, land use, and other policies align with the community's vision and development goals.
- ♦ Partner with regional and local river advocacy organizations to explore strategies to enhance the river's health while providing opportunities to recreate and enjoy.
- ♦ Create a mobility plan that includes streets, sidewalks, bike paths, and traffic-calming to enhance walkability and accessible movement throughout the city.
- ♦ Complete a comprehensive downtown parking plan to enhance the parking experience for visitors and residents.
- ♦ Identify top priority development sites and implement a targeted development attraction plan to increase select business interests.
- ♦ Support the real estate and broker community in the attraction of development and new businesses to help ensure alignment with the community's vision and development goals.
- ♦ Create a business retention/visit program to increase the City's awareness of the local business environment and facilitate the retention of existing businesses.
- ♦ Promote and encourage the development of diverse and quality housing options to help ensure all can live in our community.
- ♦ Streamline development process workflow to improve entitlement process, permitting procedure, and communications with the developer community.

OUTCOME OBJECTIVES

- ♦ Update the City's Comprehensive Plan with community engagement by the end of 2027.
- ♦ Conduct 24 business visits annually, prepare comprehensive findings report, and present to City Council.
- ♦ Create and implement a business/development attraction campaign and disseminate a progress report to City Council quarterly.
- ♦ Determine and publish top priority development sites for the east side, west side, and downtown annually.
- ♦ Create and implement a developer satisfaction survey by the end of 2023.
- ♦ Conduct a Development Review Process study by January 2023.
- ♦ Complete the Downtown Comprehensive Parking study, which includes a signage analysis, by April 2023.
- ♦ Create a developer procedure and process playbook by the end of 2024.
- ♦ Review existing development programs, policies, and codes and update as needed:
 - Economic Development Incentive Policy by the end of 2023.
 - Downtown Overlay District by the end of 2023.
 - Affordable Housing requirements and programs by the end of 2024.



COMMUNITY ENGAGEMENT

STRATEGIC PRIORITY 2

COMMUNITY ENGAGEMENT

Improve the community's experiences with the City through engaging methods of communication to enhance accessibility, increase awareness, and encourage discussion.

STRATEGIC GOALS

- ♦ Modernize the City's digital presence to increase accessibility, information sharing, and services online.
- ♦ Employ digital tools for residents and community partners to increase opportunities for feedback, discussion, and two-way engagement.
- ♦ Strengthen relationships with community partners and neighborhoods to increase the City's visibility and improve its public presence.
- ♦ Enhance communication platforms to increase outreach and awareness of city services, accomplishments, initiatives, procurement listings, and job opportunities.
- ♦ Provide interpersonal training opportunities for city employees to enhance their interactions with the public and each other, particularly in high-stress or volatile situations.
- ♦ Increase transparency of City operations to expand community understanding.
- ♦ Evaluate public meeting structure to foster increased communication between staff, elected officials, and the public.
- ♦ Explore strategies or initiatives that recognize a diverse community that is accessible and welcoming to the public.

OUTCOME OBJECTIVES

- ♦ Launch a new City website by the end of 2023.
- ♦ Complete the implementation of the Public Engagement Platform by the end of 2025.
- ♦ Create a new online portal for residents to view and pay utility bills by the end of 2023.
- ♦ Increase the number of digital forms over current PDFs/paper forms on the City website.
- ♦ Develop an open data portal by the end of 2025.
- ♦ Increase the City's attendance and participation at community partner meetings and events (e.g. taxing jurisdiction, business associations, service groups, or community groups).
- ♦ Increase the number of City residents enrolled to receive monthly newsletter.
- ♦ Increase the number of followers and engagement on social media platforms.
- ♦ Increase the number of non-safety personnel employees with interpersonal, de-escalation techniques, mental health recognition and communication, and customer service training by 2024.
- ♦ Evaluate the procurement process and determine methods to increase participation from vendors.
- ♦ Update the Crisis Communication Plan by the end of 2023.
- ♦ Explore branding and communication standards by the end of 2024.
- ♦ Conduct an updated resident survey by the end of 2027.
- ♦ Establish regular meetings with community partners to coordinate and enhance digital service delivery by the end of 2023.
- ♦ Publish and present to City Council a progress report of the strategic plan outcomes objectives annually.



ORGANIZATIONAL RESILIENCY

STRATEGIC PRIORITY 3

ORGANIZATIONAL RESILIENCY

St. Charles will commit necessary resources to improve its infrastructure and meet public service expectations, so St. Charles continues to be a desirable community for people and businesses.

STRATEGIC GOALS

- ♦ Develop a workforce strategy that focuses on retention, recruitment, and staff development to fulfill the City's mission and achieve its strategic priorities.
- ♦ Evaluate departmental core services to align resources, identify challenges, and ensure service level expectations are maintained.
- ♦ Update facility studies for presentation of capital maintenance and improvement plans to the City Council to ensure alignment with strategic priorities, community needs, and service level expectations.
- ♦ Develop infrastructure maintenance plan (roads, bridges, facilities, and fleet) to ensure service delivery and proper asset maintenance continuity.
- ♦ Evaluate water quality to understand potential needs and costs related to water supply within the city.
- ♦ Ensure that programs, policies, and procedures are accessible, inclusive, and represent and respond to the needs of the community.
- ♦ Implement technology to improve internal and external processes and increase efficiencies.
- ♦ Identify and prepare for high risk, low frequency disaster preparedness events including planning for the immediate aftermath and long-term impacts in order to provide stability in the community.
- ♦ Evaluate risks to the organization to identify and address potential security issues and technology concerns.

OUTCOME OBJECTIVES

- ♦ Conduct water quality study and present to City Council by the end of 2025.
- ♦ Review existing capital plans, programs, and policies and update as needed:
 - Complete a Road Maintenance Plan by end of 2023.
 - Complete Street Rating Evaluation and update the Streets Maintenance Plan by the end of 2023.
 - Complete the Bicycle and Pedestrian Plan and Complete Streets Plan by the end of 2023.
 - Update the Homeowner Sewer Assistance Policy by early 2024.
 - Update the Connection Fee Policy by early 2023.
 - Update the Water Utility Master Plan by the end of 2023.
 - Update the Sewer Utility Master Plan by the end of 2025.
 - Update the Electric Utility Master Plan by early 2024.
- ♦ Complete an Emergency Preparedness and Continuity of Operations Plan and adopted by the end of 2024.
- ♦ Conduct a Technology Risk Assessment and present the assessment to City Council by the end of 2024.
- ♦ Develop a Strategic Technology Plan by the end of 2025.
- ♦ Increase views of job postings and applications for jobs through the City's applicant tracking system.
- ♦ Reduce vacancy time for hard-to-fill positions.



FINANCIAL WELLNESS

STRATEGIC PRIORITY 4

FINANCIAL WELLNESS

Implement policies, practices, and procedures that manage long-term liabilities, increase understanding and awareness of the City's fiscal condition, and continue the efficient use of City resources to ensure ongoing financial strength and sustainability.

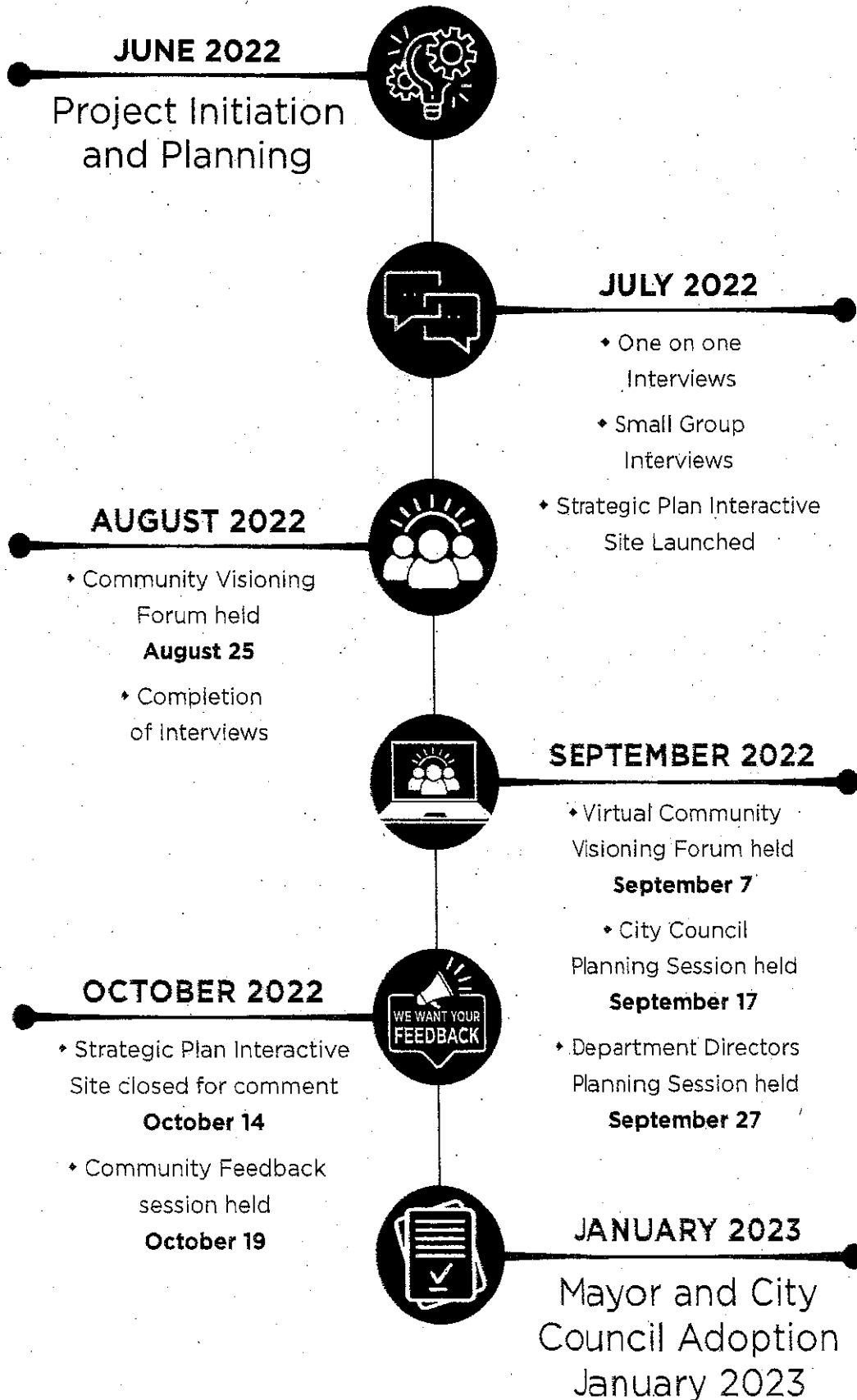
STRATEGIC GOALS

- ♦ Ascertain appropriate level of annual revenues needed to fund the City's core capital project programs with ongoing revenue sources.
- ♦ Evaluate and implement utility rates that provide the resources necessary to fund improvements to the City's water, sewer, and electric utility systems.
- ♦ Evaluate the City's charges for services for development-related items to better understand the costs and benefits of doing business in St. Charles.
- ♦ Identify ways to expand fiscal and budget transparency for the community to increase understanding of the City's finances.
- ♦ Maintain an appropriate general fund reserve balance in relation to the City's overall financial position to provide financial stability.
- ♦ Develop a Debt Issuance and Management Policy that will manage current outstanding debt and provide guidance for the evaluation process of issuing of new debt.

OUTCOME OBJECTIVES

- ♦ Complete and update the City's capital planning process and projections and identify level of revenues needed to fund the improvements with ongoing revenues on a long-term basis.
- ♦ Determine and set appropriate utility rates to fund operating, capital and annual debt/loan debt service requirements on an annually basis.
- ♦ Development Services Fee study completed by the end of 2025.
- ♦ Improve the content and presentation of the City's annual budget document to provide clearer and more information to be more in line with GFOA best practices for the FY 2025-26 budget document.
- ♦ Continue to develop and issue for the community an annual Popular Annual Financial Report (PAFR) which summarizes the City's financial condition at the end of the year.
- ♦ Evaluate current fund balance metrics to determine if any changes should be recommended by the end of 2024.
- ♦ Implement and revise, if necessary, the City's Debt Policy by April 2023.
- ♦ Maintain good ongoing relations with bond rating agencies.

PROJECT TIMELINE



ACKNOWLEDGEMENTS

This strategic plan is the result of the combined efforts of our City's residents, elected officials, employees and stakeholders. The City of St. Charles would like to thank all those who participated in the months-long process of providing knowledge and insights while also expressing gratitude to the BerryDunn consulting team for providing direction and expertise throughout the various stages of the process.



Elected Officials

Mayor • Lora Vitek

Ronald Silkaitis • Ward 1

Bill Kalamaris • Ward 1

Rita Payleitner • Ward 2

Ryan Bongard • Ward 2

Todd Bancroft • Ward 3

Paul Lencioni • Ward 3

David Pietryla • Ward 4

Bryan Wirball • Ward 4

Ed Bessner • Ward 5

Steve Weber • Ward 5



City Leadership

Heather McGuire • City Administrator

Derek Conley • Director of Economic Development

Russell Colby • Director of Community Development

Larry Gunderson • Director of Information Services

Bill Hannah • Director of Finance

James Keegan • Police Chief

Jennifer McMahon • Director of Human Resources

Peter Suhr • Director of Public Works

Scott Swanson • Fire Chief



BerryDunn Consulting Team

Seth Hedstrom • Principal

Shannon Flowers • Project Manager and Facilitator

Maddi Powers • Facilitator

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


Wednesday, August 9, 2023 at 6:30 p.m.

Present: Mayor S. Fortenbach, Deputy Mayor J. Henahan, Councilman J. Polke,
Councilwoman J. Donohue, Councilman A. Waters, Councilman
J. Demetriades, Councilwoman P. Luna

Also Present: Town Manager Salvatore

A. CALL TO ORDER

Mayor Fortenbach called the meeting to order at 6:31 p.m.

RECEIVED FOR RECORD
AUG 16, 2023 09:21A
JoAnn Doyle
TOWN CLERK
CROMWELL, CT 

B. EXECUTIVE SESSION

1. Personnel Matter

a. Town Manager's Yearly Evaluation. *Action possible.*

MOTION made by A. Waters and **SECONDED** by J. Henahan to invite Town Manager Salvatore into Executive Session. **All in favor.**

The Town Council entered into Executive Session at 6:32 p.m.

MOTION made by J. Henahan and **SECONDED** by P. Luna to come out of Executive Session.
All in favor.

The Town Council came out of Executive Session at 7:34 p.m.

MOTION made by J. Polke and **SECONDED** by J. Donohue to extend the Town Manager's contract by two years.

In favor: S. Fortenbach, J. Henahan, J. Donohue, J. Polke

Opposed: A. Waters, J. Demetriades, P. Luna

Motion carried.

MOTION made by J. Polke and **SECONDED** by J. Henahan to add a 2.5% cost of living increase to the Town Manager's salary, and for the Town Manager to seek professional development, with periodic reports to the Town Council.

Councilman J. Demetriades stated that he wants the public to know that the Town Council believes professional development is positive and it is something that will help the Town Manager continue to develop his interpersonal skills.

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

Opposed: A. Waters

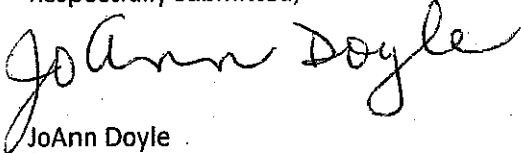
Motion carried.

C. ADJOURN

MOTION made by J. Donohue and **SECONDED** by J. Polke to adjourn.

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "JoAnn Doyle". The signature is written in dark ink and is positioned above the printed name.

JoAnn Doyle
Recording Secretary

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

Tuesday, August 15, 2023 - 5:00 p.m.

Present: Mayor S. Fortenbach, Deputy Mayor J. Henehan, Councilman Demetriades, Councilwoman J. Donohue, Councilwoman P. Luna, Councilman J. Polke, Councilman A. Waters

Also present: Town Manager Salvatore

A. CALL TO ORDER

Mayor Fortenbach called the meeting to order at 5:04 p.m.

B. NEW BUSINESS

1. ORGANIZATIONAL CULTURE ASSESSMENT WORKSHOP TO DISCUSS BERRYDUNN'S RECOMMENDATIONS

Councilwoman Donohue explained the process in which the Council will prioritize their recommendations. She explained that the prioritizations will be divided into four categories: Do it now, Plan it, Delegate it and Forget it.

Fiscal Transparency

The following Items were added to the **Do It Now** Category:

Notify residents of Budget Referendum via Emergency Notification System and notify Town Hall Staff via email of upcoming Referenda.

Discussion:

- *We could use the Everbridge System that the Police Department uses*
- *We could have residents sign up online with their cell phone numbers*
- *We could have a training session or make a designated person available at Town Hall to show residents how to sign up*

The following items were added to the **Plan It** Category:

Encourage Department Heads to explore ways to obtain input from their staff for the budget prior to budget submission and invite (not require) via invitation all department heads to attend the budget hearings.

Discussion:

- *It was suggested to send an email with budget timelines to all town staff asking for their budget requests or project ideas for the next fiscal year*

- *It was clarified that the Town sends a memo with the budget timeline to all department heads*
- *It was suggested that department heads share the timeline with their staff and ask if they have any budget requests*

Quarterly stakeholder meetings to bounce new ideas off each other and review potential benefits and costs.

Discussion:

- *It was suggested that the Town Manager could hold a town-wide, all employee meeting quarterly via Zoom*
- *Department heads/directors could be asked to meet with their staff before all Department Head Staff Meetings are held so that way department heads can bring any questions or concerns to the meeting*

Create an email address for concerns or ideas from Cromwell Residents.

Discussion:

- *Who would monitor this email address and triage the emails to the proper departments?*
- *It was also mentioned that the residents use the Mayor and Town Manager's generic email addresses when they have questions or concerns so it might get tricky if there are more than one email address used for this purpose.*

Human Resources

The following items were added to the **Do It Now** Category:

IT Survey to understand Employee Needs. Look in to hiring a full-time Staff IT position or expand IT hours (explore during budget time).

Discussion:

- *Ask Sondra from BerryDunn if there was a particular trend in the responses related to IT (responsiveness, capability, etc.)*
- *Ask IT company about the majority of the types of issues or complaints they receive from staff. This will help to better determine what the needs of staff are. Is it email? Internet? Equipment needed?*
- *The thought is if we pinpoint what the employees issues and needs are then we will know what to look for if and when we hire for an IT position or if we expand IT hours.*

Assign new Council/elected officials ethics and sexual harassment training

Discussion:

- The Town Council has an Ethics policy that they are requested to read and sign at the beginning of their term.
- The Town Manager informed the Council that it is a requirement under the State Statutes for elected officials to take sexual harassment training. He informed the Council that Human Resources sent the training via email last year to all elected officials.

Have open office hours (and allow staff to attend – accommodate) to ask general questions and/or express concerns

Discussion:

- Town Manager explained that Human Resources has an open door, appointments are available and his Senior Executive Assistant has an HR background as well and is available to help.
- It was recommended that the HR Generalist select a specific time per week at the Public Works Facility if any employees would like to meet with her

Create a more isolated spot for HR Team

Discussion:

- The Town Manager explained that the HR Generalist closes the door to her office if employees wish to meet with her privately and she often times will utilize the Mayor's office for a more private space.

The following items were added to the **Plan It** Category:

Advise staff of training/education opportunities via email and have a published list of training/education opportunities for employees by department.

Discussion:

- Have Department Heads and Staff along with HR make a list of trainings and education available to employees.
- Keep a list in the HR Department and on the shared drive for employees to access to see what type of training/education is out there even if it does not pertain to their position; they may want to take it on their own personal time to better themselves.

Create a standard performance review process for all employees.

Discussion:

- Town Manager explained that this is something that needs to be negotiated with the unions. We were able to get two (2) unions on board. We will be working on a standardized performance review process for all employees that are part of the unions that agreed to this.

The following items were added to the **Delegate It** Category:

Create a full-time HR position

Discussion:

- *As this position was taken out of the Charter several years ago, this is something that the Town Attorney will need to explore to make sure it does not violate the Town Charter.*

Let employees create and/or add to their own job descriptions.

Discussion:

- *Employees can discuss with their Supervisor or Town Manager their job descriptions however, employees cannot create and add to their job description on their own. There is a procedure in place. Job descriptions and job description changes have to be negotiated with the unions.*
- *It was suggested that a checklist or cheat sheet be made for developing and updating job descriptions.*

Continue to work on process of setting policy and make all employees available to employees on Sharepoint.

Discussion:

- *It was suggested that policies be updated periodically and when they are updated, email them to all employees.*
- *The Town Manager explained that when new policies are created or updated they are emailed to all employees and added to the Shared Drive for all employees to access.*
- *There was discussion about regularly updating or reviewing policies. The Town Manager said that we will be reviewing them every 3 years.*

The Town Council will hold another Special Meeting Workshop on Tuesday, September 5th at 5 p.m.

C. ADJOURN

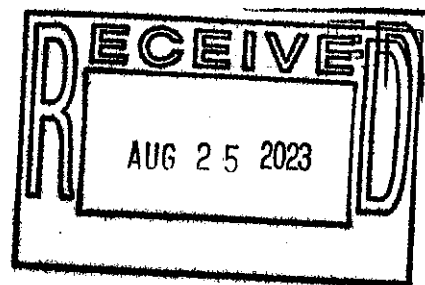
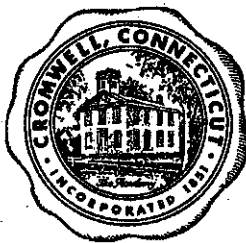
MOTION made by J. Donohue and **SECONDED** by P. Luna to adjourn.
All in favor.

The meeting adjourned at 6:38 p.m.

Respectfully submitted,



Amanda Calve
Secretary



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

Name: Christina Schatz

Address: (Home) 10 School Street

Telephone: 203-598-1554

E-mail Address: mitten50621@hotmail.com Occupation: Stay at home mom

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: Library

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

I utilize the library practically every day. My family not only checks out books and other media, but participates also in the adult and children's programs. I would like to provide feedback from an avid user to improve our library. Prior to staying home with my children, I taught high school English.

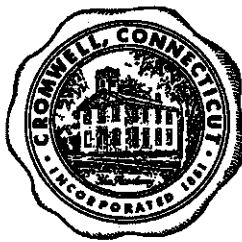
Please include three (3) References with your application.

Name	Address	Phone Number
Dr. Antonio Napoleone	1460 Broad Street Hartford	860-757-6117
Katie Smallidge	2 Beaudet Terrace Columbia	860-951-1700
Adrienne Snow	49 Prospect Street Stafford Springs	860-324-3630

Signature: *CS*

Date: 8/23/2023

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



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

Name: John W. Schukoske
Address: (Home) 26 Franklin Road, Cromwell, CT 06416
Telephone: 860-205-6643
E-mail Address: johnschukoske@gmail.com Occupation: Retired

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.

To contribute my years of experience in grounds and facilities management for the benefit of the Town of Cromwell. Also, to support the goals, objectives and consensus of the Commission.

Please include three (3) References with your application.

Name	Address	Phone Number
Tom Smith	182 Evergreen Rd.	860-978-3334
Amy Lefebvre	26 Franklin Rd.	860-878-4603
Pamela Luna	6 Deering Drive	860-321-7363

Signature: John W. Schukoske

Date: 9/5/2023

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

