

**TOWN OF CROMWELL
TOWN COUNCIL SPECIAL MEETING
WEDNESDAY SEPTEMBER 9, 2020
6:15 P.M. TOWN HALL COUNCIL CHAMBERS**


A. CALL TO ORDER

B. APPROVAL OF AGENDA

C. EXECUTIVE SESSION

1. In accordance with C.G.S 1-200(6)(E) to discuss records related to a law enforcement matter.
2. Pending Litigation
 - a. Young update
3. Personnel Matter
 1. Town Manager's Yearly Evaluation
 2. Action

D. ADJOURN

RECEIVED FOR RECORD
Sep 03, 2020 08:48A
JoAnn Doyle
TOWN CLERK
CROMWELL, CT 

**TOWN OF CROMWELL
TOWN COUNCIL REGULAR MEETING
WEDNESDAY SEPTEMBER 9, 2020
7:00 P.M. TOWN HALL COUNCIL CHAMBERS**

Meeting live-streamed www.cromwellct.com, Quick links, live Town Meetings
Public attendance limited due to Covid 19, and by request to mayor@cromwellct.com
Comments to Council may be e-mailed to mayor@cromwellct.com

AGENDA

RECEIVED FOR RECORD
Sep 03, 2020 08:48A
JoAnn Doyle
TOWN CLERK
CROMWELL, CT



- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. APPROVAL OF AGENDA**
- D. COMMISSION CHAIRMAN REPORTS/LIASON REPORT/STAFF REPORTS**
 - 1. PW/WPCA Facility Progress Report
 - 2. Update Diversity and Inclusion Committee
- E. MAYOR'S UPDATE**
- F. TOWN MANAGER'S UPDATE**
- G. FINANCIAL/FINANCE DIRECTOR'S UPDATE**
 - 1. Budget Reports
 - 2. Tax Refunds
 - 3. Discussion and action to transfer \$388,500 from the General Fund fund balance to the CNR Fund to support the 2020-21 CNR requests approved by the Board of Finance on August 27, 2020.
 - 4. Discussion and action to approve the Homeland Security Grant Program.
 - 5. Discussion and action to grant permission to apply for and receive the 2020/21 Distracted Driving High Visibility Enforcement Grant.
- H. CHIEF OF POLICE'S UPDATE**
- I. PUBLIC WORKS DIRECTOR'S UPDATE**
- J. CITIZEN COMMENTS**
- K. NEW BUSINESS**
 - 1. Discussion and possible action regarding the Cromwell Outboard Association's proposal for a possible lease extension.

2. Discussion and possible action to waive the bid process and hire The Human Resource Consortium, LLC to complete an update and compliance audit of town job descriptions.

M. APPROVAL OF MINUTES

1. Regular Meeting, August 12, 2020
2. Special Meeting, August 19, 2020

N. INFORMATIONAL ITEMS

O. AJOURN

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

To: Anthony Salvatore –Town Manager

cc: Lou Spina – Director of Public Works

From: Jon Harriman

Date: 9/2/2020

Re: PW/WPCA Facility Progress Report

The building structural steel erection is complete. The building concrete is complete, but the parge finish coat has not yet been finished. Interior wall partitions and sheetrock installation are complete in the office area. The building fire protection system is installed in the storage garage and the office areas. The HVAC system and lighting are complete in the office area, and the plumbing fixtures are nearly complete. Outside of the building the binder course has been placed around the western sides of the building and the placing of topsoil has begun.

The wash bay trench drain has been installed and the floor should be poured this week. The emergency generator has been placed outside the building and the electrical switch gear is being installed. Eversource should power the building sometime this month. The Town has contracted with Comcast to provide phone and internet to the building which can be installed once the building has power.

Several components of the salt shed aluminum structure are heavily damaged due to corrosion. The Town approved a change order of approximately \$17,000 to repair the damaged sections of the salt shed structure. The work entails cutting off the rotted sections of the legs of the structure and splicing in a repair piece at multiple locations. The Town also approved a change order for \$630 to upgrade the drinking fountain to one that fills a water bottle or cup (hands free) like the new one in the renovated section of the Library.

In the mechanics garage the mezzanine has been completed and Town staff delivered the new air compressor and placed it up on the mezzanine for installation. In the offices and throughout the building Town employees Stan Swol and John Gyllenhammer performed the low voltage wiring of the building for telephone and data. This work was not in the design build scope and was always part of the owner's furniture, fixtures and equipment (FF&E) fit-out of the building. John and Stan have years of experience with these tasks and the Town didn't have to rely on contracted services to perform this work. The Town

has met with a furniture vendor for the offices and locker rooms. Layouts are being reviewed – pricing is pending at this time.

To date the owner has made progress payments totaling \$4,812,617 to the design/builder.

In the month ahead, it is anticipated that the contractor will substantially complete the project. Once the building is powered the building systems can be started up, tested and balanced. The Town will continue to install FF&E throughout the building and prepare to move in. Final paving of the driveway and parking areas should be completed, fence and gates installed and landscaping and planting should begin. The vehicle wash system should be delivered in October. Plumbing and electrical for this work will be completed by contractors hired by the Town.

TOWN OF CROMWELL

DATE: SEPTEMBER 2, 2020
TO: ANTHONY J. SALVATORE, TOWN MANAGER
FROM: MARIANNE SYLVESTER, FINANCE DIRECTOR
RE: SEPTEMBER TOWN COUNCIL REPORT

I am submitting budget reports for fiscal years 2020 and 2021 for the Town Council meeting on September 9th. Both reports reflect activity through the end of August.

The current fiscal year, 2021, is pretty straightforward since we are early into the year. We continue to incur unanticipated expenditures due to the pandemic, and have incurred additional expenditures due to Tropical Storm Isaias. At this point, however, there is no cause for concern on a budgetary level.

The fiscal year 2020 report is also enclosed. Unaudited figures show that the Town will realize a surplus as a result of fiscal year 2020 operations of close to \$2,000,000. Revenues exceeded budget in several areas, but primarily tax collections and building permits. Revenue collection between April and the end of June was uncertain which made planning difficult. Much of the surplus on the expenditure side fell into four main areas: Public Works, Public Safety, Education, and Employee Benefits. The mild winter, a less-than-anticipated increase in tipping fees, staffing changes, and the impact of COVID-19 all played a part in the expenditure variance. The Board of Education may look to transfer their surplus into their Capital Fund to offset expenditures for student tablets. The Board of Finance would consider this upon receipt of the BOE's request.

As a result of fiscal year 2020 operations, our General Fund fund balance remains stable. This provides the Town a measure of security to face continued uncertainty and challenges, as well as to address some of the capital needs that were deferred during the budget process.

To that end, the Board of Finance approved the Capital/Non-Recurring requests the Town Council approved during the budget process this past spring. Funding for

those requests (\$388,500) is on the Town Council agenda now in the form of a transfer from General Fund fund balance to the CNR Fund.

The Finance Office is working diligently to close out the records for FY2020 and prepare reports for the auditors. The auditors were on site for a couple of days at the beginning of July and we anticipate seeing them again in September. Much of their work is being handled electronically but some of their review must be in person. This on-site time will be scheduled as needed.

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

Thank you.

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2021.02

| ACCOUNTS FOR: 001 GENERAL FUND | ORIGINAL APPROP | TRANSFERS/ ADJUSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-----------------------------------|--------------------|-------------------------|-------------------|--------------|--------------|---------------------|-------------|
| 001 TOWN MANAGER'S OFFICE | 394,157 | 0 | 394,157 | 55,352.83 | 1,757.75 | 337,046.42 | 14.5% |
| 002 TOWN CLERK'S OFFICE | 206,689 | 0 | 206,689 | 27,754.42 | 20,620.27 | 158,314.31 | 23.4% |
| 003 REGISTRAR OF VOTERS | 78,164 | 0 | 78,164 | 15,445.71 | 9,832.17 | 52,886.12 | 32.3% |
| 004 PLANNING COMMISSION | 3,525 | 0 | 3,525 | 107.84 | 153.63 | 3,263.53 | 7.4% |
| 005 ECONOMIC DEVELOPMENT | 23,911 | 0 | 23,911 | 150.00 | .00 | 23,761.00 | .6% |
| 006 BOARD OF FINANCE | 1,350 | 0 | 1,350 | .00 | .00 | 1,350.00 | .0% |
| 008 CHARTER REVISION COMM | 3,000 | 0 | 3,000 | .00 | .00 | 3,000.00 | .0% |
| 009 BOARD OF ASSESSMENT APPEALS | 1,200 | 0 | 1,200 | 115.80 | .00 | 1,084.20 | 9.7% |
| 010 ZONING BOARD OF APPEALS | 1,250 | 0 | 1,250 | 27.33 | 153.64 | 1,069.03 | 14.5% |
| 011 INLAND WETLANDS | 2,300 | 0 | 2,300 | 75.00 | .00 | 2,225.00 | 3.3% |
| 012 COMM. FOR DISABLED PEOPLE | 100 | 0 | 100 | .00 | .00 | 100.00 | .0% |
| 013 DONATIONS AND DUES | 50,491 | 0 | 50,491 | 33,813.00 | 12,425.00 | 4,253.00 | 91.6% |
| 014 TOWN COUNCIL | 41,755 | 0 | 41,755 | 13,500.00 | 24,562.50 | 3,692.50 | 91.2% |
| 015 LEGAL EXPENSE | 223,300 | 0 | 223,300 | 22,802.53 | 161,265.47 | 39,232.00 | 82.4% |
| 016 CENTRAL SERVICES | 185,300 | 0 | 185,300 | 46,666.52 | 69,222.27 | 69,411.21 | 62.5% |
| 017 INSURANCE EXPENSE | 588,200 | 0 | 588,200 | 159,525.79 | 399,497.86 | 29,176.35 | 95.0% |
| 018 GENERAL EXPENSE | 340,003 | 0 | 340,003 | 331,568.39 | 3,000.00 | 5,434.61 | 98.4% |
| 019 DEVELOPER/PLANNER | 136,177 | 0 | 136,177 | 22,783.87 | 460.02 | 112,933.11 | 17.1% |
| 020 FINANCE DEPARTMENT | 430,008 | 0 | 430,008 | 73,695.14 | 8,337.75 | 347,975.11 | 19.1% |
| 021 TAX COLLECTOR | 154,103 | 0 | 154,103 | 24,142.74 | 57.75 | 129,902.51 | 15.7% |
| 022 ASSESSOR'S OFFICE | 250,335 | 0 | 250,335 | 45,102.54 | .00 | 205,232.46 | 18.0% |
| 030 PUBLIC WORKS ADMIN. | 286,541 | 0 | 286,541 | 39,047.67 | 23,298.45 | 224,194.88 | 21.8% |
| 031 ENGINEERING | 244,623 | 0 | 244,623 | 30,602.47 | 14,067.04 | 199,953.49 | 18.3% |
| 032 SOLID WASTE REMOVAL | 769,881 | 0 | 769,881 | 67,166.26 | 556,548.20 | 146,166.54 | 81.0% |
| 033 BUILDING INSPECTION | 208,761 | 0 | 208,761 | 29,715.89 | 3,457.24 | 175,587.87 | 15.9% |
| 034 HIGHWAY DEPT. | 1,411,786 | 0 | 1,411,786 | 142,217.00 | 212,011.23 | 1,057,557.77 | 25.1% |
| 035 BUILDING MAINTENANCE | 634,419 | 0 | 634,419 | 98,304.33 | 82,369.43 | 453,745.24 | 28.5% |
| 036 PARKS & GROUNDS | 446,836 | 0 | 446,836 | 65,014.14 | 42,235.83 | 339,586.03 | 24.0% |
| 037 PUBLIC WORKS-OTHER | 394,500 | 0 | 394,500 | 6,521.64 | 291,828.96 | 96,149.40 | 75.6% |
| 038 VEHICLE MAINTENANCE | 324,774 | 0 | 324,774 | 27,337.59 | 95,342.34 | 202,094.07 | 37.8% |
| 040 POLICE DEPARTMENT | 3,643,667 | 0 | 3,643,667 | 531,294.51 | 43,814.77 | 3,068,557.72 | 15.8% |
| 041 EMERGENCY MANAGEMENT | 19,050 | 0 | 19,050 | 2,589.64 | 2,660.36 | 13,800.00 | 27.6% |
| 042 ANIMAL CONTROL | 89,247 | 0 | 89,247 | 20,713.18 | .00 | 68,533.82 | 23.2% |
| 050 HEALTH DEPARTMENT | 201,785 | 0 | 201,785 | 34,150.23 | 49,816.75 | 117,818.02 | 41.6% |
| 051 HUMAN SERVICES | 134,809 | 0 | 134,809 | 15,466.49 | 801.77 | 118,540.74 | 12.1% |
| 053 SENIOR SERVICES | 127,927 | 0 | 127,927 | 7,029.04 | 6,678.40 | 114,219.56 | 10.7% |
| 054 YOUTH SERVICES | 108,429 | 0 | 108,429 | 13,710.54 | 4,398.65 | 90,319.81 | 16.7% |
| 055 TRANSPORTATION SERVICES | 170,856 | 0 | 170,856 | 18,086.39 | 5,615.65 | 147,153.96 | 13.9% |
| 060 RECREATION DEPARTMENT | 266,817 | 0 | 266,817 | 44,342.43 | 13,319.42 | 209,155.15 | 21.6% |
| 061 LIBRARY | 617,326 | 0 | 617,326 | 107,136.71 | 37,898.84 | 472,290.45 | 23.5% |
| 070 BONDED DEBT | 3,575,200 | 0 | 3,575,200 | 328,775.00 | 1,559,332.68 | 3,246,425.00 | 9.2% |
| 080 EMPLOYEE BENEFITS | 3,897,360 | 0 | 3,897,360 | 638,168.90 | 1,699,858.42 | 1,699,858.42 | 56.4% |
| 090 BOARD OF EDUCATION | 31,805,990 | 0 | 31,805,990 | 1,434,970.78 | .00 | 30,371,019.22 | 4.5% |
| 119 DEVELOPMENT COMPLIANCE | 109,780 | 0 | 109,780 | 15,305.34 | 400.01 | 94,074.65 | 14.3% |

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2021 02

| ACCOUNTS FOR: | ORIGINAL ESTIM REV | ESTIM REV ADJUSTS | REVISED EST REV | ACTUAL YTD REVENUE | REMAINING REVENUE | PCT COLL |
|---------------------------|-----------------------|----------------------|--------------------|-----------------------|----------------------|-------------|
| 001 GENERAL FUND | | | | | | |
| 002 TOWN CLERK'S OFFICE | -294,500 | 0 | -294,500 | -50,303.49 | -244,196.51 | 17.1% |
| 021 TAX COLLECTOR | -45,491,635 | 0 | -45,491,635 | -20,354,332.89 | -25,137,302.11 | 44.7% |
| 022 ASSESSOR'S OFFICE | -1,000 | 0 | -1,000 | -39.00 | -961.00 | 3.9% |
| 030 PUBLIC WORKS ADMIN. | -45,900 | 0 | -45,900 | -6,761.35 | -39,138.65 | 14.7% |
| 033 BUILDING INSPECTION | -350,000 | 0 | -350,000 | -44,965.23 | -305,034.77 | 12.8% |
| 040 POLICE DEPARTMENT | -86,800 | 0 | -86,800 | -3,465.89 | -83,334.11 | 4.0% |
| 042 ANIMAL CONTROL | -550 | 0 | -550 | -1,260.00 | -550.00 | .0% |
| 050 HEALTH DEPARTMENT | -30,000 | 0 | -30,000 | -1,500.00 | -28,740.00 | 4.2% |
| 053 SENIOR SERVICES | -1,500 | 0 | -1,500 | -70.91 | -1,500.00 | .0% |
| 061 LIBRARY | -5,000 | 0 | -5,000 | -714.40 | -4,929.09 | 1.4% |
| 206 BOARDS & COMMISSIONS | -9,500 | 0 | -9,500 | -150,567.52 | -8,785.60 | 7.5% |
| 207 STATE OF CONNECTICUT | -5,372,466 | 0 | -5,372,466 | -67,512.34 | -5,221,898.48 | 2.8% |
| 208 MISCELLANEOUS SOURCES | -554,741 | 0 | -554,741 | -363,300 | -487,228.66 | 12.2% |
| 999 FUND BALANCE | -363,300 | 0 | -363,300 | | -363,300.00 | .0% |
| TOTAL GENERAL FUND | -52,606,892 | 0 | -52,606,892 | -20,679,993.02 | -31,926,898.98 | 39.3% |

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2020 13

| ACCOUNTS FOR: 001 GENERAL FUND | ORIGINAL APPROP | TRANSFRS/ ADJUSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-----------------------------------|--------------------|------------------------|-------------------|---------------|--------------|---------------------|-------------|
| 001 TOWN MANAGER'S OFFICE | 381,915 | 0 | 381,915 | 369,042.73 | .00 | 12,872.27 | 96.6% |
| 002 TOWN CLERK'S OFFICE | 219,242 | 0 | 219,242 | 210,237.50 | .00 | 9,004.50 | 95.9% |
| 003 REGISTRAR OF VOTERS | 79,203 | 0 | 79,203 | 54,445.98 | .00 | 24,757.02 | 68.7% |
| 004 PLANNING COMMISSION | 3,525 | 0 | 3,525 | 1,127.03 | .00 | 2,397.97 | 32.0% |
| 005 ECONOMIC DEVELOPMENT | 23,530 | 0 | 23,530 | 18,882.90 | .00 | 4,647.10 | 80.3% |
| 006 BOARD OF FINANCE | 1,350 | 16 | 1,366 | 1,364.82 | .00 | 1.18 | 99.9% |
| 008 CHARTER REVISION COMM | 100 | 0 | 100 | .00 | .00 | 100.00 | 0% |
| 009 BOARD OF ASSESSMENT APPEALS | 1,200 | 0 | 1,200 | 939.84 | .00 | 260.16 | 78.3% |
| 010 ZONING BOARD OF APPEALS | 1,250 | 0 | 1,250 | 388.90 | .00 | 861.10 | 31.1% |
| 011 INLAND WETLANDS | 2,300 | 0 | 2,300 | 785.00 | .00 | 1,515.00 | 34.1% |
| 012 COMM. FOR DISABLED PEOPLE | 100 | 0 | 100 | .00 | .00 | 100.00 | 0% |
| 013 DONATIONS AND DUES | 50,522 | 0 | 50,522 | 46,317.13 | .00 | 4,204.87 | 91.7% |
| 014 TOWN COUNCIL | 39,905 | 0 | 39,905 | 39,202.50 | .00 | 702.50 | 98.2% |
| 015 LEGAL EXPENSE | 228,764 | 30,000 | 258,764 | 258,114.39 | .00 | 649.61 | 99.7% |
| 016 CENTRAL SERVICES | 186,800 | 0 | 186,800 | 181,409.42 | .00 | 5,390.58 | 97.1% |
| 017 INSURANCE EXPENSE | 584,000 | 0 | 584,000 | 554,009.90 | .00 | 29,990.10 | 94.9% |
| 018 GENERAL EXPENSE | 554,002 | 2,200,000 | 2,754,002 | 2,747,994.88 | .00 | 6,007.12 | 99.8% |
| 019 DEVELOPER/PLANNER | 133,323 | 0 | 133,323 | 132,740.82 | .00 | 582.18 | 99.6% |
| 020 FINANCE DEPARTMENT | 421,531 | 0 | 421,531 | 404,582.39 | .00 | 16,948.61 | 96.0% |
| 021 TAX COLLECTOR | 144,353 | 0 | 144,353 | 137,121.12 | .00 | 7,231.88 | 95.0% |
| 022 ASSESSOR'S OFFICE | 241,994 | 0 | 241,994 | 239,021.20 | .00 | 2,972.80 | 98.8% |
| 030 PUBLIC WORKS ADMIN. | 280,940 | 0 | 280,940 | 275,726.86 | .00 | 5,213.14 | 98.1% |
| 031 ENGINEERING | 248,490 | -22 | 248,468 | 234,656.01 | .00 | 13,811.99 | 94.4% |
| 032 SOLID WASTE REMOVAL | 635,092 | 1,635 | 636,727 | 567,959.59 | .00 | 68,767.19 | 89.2% |
| 033 BUILDING INSPECTION | 203,710 | 0 | 203,710 | 201,801.27 | .00 | 1,908.73 | 99.1% |
| 034 HIGHWAY DEPT. | 1,366,164 | 14,455 | 1,380,619 | 1,299,771.96 | .00 | 80,846.59 | 94.1% |
| 035 BUILDING MAINTENANCE | 608,322 | 8,839 | 617,161 | 611,569.27 | .00 | 5,592.10 | 99.1% |
| 036 PARKS & GROUNDS | 417,968 | 5,728 | 423,696 | 415,374.46 | .00 | 8,321.83 | 98.0% |
| 037 PUBLIC WORKS-OTHER | 381,250 | 0 | 381,250 | 378,585.62 | .00 | 2,664.38 | 99.3% |
| 038 VEHICLE MAINTENANCE | 342,997 | 2,483 | 345,480 | 266,662.43 | .00 | 78,817.85 | 77.2% |
| 040 POLICE DEPARTMENT | 3,531,214 | 44,886 | 3,576,100 | 3,279,712.92 | .00 | 296,387.08 | 91.7% |
| 041 EMERGENCY MANAGEMENT | 19,050 | 0 | 19,050 | 18,263.53 | .00 | 786.47 | 95.9% |
| 042 ANIMAL CONTROL | 89,371 | 0 | 89,371 | 86,244.93 | .00 | 3,126.07 | 96.5% |
| 050 HEALTH DEPARTMENT | 198,293 | 0 | 198,293 | 194,385.57 | .00 | 3,907.43 | 98.0% |
| 051 HUMAN SERVICES | 131,951 | 0 | 131,951 | 131,131.10 | .00 | 819.90 | 99.4% |
| 053 SENIOR SERVICES | 109,980 | 0 | 109,980 | 70,419.96 | .00 | 39,560.04 | 64.0% |
| 054 YOUTH SERVICES | 95,298 | 0 | 95,298 | 91,334.44 | .00 | 3,963.56 | 95.8% |
| 055 TRANSPORTATION SERVICES | 189,396 | 0 | 189,396 | 130,425.36 | .00 | 58,970.64 | 68.9% |
| 060 RECREATION DEPARTMENT | 252,731 | 0 | 252,731 | 243,789.46 | .00 | 8,941.54 | 96.5% |
| 061 LIBRARY | 594,581 | 0 | 594,581 | 557,129.35 | .00 | 37,451.65 | 93.7% |
| 070 BONDED DEBT | 3,704,100 | 0 | 3,704,100 | 3,704,100.00 | .00 | .00 | 100.0% |
| 080 EMPLOYEE BENEFITS | 3,846,399 | -108,020 | 3,738,379 | 3,178,129.25 | .00 | 560,249.48 | 85.0% |
| 090 BOARD OF EDUCATION | 30,700,762 | 0 | 30,700,762 | 30,500,895.60 | .00 | 199,866.40 | 99.3% |
| 119 DEVELOPMENT COMPLIANCE | 103,201 | 0 | 103,201 | 102,523.29 | .00 | 677.71 | 99.3% |

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2020 13

| ACCOUNTS FOR: | GENERAL FUND | ORIGINAL ESTIM REV | ESTIM REV ADJUSTMTS | REVISED EST REV | ACTUAL YTD REVENUE | REMAINING REVENUE | PCT COLL |
|---------------|-----------------------|-----------------------|------------------------|--------------------|-----------------------|----------------------|-------------|
| 001 | | | | | | | |
| 002 | TOWN CLERK'S OFFICE | -294,000 | 0 | -294,000 | -303,945.01 | 9,945.01 | 103.4% |
| 021 | TAX COLLECTOR | -43,807,335 | 0 | -43,807,335 | -44,446,461.96 | 639,126.96 | 101.5% |
| 022 | ASSESSOR'S OFFICE | -500 | 0 | -500 | -1,297.00 | 797.00 | 259.4% |
| 030 | PUBLIC WORKS ADMIN. | -45,300 | 0 | -45,300 | -50,966.55 | 5,666.55 | 112.5% |
| 033 | BUILDING INSPECTION | -225,000 | 0 | -225,000 | -752,665.17 | 527,665.17 | 334.5% |
| 040 | POLICE DEPARTMENT | -88,200 | 0 | -88,200 | -99,972.74 | 11,772.74 | 113.3% |
| 042 | ANIMAL CONTROL | -750 | 0 | -750 | -225.00 | -525.00 | 30.0% |
| 050 | HEALTH DEPARTMENT | -25,500 | 0 | -25,500 | -24,895.00 | -605.00 | 97.6% |
| 053 | SENIOR SERVICES | -1,500 | 0 | -1,500 | -1,369.00 | -131.00 | 91.3% |
| 054 | YOUTH SERVICES | -4,000 | 0 | -4,000 | -810.00 | -3,190.00 | 20.3% |
| 060 | RECREATION DEPARTMENT | 0 | 0 | 0 | -20.00 | 20.00 | 100.0% |
| 061 | LIBRARY | -8,000 | 0 | -8,000 | -2,790.59 | -5,209.41 | 34.9% |
| 206 | BOARDS & COMMISSIONS | -9,250 | 0 | -9,250 | -6,238.93 | -3,011.07 | 67.4% |
| 207 | STATE OF CONNECTICUT | -5,246,003 | 0 | -5,246,003 | -5,296,749.29 | 50,746.29 | 101.0% |
| 208 | MISCELLANEOUS SOURCES | -717,040 | 0 | -717,040 | -1,181,837.95 | 464,797.95 | 164.8% |
| 999 | FUND BALANCE | -879,001 | 0 | -879,001 | .00 | -879,001.00 | .0% |
| | TOTAL GENERAL FUND | -51,351,379 | 0 | -51,351,379 | -52,170,244.19 | 818,865.19 | 101.6% |

POSTED BATCH REPORT BY SEQUENCE NUMBER / TERM# 10 BATCH# 982

| OFFICE OF TAX COLLECTOR TOWN OF CROWDELL TYPE: ALL CASH: ALL DATE: 09/01/2020 TIME: 10:14:33 PAGE: 1 | | | | | | | | | |
|--|---|--------------------|----------|------|------|-------|------|----------|-----------|
| TOTAL ONLY : NO BATCH# 982 TERM# 10 PAYDATE : 07/01/2020 TO 09/01/2020 CYCLE : 00 - ALL PAY TYPE : ALL TAX/DEF : Tax and Deferred TYPE : 00 ALL BILLS | | | | | | | | | |
| BILL # | S | TOWN | INTEREST | LIEN | FEES | B-INT | FIRE | INTEREST | LIEN |
| 2018-04-0081970 | | THE HOMEAIDES LLC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -254.21 | | | | | | | -254.21 |
| 2018-04-0081968 | | THE HOMEAIDES LLC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -352.25 | | | | | | | -352.25 |
| 2018-04-0081965 | | THE HOMEAIDES LLC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -265.77 | | | | | | | -265.77 |
| 2018-04-0081964 | | THE HOMEAIDES LLC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -96.54 | | | | | | | -96.54 |
| 2018-04-0081963 | | THE HOMEAIDES LLC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -853.79 | | | | | | | -853.79 |
| 2018-04-0081962 N | | THE HOMEAIDES LLC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -174.11 | | | | | | | -174.11 |
| 2018-04-0081969 | | THE HOMEAIDES LLC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -352.25 | | | | | | | -352.25 |
| 2018-03-0059467 | | PASSIER KRISTINA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -119.50 | | | | | | | -119.50 |
| 2019-03-0062344 | | TODD RAYMOND H | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -18.52 | | | | | | | -18.52 |
| 2019-03-0051789 | | CADELLA JOHN A | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -45.90 | | | | | | | -45.90 |
| 2019-03-0055405 | | HAYES CHERYL L | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -35.78 | | | | | | | -35.78 |
| 2019-03-0055600 | | HODGE RODNEY P | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -334.18 | | | | | | | -334.18 |
| 2019-03-0055461 | | HENDERSON WALTER E | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -14.94 | | | | | | | -14.94 |
| 2019-03-0055462 | | HENDERSON WALTER E | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -76.53 | | | | | | | -76.53 |
| 2019-03-0063145 | | VU DUNG N | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -37.65 | | | | | | | -37.65 |
| 2019-03-0063700 | | WOODS TAN N | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -27.48 | | | | | | | -27.48 |
| 2019-03-0054361 | | FLEET ALAN V | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -85.69 | | | | | | | -85.69 |
| 2019-03-0055724 | | HONDA LEASE TRUST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -457.33 | | | | | | | -457.33 |
| 2019-03-0055692 | | HONDA LEASE TRUST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -114.74 | | | | | | | -114.74 |
| 2019-03-0062371 | | TOMASSO JOSEPH A | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -46.94 | | | | | | | -46.94 |
| 2019-03-0050400 | | ANDERSON RICHARD W | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | -25.44 | | | | | | | -25.44 |
| 09/01/2020 | | -3,789.54 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -3,789.54 |
| TOT CUR/YR [13] | | -1,321.12 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -1,321.12 |
| TOTAL: | | -1,321.12 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -1,321.12 |
| TOT BACK/YR [8] | | -2,468.42 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -2,468.42 |
| TOTAL: | | -2,468.42 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -2,468.42 |
| TOT ACTIVE [21] | | -3,789.54 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -3,789.54 |
| TOTAL: | | -3,789.54 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -3,789.54 |
| TOT REFUNDS [21] | | -3,789.54 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -3,789.54 |
| GRAND TOTAL [21] | | -3,789.54 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -3,789.54 |
| TYPE R | | -3,789.54 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -3,789.54 |
| TOWN | | -1,321.12 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -1,321.12 |
| FIRE | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CURRENT: | | -2,468.42 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -2,468.42 |
| BACK : | | 0.00 | | | | | | | 0.00 |
| BACK : | | 0.00 | | | | | | | 0.00 |
| RECEIPT TOTAL | | -3,789.54 | | | | | | | -3,789.54 |
| CASH TOTAL | | 0.00 | | | | | | | 0.00 |
| CHANGE TOTAL | | 0.00 | | | | | | | 0.00 |
| CASH BALANCE | | 0.00 | | | | | | | 0.00 |
| CHECK TOTAL | | 0.00 | | | | | | | 0.00 |
| CREDIT TOTAL | | 0.00 | | | | | | | 0.00 |

| | | |
|---------------|-----------|---------------------------|
| DEPOSIT TOTAL | -3,789.54 | *** (EXCLUDE CREDIT CARD) |
| DEPOSIT TOTAL | -3,789.54 | |

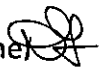


CROMWELL POLICE DEPARTMENT

Denise Lamontagne
Chief of Police

MEMO

TO: Anthony Salvatore
Town Manager

FROM: Chief Denise Lamontagne 

SUBJECT: 2020/21 Distracted Driving High Visibility Grant

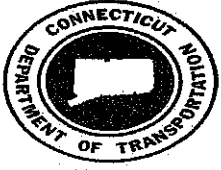
DATE: September 1, 2020

I am requesting to be added to the September 9, 2020 Town Council agenda.

I am requesting that the Town Council grant permission to apply for and receive the 2020/21 Distracted Driving High Visibility Enforcement Grant. Based on the figures that I have received, I am requesting an appropriation of \$10,824 from Capital Non-Recurring of which 100% will be reimbursed back to the Town.

I will be making a request to the Board of Finance at their September 2020 meeting for their approval of funding.

Attachment

| | | | | |
|--|---|--|---|-------------|
|  | FY 2021 HIGHWAY SAFETY PROJECT APPLICATION | | CT-DOT/HSO | |
| | CT DEPARTMENT OF TRANSPORTATION | | FORM | DDHVE GRANT |
| | SHADED AREA FOR HSO USE ONLY | | CFDA # | 20.616 |
| | PROJECT NO: 0201-0745-2- | | HSO Stamp | |
| REVISION: August 19, 2020 | PROGRAM AREA: 405 e-2 (M8DDLE) | | | |
| EXPIRES: September 30, 2021 | PROGRAM AREA DESCRIPTION: Distracted Driving High Visibility Enf. | | | |
| ACCEPTANCE – IT IS UNDERSTOOD AND AGREED BY THE UNDERSIGNED THAT FUNDS RECEIVED AS A RESULT OF THIS APPLICATION IS SUBJECT TO THE REGULATIONS GOVERNING HIGHWAY SAFETY PROJECTS. THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTY IN ACCORDANCE WITH TRANSPORTATION SAFETY SECTION POLICY. COPY OF POLICY OBTAINED UPON REQUEST. | | | | |
| PROJECT TITLE: FY 2021 Distracted Driving High Visibillity Enforcement | | | | |
| GOVERNMENTAL UNIT: Town of Cromwell | | ADDRESS OF GOVERNMENTAL UNIT: 41 West Street, Cromwell CT 06416 | | |
| APPLICANT: Cromwell Police Department | | ADDRESS OF APPLICANT: 5 West Street, Cromwell CT 06416 | | |
| FEIN: 06-600-1978 | DUNS NUMBER: 08-506-6439 | ANTICIPATED PROJECT STARTUP DATE: October 1, 2020 | | |
| PROJECT DIRECTOR: Denise Lamontage | | TITLE: Chief of Police | TELEPHONE NUMBER: 860-635-2256 ext. 7842 | |
| SIGNATURE: | | ADDRESS & ZIP CODE: 5 West Street, Cromwell CT 06416 | FAX NUMBER: 860-613-2934 | |
| FINANCIAL OFFICER: Marianne Sylvester | | TITLE: Finance Director | E-MAIL ADDRESS: chief.lamontagne@cromwellpd.com | |
| SIGNATURE: | | ADDRESS & ZIP CODE: 41 West Street, Cromwell CT 06416 | TELEPHONE NUMBER: 860-632-3416 | |
| AUTHORIZING OFFICIAL: Anthony Salvatore | | TITLE: Town Manager | FAX NUMBER: 860-632-3491 | |
| SIGNATURE: | | ADDRESS & ZIP CODE: 41 West Street, Cromwell CT 06416 | E-MAIL ADDRESS: msylvester@cromwellct.com | |
| APPROVED PROJECT PERIOD: FROM: THROUGH: April 30, 2021 | | FISCAL REVIEW COMPLETED BY: PROJECT MANAGER REVIEW COMPLETED BY: DATE: | | |
| Christine Biske or Anila Hafeez | | Phyllis DiFiore | | |
| DATE: | | PROGRAM COORDINATOR REVIEW COMPLETED BY: DATE: | | |
| REQUESTED AMOUNT: \$10,823.41 | | Joseph T. Cristalli, Jr. | | |
| HSO APPROVED \$ | | GOVERNOR'S HIGHWAY SAFETY REP. DATE: | | |
| TOTAL ALLOTTED: | | Garrett T. Eucalitto | | |

| | | |
|---|-----------------------------------|--------------------|
| PROJECT TITLE | APPLICANT | |
| FY 2021 Distracted Driving High Visibility Enforcement | Cromwell Police Department | |
| | PROBLEM ID | PAGE 1 OF 1 |

STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION
PROBLEM IDENTIFICATION

To date, identifying the role distracted driving has played in fatality and serious injury crashes has been a challenge in Connecticut, due to the way crash data is collected and limitations of the crash reporting form (PR-1) itself. In order to effectively allocate 405(e) funds to multiple areas including enforcement mobilizations, the HSO chose to use an index of a combination of factors to best identify where the largest volumes of crashes, non-interstate roadway use, and population centers intersect. The goal of which is to target suspected locations where distraction as a result of hand held mobile phone use by drivers leads to crashes; and to identify areas where enforcement of Connecticut's hand held mobile phone for drivers can most be effective.

The applicant was selected by the HSO to conduct High Visibility Enforcement (HVE) based on a combination of the following data, weighted and ranked to determine areas where traffic volumes are highest, and the most crashes occur by town. The following ranking system was used by our data consultant.

- Fatal and injury crashes 2015-2019
- Daily Vehicle Miles Traveled (DVMT) (2017)
- Population (2017)
- Crash rate per DVMT
- Crash Rate per population
- Past High Visibility Enforcement grant performance

ENTER YOUR AGENCY'S STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION

****Press "ALT"&"Enter" together to insert new line**

This agency is continually working towards reducing motor vehicle crashes within our jurisdiction, as well as distracted driving type of behavior, and moving motor vehicle violations as a result of distracted driving type of behavior. It is the hope of this agency that deploying officers during this Distracted Driving High Visability Enforcement (DDHVE) grant periods, specifically utilizing self-initiated type High Visability Enforcement, will result in a reduction of motor vehicle crashes and/or distracted driving type of behavior. Self-Initiated enforcement will be directed towards the main areas and/or intersections of concern, where this agency investigates the most motor vehicle crashes, to include the intersections of: West Street and Shunpike Road, West Street by the Route 9 exit/entrance ramps, Berlin Road by the Interstate 91 exit/entrance ramps, and Berlin Road by Sebethe Drive.

This agency has participated in this DDHVE in years prior (2015 through 2018) and has been effective in citing those operators violating the distracted driving laws. It should be noted that this agency did not participate in this DDHVE in 2019 due to staffing shortages during the aforementioned time periods covered by this grant (April and August). However, this agency did participate in the DDHVE Grant during 2020. Although Covid-19 resulted in the 2020 April enforcement period being postponed, many of the postponed/unfilled enforcement patrols were able to be moved to the 2020 August enforcement period. Over the five year period this agency previously participated in High Visability Distracted Driving targeted enforcement overtime (as allowed per this grant), officers conducted over 660 motor vehicle stops, resulting in approximately 523 infractions and 20 misdemeanor summons' being issued to motor vehicle operators stopped as a result of this enforcement.

| | | | |
|---|--|----------------------------|-------------|
| PROJECT TITLE | | APPLICANT | |
| FY 2021 Distracted Driving High Visibility Enforcement | | Cromwell Police Department | |
| | | OBJECTIVES | PAGE 1 OF 1 |
| OBJECTIVES | | | |
| <p>**Press "ALT"&"Enter" together to insert new line</p> <p>To decrease fatalities and injuries as a result of crashes caused by driver distraction, especially those caused by hand held mobile phone use by:</p> <ul style="list-style-type: none">Increasing enforcement, especially HVE of Connecticut's hand held mobile phone ban for drivers in areas identified to have high rates of fatal and injury crashes | | | |

| | | | | |
|---|--------------------|-----------------------------------|---------------------------------------|------------------------------|
| PROJECT TITLE | | APPLICANT | | |
| FY 2021 Distracted Driving High Visibillity Enforcement | | Cromwell Police Department | | |
| | | SUMMARY | | |
| BUDGET SUMMARY APPROVAL | | | | |
| TOTAL FEDERAL BUDGET | | \$10,823.41 | FEDERAL SHARE | 100.00% |
| TOTAL MATCH BUDGET | | \$0.00 | NON-FEDERAL SHARE | 0.00% |
| FEDERAL AWARD IDENTIFIER NUMBER (FAIN): | | 69A3751930000405eCTC | | |
| | | 69A3752030000405eCTC | | |
| | | 69A3752130000405eCTC | | |
| COST CATEGORY | AMOUNT | BUDGET SUMMARY APPROVAL | | |
| OFFICERS-SALARIES | \$8,035.20 | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED | <input type="checkbox"/> N/A |
| OFFICERS-FRINGER BENEFITS | \$2,788.21 | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED | <input type="checkbox"/> N/A |
| TROOPER-SALARIES | \$0.00 | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED | <input type="checkbox"/> N/A |
| TROOPER-FRINGER BENEFITS | \$0.00 | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED | <input type="checkbox"/> N/A |
| STATE POLICE-SALARIES | \$0.00 | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED | <input type="checkbox"/> N/A |
| STATE POLICE-FRINGER BENEFITS | \$0.00 | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED | <input type="checkbox"/> N/A |
| INDIRECT COST | \$0.00 | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED | <input type="checkbox"/> N/A |
| TOTAL FEDERAL BUDGET | \$10,823.41 | APPROVED \$: | | |
| Notes: | | | | |




CROMWELL POLICE DEPARTMENT

Denise Lamontagne
Chief of Police

MEMO

TO: Anthony Salvatore
Town Manager

FROM: Chief Denise Lamontagne 

SUBJECT: Town Council Report

DATE: September 1, 2020

In preparation for the September Town Council meeting, I am providing you the August monthly statistics. Also, I am including a report from K-9 Officer John Carlson for activity for the month of July 2020.

Use of Force Incidents: none

Civilian Complaints: none

Training: Sergeant Michael Maslauskas attended Basic Crime Scene
Officer Peter Pietraroia attended SRO training
Officer Peter Pietraroia attended SRO and Campus Law
Enforcement Response to Critical Incidents and Crisis Situations

Captain Kevin VanderSloot last day of service was August 28, 2020.

There were 23 applicants for the Captain's position, including 1 internal candidate. Oral Board panels are set for September 8th and 10th.

Oral Boards for entry level officer are being conducted September 1-3.



CROMWELL POLICE DEPARTMENT

Denise Lamontagne
Chief of Police

TO: Chief Denise Lamontagne

FROM: K-9 Officer John Carlson

SUBJECT: Monthly K-9 Activity August 2020

DATE: 09/01/2020

Beginning August 1, 2020 through August 31, 2020 I am reporting the following activities for the K-9 unit:

August 16, 2020 – Case #20-8021 – K9 track from stolen vehicle in Wethersfield – Negative results – Later determined suspects left in a second stolen vehicle.

August 17, 2020 – Case #20-8037 – Building search at commercial building with open door and alarm – Negative results.

August 24, 2020 – Case #20-8353 – K-9 Narcotics vehicle search – small amount of paraphernalia located as a result of search

August 26, 2020 – K-9 patrol monthly in-service Colchester – 8 Hours

Nothing further at this time.

Incident Statistics Report

08/01/2020 00:00 Thru 08/31/2020 23:59

| Call Type Description | Total for Period |
|-------------------------------|------------------|
| 911 Hang Up Call | 10 |
| Administrative Matter | 12 |
| Alarm - All types | 20 |
| ALARM-FALSE BILLABLE | 31 |
| Animal Complaint | 26 |
| Assist Motorist | 22 |
| Assist Other Agency | 47 |
| Burglary | 3 |
| Car Seat Installation | 2 |
| CAR WASH | 32 |
| Civil Matter | 4 |
| Criminal Mischief / Vandalism | 6 |
| Dis Conduct/BOP | 2 |
| Domestic Incident | 11 |
| Drug - INFRACTION only | 1 |
| DUI | 4 |
| Dumping | 2 |
| Escort | 2 |
| False Pretenses/Swindling | 1 |
| Family Offenses, Nonviolent | 2 |
| Fight/Disturbance | 1 |
| Fingerprinting | 34 |
| FV Protocol / P.A. | 9 |
| Harrassing Phone Calls | 1 |
| Identity Theft | 2 |
| Impaired / Intox Person | 1 |
| Juvenile Incident | 3 |
| K-9 Assist | 3 |
| Larceny - From Building | 2 |
| Larceny - From MV | 8 |
| Larceny - MV Parts/Access | 1 |
| Larceny -Shoplifting | 31 |
| Larceny- Other | 3 |
| Medical Emergency | 24 |
| MV Accident | 24 |
| MV - Recovered | 1 |
| MV Parking Violation | 4 |
| MV Theft | 6 |
| MV Towed | 1 |

Incident Statistics Report

08/01/2020 00:00 Thru 08/31/2020 23:59

| Call Type Description | Total for Period |
|------------------------------|------------------|
| MV Violation | 161 |
| MVA NR PRIV PROP | 8 |
| Neighbor Dispute | 1 |
| Noise Complaint | 11 |
| Nursing Home Fax Report | 1 |
| Property Check | 423 |
| Property Lost/Found | 15 |
| Record Only Call | 13 |
| Report of Gunshot | 1 |
| Road Cond/TCS Out | 90 |
| See Complainant | 35 |
| Serve Warrant INFO | 2 |
| Suspicious Activity | 65 |
| TEST CALL | 8 |
| Threaten/Harass/Intimidation | 3 |
| Town Ordinance | 1 |
| Traffic Assignment | 8 |
| Trespassing | 3 |
| Unfounded Complaint | 23 |
| Untimely Death | 2 |
| Unwanted Person | 6 |
| Well Being Check | 25 |
| Total: | 1304 |

Monthly NIBRS Statistics

08/01/2020 00:00 Thru 08/31/2020 23:59

| Call Description | Curr Mth 08/t 2020 | Prev Mth 07/ 2020 | % Chg Mth to Mth | Prev Year 08/2019 | % Chg Mth to Yr | Year To Date 1/1 - 08/31/2020 | Year To Date 2019 1/1 - 08/31/2019 | % Chg 2020 / 2019 |
|---------------------------------|-----------------------|----------------------|---------------------|----------------------|--------------------|----------------------------------|---------------------------------------|----------------------|
| 100 Kidnap/Abduction | 0 | 0 | % 0 | 0 | % 0 | 0 | 1 | % -100 |
| 11A Forcible Rape | 0 | 1 | % 100 | 1 | % 100 | 2 | 1 | % +100 |
| 11B Forcible Sodomy | 0 | 0 | % 0 | 0 | % 0 | 1 | 0 | % +100 |
| 11D Forcible Fondling | 0 | 0 | % 0 | 0 | % 0 | 2 | 2 | % 0 |
| 120 Robbery | 0 | 1 | % 100 | 1 | % 100 | 4 | 2 | % +100 |
| 13A Aggravated Assault | 0 | 0 | % 0 | 0 | % 0 | 2 | 1 | % +100 |
| 13B Simple Assault | 2 | 1 | % +100 | 5 | % -60 | 21 | 34 | % -38 |
| 13C Intimidation | 3 | 2 | % +50 | 1 | % +200 | 17 | 17 | % 0 |
| 200 Arson | 0 | 1 | % 100 | 0 | % 0 | 5 | 3 | % +66.6 |
| 210 Extortion/Blackmail | 0 | 0 | % 0 | 0 | % 0 | 1 | 0 | % +100 |
| 220 Burglary/Breaking and Enter | 3 | 2 | % +50 | 1 | % +200 | 18 | 12 | % +50 |
| 23B Purse-Snatching | 0 | 0 | % 0 | 0 | % 0 | 0 | 1 | % -100 |
| 23C Shoplifting | 30 | 31 | % -3.2 | 11 | % +172 | 146 | 141 | % +3.54 |
| 23D Theft From Building | 1 | 0 | % +100 | 6 | % -83 | 9 | 27 | % -66 |
| 23F Theft From Vehicle | 10 | 5 | % +100 | 1 | % +900 | 38 | 16 | % +137 |
| 23G Theft of MV Parts or Access | 0 | 2 | % 50 | 0 | % 0 | 5 | 2 | % +150 |
| 23H All other Larceny | 2 | 4 | % -50 | 0 | % +200 | 11 | 8 | % +37.5 |
| 240 Motor Vehicle Theft | 6 | 3 | % +100 | 3 | % +100 | 16 | 11 | % +45.4 |
| 250 Counterfeiting/Forgery | 0 | 0 | % 0 | 1 | % 100 | 12 | 9 | % +33.3 |
| 26A False Pretenses/Swindle/Con | 2 | 0 | % +200 | 4 | % -50 | 12 | 8 | % +50 |
| 26B Credit Card/Automatic Telle | 2 | 1 | % +100 | 2 | % 0 | 9 | 13 | % -30 |
| 26E Wire Fraud | 0 | 0 | % 0 | 0 | % 0 | 1 | 6 | % -83 |
| 26F Identity Theft | 2 | 1 | % +100 | 0 | % +200 | 19 | 17 | % +11.7 |
| 26G Hacking/Computer | 0 | 0 | % 0 | 0 | % 0 | 1 | 0 | % +100 |
| 270 Embezzlement | 0 | 0 | % 0 | 1 | % 100 | 1 | 3 | % -66 |
| 280 Stolen Property Offenses | 0 | 0 | % 0 | 0 | % 0 | 1 | 0 | % +100 |
| 290 Destruction/Damage/Vandalis | 5 | 5 | % 0 | 5 | % 0 | 26 | 38 | % -31 |
| 35A Drug Narcotic Violations | 1 | 2 | % -50 | 2 | % -50 | 8 | 12 | % -33 |
| 35B Drug Equipment Violations | 1 | 1 | % 0 | 1 | % 0 | 10 | 14 | % -28 |
| 520 Weapon Law Violations | 0 | 0 | % 0 | 0 | % 0 | 4 | 2 | % +100 |
| 720 Animal Cruelty | 0 | 0 | % 0 | 0 | % 0 | 0 | 0 | % 0 |
| 90C Disorderly Conduct | 0 | 3 | % 33.3 | 1 | % 100 | 13 | 15 | % -13 |
| 90D Driving under the Influence | 4 | 2 | % +100 | 2 | % +100 | 18 | 26 | % -30 |
| 90F Family Offenses, Nonviolent | 2 | 0 | % +200 | 3 | % -33 | 5 | 6 | % -16 |
| 90G Liquor Law Violations | 0 | 0 | % 0 | 0 | % 0 | 0 | 2 | % -50 |
| 90I Runaway | 0 | 0 | % 0 | 1 | % 100 | 1 | 1 | % 0 |
| 90J Trespass of Real Property | 5 | 3 | % +66.6 | 1 | % +400 | 15 | 20 | % -25 |
| 90Z All Other Offenses | 1 | 8 | % -87 | 2 | % -50 | 51 | 44 | % +15.9 |
| Report Totals: | 82 | 79 | % +3.79 | 56 | % +46.4 | 505 | 515 | % -1.9 |

The Human Resource Consortium, LLC Strategy-Centric HR and OD. *Exponential Results.*

September 2, 2020

Mr. Anthony Salvatore
 Town Manager
 Town of Cromwell
 41 West Street
 Cromwell, CT 06416

Dear Anthony:

This letter is to provide you with additional information to our proposal of February 5, 2020 related to:

1. Prior and existing clients in the governmental sector (municipalities, state agencies and quasi-governmental agencies);
2. Additional consultant resource for Job Description Update project – Doug Stewart;
3. Proposal for an additional scope of work: Employee Handbook Update; and
4. Proposal for an additional scope of work: Update of Police Department Standard Operating Procedures to comply with changes in State of Connecticut regulations.

1. The Human Resource Consortium's Governmental Sector Clients

| Client | Nature of Consulting Work |
|--|---|
| Avon Fire Department | Labor Relations, Contracting and Mediation |
| Bloomfield, Town of | Affirmative Action Planning & Town Council Briefings (5 years, ongoing) |
| Bridgeport, City of | Competency Models for Selection & Performance: Administrators and Teachers |
| Capitol Community College | Employee-Management Mediation Support |
| Connecticut Health & Educational Finance Authority | Total Compensation Study and Development of Compensation System, Climate Survey, Assessment of Performance Management System, Development of Performance Management System, Manager and Staff Training (Communications, Conflict Management and Diversity & Inclusion). |
| Connecticut, State of | <i>1 of 6 Nationally Selected Firms to Conduct Mandated Diversity & Inclusion Training Initiative for All Agencies</i> , The HRC designed and delivered required and customized content to: Connecticut Development Authority, Department of Public Safety, Department of Public Works, Department of Transportation and Housatonic Community College. CT-DSS Bureau for Child Evaluation – Policies & Organization Assessment & Restructure; CT-JATC Organization Assessment and Curricula Redesign; Department of Transportation Violence in Workplace Assessment and Response Team Development |
| HealthTrust (NH) | Job Descriptions, Job Classification System, Total Rewards Competitive Market Study, Compensation System Design and Implementation |
| New London, City of | New Hire Surveys System, Outsourced Exit Interviews |
| Norwalk, Town of | Retained Search: Chief Talent Officer, Outsourced Exit Interviews, Workforce Plan |
| Southwest Regional Planning Authority | Policies/Employee Handbook, Job Descriptions, Performance Management System, Compensation |
| Westerly, Town of | Integration Viability of Town and Schools HR Function |

2. **Additional Consultant Resource for Job Description Update: Doug Stewart, MBA**

Doug Stewart is a proven Human Resources professional and leader with over 25 years of broad industry experience in higher education, Fortune 500/manufacturing, healthcare, finance and governmental service. His leadership roles have included job/role descriptions, total rewards (compensation, benefits and recognition programs), executive compensation, HR operations, HR compliance, HR generalist and labor relations responsibilities.

Prior to joining The Human Resource Consortium, Doug most recently served as Senior Vice President, HR Operations & Total Rewards for Bar Harbor Bank & Trust where he designed and implemented an innovative TR strategy, creating significant savings and instituting a retirement investment committee charter and Employee Stock Purchase Plan. Prior to that, as Assistant Vice Chancellor for HR Services for UMass Medical School, he led the strategic design and implementation of their Total Rewards and Labor strategies in addition to leadership on HR information systems, HR compliance including revision of all HR policies, HR service center and immigration. As Assistant Vice President for HR at St. John Fisher College, Doug was responsible for leadership of the HR function and led its initiative to reduce significant cost by self-insuring medical benefits without impacting plan design.

While Director of Benefits at Brown University, HR Compliance Officer and Manager of Benefits Programs for Textron Inc. and Benefits Manager at Raytheon Company, Doug consistently led Total Rewards strategy redesigns and implementations. At Textron, he served as an integral member of the project team to implement the largest, whole case high-deductible health plan (at the time) and project lead to outsource corporate health & welfare benefits.

Doug earned a Bachelor of Science degree from the United States Naval Academy and his Master of Business Administration degree from the University of Rhode Island. He has served as an Adjunct Instructor of Human Resources Management curricula for the St. John Fisher College School of Business. He also completed Six Sigma Green Belt certification at both Textron and Raytheon.

Prior to commencing his civilian career, Doug performed a shipboard tour of duty as Communications Officer, Navigator and Administrative Officer, and he served as the Staff Administrative Officer for a destroyer squadron, which included duties in manpower administration, and inspections of shipboard administrative and supply programs. As a Naval Reservist, Doug served in numerous shipboard and shore-based assignments, including Commanding Officer of a Naval Reserve shipboard detachment. His civilian volunteer efforts have included serving as Scoutmaster for the Boy Scouts of America and support to the Brain Injury Association of Rhode Island.

3. **Additional Scope of Work - Employee Handbook Update**

Project Consulting Team Members: Scott Macdonald, Esq., SPHR, SHRM-SCP and Regan MacBain Traub

Employee Handbook Process

- ◆ Detailed review of Handbook and bargaining unit agreements for policy-related considerations;
- ◆ Create list of Handbook requirements for updates on compliance requirements as well as recommended policy/practices;
- ◆ Facilitate meeting with Town leader(s) to discuss policy/practice needs from the perspective of Town leaders as well as The HRC and recommendations;
- ◆ Complete initial draft of Employee Handbook; Review with Town leaders;
- ◆ Town leaders meet with consultant to provide and discuss all feedback and requests/suggestions for revision;
- ◆ The HRC completes Employee Handbook revisions (2nd draft) and provides Town of Cromwell with final, electronic version.

Additional Recommendation: Manager and Staff Training on Policies

- ◆ In partnership with Town Manager, The HRC develops and conducts a two (2) hour educational session for Managers on changes to policies and practices and one (1) hour session for non-managerial staff.

Regan's career began with nursing where she developed invaluable skills in systemic assessment and integrated solutions to complex issues. She then spent fourteen years in international and domestic business operations for Nippon Steel (world's largest steel manufacturer) in Market Research and Analysis with responsibility for 13 Japanese trading firms, as Purchasing Agent for a key PEMEX contractor and then in operations leadership for two rapid growth financial services firms where she accomplished desired firm and service line expansion. Recognizing the critical importance of right people and people systems to achieve strategy, she began focusing in HR with search consultation to healthcare and financial services before founding The HRC.

She earned her certifications of Certified Personnel Consultant in 1989 and Senior Professional in Human Resource Management in 2001. In addition to a heavy professional workload, Regan has been a life-long volunteer. For the Society for Human Resource Management (SHRM HQ), she has served as a Regional Board Member, Director of Professional Development and Chief HR Officer Initiative Co-Chair. For SHRM Connecticut, she served as Founding State Director, Conference Chair, and Nominating Chair. As its CT State Director, she initiated the state's infrastructure, developed its leadership Council, founded/affiliated three additional SHRM chapters and also designed and led the SHRM Tri-State Conference, serving as Program and Conference Chair for almost two decades. During 8 years on the Capital Region Workforce Development Board, she served as Member of its Performance Management Committee, Co-Chair of the Employer Relations Committee, and Board of Directors. She has served on other numerous Boards including the CT Association of Personnel Services, CT Critical Incident Stress Management Network, CT MS Society, a \$25M community mental health non-profit as Succession Planning Chair, Watch Hill Yacht Club where she led its pivotal, two year strategic planning initiative and for Stonington Country Club as Executive Committee Member, Board Member, and Hospitality Chair to accomplish a culture and operational transformation.

Employee Handbook Update Project Cost

- ◆ Based on a cursory review of Cromwell's existing, 2008 Employee Handbook, we estimate this project to require 5.0 consulting days (8 hour equivalent) of time including meeting, reviewing, drafting and finalizing the Handbook. The cost of this consulting time will be **\$7,000** based on an hourly rate of \$175.
- ◆ Should the Town of Cromwell additionally desire training for managers and staff on the revised/new policies and practices, an additional cost of **\$700.00** will be incurred.
- ◆ Any actual consultant travel time will be billed if/as accrued at a lesser rate of \$75/hour.
- ◆ Any actual, reasonable expenses [e.g. mileage, copying/printing, and the like] will be billed as incurred.
- ◆ Should the Town of Cromwell require additional employee or labor relations guidance related to this project (e.g. HR policy creation/updates, labor relations communications, etc.) additional time will be billed as incurred at a rate of \$175 per hour.

4. Additional Scope of Work – Update Police Standard Operating Procedures

Project Consultant: Gregg T. Barratt

Police Standard Operating Procedures Update Process:

- ◆ Conduct review of existing procedures/practices against those recently enacted in the State of Connecticut – *An Act Concerning Police Accountability*;
- ◆ Meet with Town leader(s) to discuss objectives, needs, historical background, concerns, key stakeholders, etc.;
- ◆ Conduct 90 minute focus group with representatives of the police force to understand perspectives, issues, change-related opportunities and challenges, etc.
- ◆ Trend and document focus group findings; Share with project leaders;
- ◆ Develop initial draft revisions to SOPs;
- ◆ Review revisions with Town and Police leaders as well as receive feedback/requests for revision;
- ◆ Finalize Police SOP sections and remit electronic copy to Town of Cromwell.

Additional Recommendation: Manager and Staff Training on Changes to Police SOPs

- ◆ In partnership with Town Manager, The HRC develops and conducts a two (2) hour educational session for Managers on changes to procedures and one (1) hour session for non-managerial staff.

Gregg T. Barratt, a Senior HR and Organization Development Consultant with The Human Resource Consortium is an experienced HR leader and a nationally recognized professional in the training and organizational development field. He is certified in the use of Myers-Briggs Type Indicator, The Career Architect, Situational Leadership, Thomas Kilman Conflict Mode, and in the Rummier-Brache Process Mapping Method, as well as in an extensive range of professional and personal development programs. He also is certified as an alternative dispute mediator and critical incident stress manager, instructor and leader. Additionally, he has specialized expertise in the development and implementation of programs to employ U.S. veterans.

Gregg is highly proficient in developing and implementing innovative recruitment and retention strategies, merger integration strategies, employee policies and procedures, competency frameworks, performance management and measurement systems, compensation and benefits systems, recognition programs, and safety and security programs as well as conducting labor negotiations and relations, business process redesign, call-center design and development, and critical incident stress response and management initiatives. Gregg has researched, designed and conducted high impact training programs throughout the United States as well as in global locations for a wide expanse of leadership, behavioral, and skills educational initiatives for large corporations as well as for dynamic entrepreneurial firms. He possesses remarkable ability to develop high impact learning approaches and programs as well as to captivate audiences through his delivery of managerial, leadership, and customer service excellence education through a wide range of experiential, action-learning, interactive, and coaching approaches.

Gregg has been a consultant with The Human Resource Consortium since its inception in 1995 and has held leadership positions with Merrill Lynch, Pitney Bowes, RJ Nabisco, Aetna Financial Services, BIC Corporation, and Frontier Communications where he has been responsible for nationwide and global organization development and training. He has consulted with a wide variety of firms including American Medical Response, Avis, CHEFA, Culbro Corporation, Department of Public Safety for State of Connecticut, Greenfield Online, Green Mountain Coffee Roasters, HTVN, The Housing Authority of El Paso, IBM, JDS Uniphase, Medspan, Merrill Lynch, PepsiCo, Price Waterhouse, SpaceFitters/Chasm, Sportech plc, Texaco, and UST. Additionally, Gregg has supported small and large-scale critical events, including PanAm Flight 800 and 9/11/2001 at the World Trade Center.

Gregg earned his B.S. in Industrial Psychology and extensive graduate work in Organizational Psychology and Human Resources. Active in community service, he is State Captain for the Connecticut Patriot Guard Riders (a Veteran support group), has served as an advisory member of the Board of Directors for the Connecticut Make a Wish Foundation, a Member of Board of Directors for The Connecticut Critical Incident Stress Management Network, and 20 year veteran of emergency medical services. Gregg is a former Connecticut municipality police officer, a certified emergency medical technician, and holds 2nd degree black belts in Tang Soo Do and Sho-Lin karate.

Police Standard Operating Procedures' Project Cost

- ◆ We estimate this project to require 3.0 – 4.0 consulting days (8 hour equivalent) of time including meeting, reviewing, drafting and finalizing the SOP Manual. The cost of this consulting time will be **\$4,920 - \$6,560** based on an hourly rate of \$205. Please note that only actual consulting time will be billed.
- ◆ Should the Town of Cromwell additionally desire training for managers and staff on the revised/new procedures, an additional cost of **\$1,230.00**.
- ◆ Any actual consultant travel time will be billed if/as accrued at a lesser rate of \$75/hour.
- ◆ Any actual, reasonable expenses [e.g. mileage, copying/printing, and the like] will be billed as incurred.
- ◆ Should the Town of Cromwell require additional employee or labor relations guidance related to this project (e.g. labor relations communications, etc.) additional time will be billed as incurred at a rate of \$205 per hour.

The Human Resource Consortium's Operating Principles

The HRC and its consultants have continually embraced and operated to our Operating Principles which our clients appreciate.

- ◆ Respect each organization and its people, seeking first to understand rather than be heard as well as to sensitively impart truth.
- ◆ Accelerate achievement of desired strategy and culture through highly customized and integrated, straight-forward, practical and compelling solutions to enhance employee engagement.
- ◆ Facilitate employees' ability to quickly grasp and trust organization strategy and practices by establishing 'clear lines of sight' from strategy to their individual performance.
- ◆ Provide realistic recommendations that assure implementation efficacy.
- ◆ Assure our work will result in value for investment, mitigate/eliminate risk and contribute to organizational well-being.
- ◆ Create implementation and communication plans that are transparent, timely and culturally sensitive;
- ◆ Consistently model collaboration, teamwork, authenticity and exceptional ethics.
- ◆ Mitigate consulting cost and dependency by developing clients' internal capability and sustainability through active partnership and development of leaders and staff in the creation and implementation of solutions.

In Sum:

- ◆ *We've continued to earn our exemplary track record of success since 1995 with our clients, including the governmental sector;*
- ◆ *We provide clients with a 'higher touch' in responsiveness, gracious and respectful interaction, active partnering and transfer of knowledge/capability for greater ROI and additional gratis insights.*

Anthony, should you have any question related to this proposal, please contact me via our office phone (203.495.1500), my mobile phone (860.881.5300) or my email (rtraub@thehrc.com). I will look forward to hearing from you and the prospect of working with you to support to my personal and organization's former home town.

Respectfully,



Regan MacBain Traub
Founder and Managing Principal

RECEIVED FOR RECORD
Aug 14, 2020 03:03P
JoAnn Doyle
TOWN CLERK
CROMWELL, CT

**TOWN OF CROMWELL
TOWN COUNCIL REGULAR MEETING
WEDNESDAY AUGUST 12, 2020
7:00 P.M. TOWN HALL COUNCIL CHAMBERS**

MINUTES

Present: Mayor E. Faienza, Deputy Mayor J. Donohue, S. Fortenbach, J. Henehan, P. Ahlquist, A. Waters, J. Demetriades (via phone)

Absent:

Also Present: Town Manager A. Salvatore, Director of Finance M. Sylvester, Director of Public Works L. Spina, Chief of Police D. Lamontagne, Board of Education Liaison Jeff Matrullo and BOE member Luis Menendez

A. CALL TO ORDER

Mayor Faienza called the meeting to order at 7:01 p.m.

B. PLEDGE OF ALLEGIANCE

S. Fortenbach led the Pledge of Allegiance.

C. APPROVAL OF AGENDA

Mayor Faienza amended the agenda by adding K. New Business, #4. Discussion and possible action; Eversource. M. Appointments, 1. Planning and Zoning, Ann Grasso, Alternate. P. Executive Session, in accordance with C.G.S 1- 200(6)(E) to discuss records related to a law enforcement matter.

Motion made by A. Waters seconded by J. Henehan and *unanimously carried* to amend the agenda.

Motion made by S. Fortenbach seconded by J. Donohue and *unanimously carried* to approve the agenda as amended.

D. COMMISSION CHAIRMAN REPORTS/LIASON REPORT/STAFF REPORTS

1. Town Clerk J. Doyle spoke about the Election Process and Absentee Ballots.
2. Board of Education J. Matrullo presented an update on the recent Board of Education Meeting as well as information on the back to school process, which is available on the Board of Education web site.

E. MAYOR'S UPDATE

Mayor Faienza reported:

- The Town Manager's review will be done late August or early September. The Goals which were assigned in January will be e-mailed to the Council.
- Thanked all employees for the efforts during the recent storm.
- The Farm to Family Program that was co-sponsored by Representative Carpino and himself was very successful. Fresh fruit and vegetables were distributed to families in need.
- Kudos to Recreation Director S. Kieras and his department for the great job they did with Camp Cromwell this year.

- The Cromwell Division will be meeting tomorrow via Zoom.

F. TOWN MANAGER'S UPDATE

Town Manager reported:

- He can't wait for 2020 to be over due to the Pandemic and the Tropical Storm; it hasn't been a good year.
- All staff is doing a great job.
- Last Thursday's concert was a team effort; getting electricity to the park so the concert could go on. It is estimated that 100+ people attended.
- The Police and Public Works and Emergency Management and Finance Department did an excellent job working together to manage the recent Tropical Storm.
- The Library is now open for limited public use.
- They are working on prepping Shadow and Amy Lane; since the DEEP will require work on the culvert they will only be paving up to Vincy Drive.
- They are looking on doing Sebethe Drive but this may be delayed due to the lengthy storm clean up.
- The Non-Sworn Police Employee Contract is done and waiting for approval by the Union and the Council.
- The Nike base project is moving forward.
- He is working with Chief Lamontagne to allow retired Cromwell officers to work extra duty assignments when no one in the department is available.

G. FINANCIAL/FINANCE DIRECTOR'S UPDATE

Director of Finance M. Sylvester reported that the budget reports that were included in the packet are this for this fiscal year ending July. She was pleased to report that the Tax Department collected approximately \$19 million dollars in the July collection period. No problems are anticipated at this time.

2. Tax Refunds

Motion made by A. Waters seconded by J. Henahan and *unanimously carried* to approve tax refunds 1 - 3.

H. CHIEF OF POLICE'S UPDATE

Chief Lamontagne reported: (in addition to the written report that was submitted)

- Captain Kevin Vandersloot announced his retirement effective August 28th.
- Commended the Sergeants on Duty the day of the storm for the tremendous job they did. The 1st shift was held over and the entire department did a great job during the storm.
- The Sunoco Station was robbed and they are working on solving the case. There was also a robbery at a residence during the storm that they are working on.
- After five years as a School Resource Officer Alicia was returned to patrol. She will be missed by the students and facility. Detective Pietraroia was appointed

to School Resource Officer and Officer Young was assigned to the Detective Division.

•
I. PUBLIC WORKS DIRECTOR'S UPDATE

Public Works Director L. Spina reported on:

- The storm clean up.
- DPW and Sewer Building update.
- Pavement Management.
- Cromwell Landing.
- Coles Road and North Road Extension Projects.
- Country Squire Drive.

J. CITIZEN COMMENTS

Mayor Faienza submitted questions asked by A. Grasso regarding the census and mail delivery by the U.S. Post Office.

K. NEW BUSINESS

1. Discussion and possible action to approve Resolution in support of School Resource Officers and the Cromwell Police Department.

Motion made by J. Donohue seconded by A. Waters and *unanimously carried* to approve the Resolution in support of School Resource Officers and the Cromwell Police Department.

2. Update and possible action; Diversity and Inclusion Committee.

Mayor Faienza reported that Youth Services Administrator Kate Puorro is planning a forum for those who have shown interest in serving on the Committee. The Council will receive monthly updates.

3. Update and possible action; Ethics Statement.

Followed by a short discussion the consensus of the Council was to approve, after adding (and updated as necessary by the Town Council) to the last sentence.

Motion made by J. Henahan seconded by S. Fortenbach and *unanimously carried* to approve the Ethics Statement as amended by adding (and updated as necessary by the Town Council) to the last sentence. Attached to minutes.

4. Discussion and possible action; Eversource.

Motion made by J. Demetriades seconded by A. Waters and *unanimously carried* to authorize the Town Manager to work with other towns and provide testimony regarding Eversource's response to the recent Tropical Storm.

L. APPROVAL OF MINUTES

1. Regular Meeting, July 8, 2020

Motion made by J. Donohue seconded by S. Fortenbach and *unanimously carried* to approve the minutes of July 8, 2020.

2. Special Meeting, July 11, 2020

Motion made by J. Donohue seconded by S. Fortenbach and *carried* to approve the Minutes of July 11, 2020.

Aye: J. Demetriades, S. Fortenbach, E. Faienza, J. Donohue, J. Henahan, P. Ahlquist

Abstained: A. Waters (was not present at this meeting)

Motion carries

3. Special Meeting, July 15, 2020

Motion made by J. Donohue seconded by J. Henahan and *unanimously carried* to approve the Minutes of July 15, 2020.

M. APPOINTMENTS

1. Planning and Zoning

a. Ann Grasso, alternate, Term expires December 2021

N. RESIGNATIONS

1. Planning and Zoning

a. Mo Islam

b. David Fitzgerald

2. Economic Development

a. Mo Islam

Motion made by A. Waters seconded by J. Henahan and *unanimously carried* to accept resignations 1 and 2 with regret.

O. INFORMATIONAL ITEMS

None

P. EXECUTIVE SESSION

1. In accordance with C.G.S 1-200(6)(E) to discuss records related to a law enforcement matter.

Motion made by J. Donohue seconded by A. Waters and *unanimously carried* to adjourn to Executive Session at 9:00 p.m.

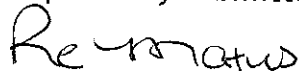
Town Manager Salvatore and Chief of Police D. Lamontagne were invited into Executive Session.

Motion made by S. Fortenbach seconded by J. Henahan and *unanimously carried* to come out of Executive Session at 9:25 p.m.

P. AJOURN

Motion made by J. Donohue seconded by S. Fortenbach and *unanimously carried* to adjourn the meeting at 9:25 p.m.

Respectfully submitted,



Re Matus, Secretary



Resolution

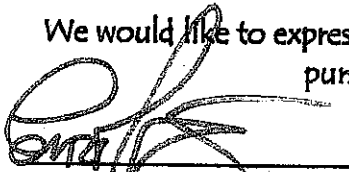
Mayor Faienza and the Cromwell Town Council
In support of our School Resource Officers
And the Cromwell Police Department

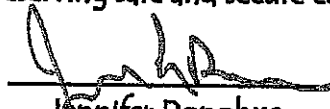
We support our School Resource Officer's work in the Schools and appreciate their effort keeping the students and facility safe from harm. They are a role model for students and are always available to help and guide them throughout their informative years.

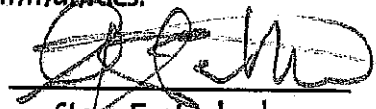
The Town of Cromwell recognizes the extreme danger that comes with the chosen profession of law enforcement. Each day when our officers don their uniform and equipment, they are accepting the responsibility to serve and protect the lives and property of their communities at all cost, which could include their life.

We support The Cromwell Police Department's commitment to protect all citizens regardless of race and recognize the worth and diversity of individuals and cultures, showing neither undue favor or bias.


We would like to express unwavering support for the Cromwell Police Department for their pursuit of preserving safe and secure communities.


Enzo Faienza
Mayor



Jennifer Donohue
Deputy Mayor

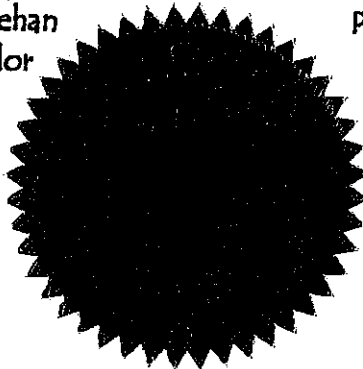

Steve Fortenbach
Councilor


Jack Henahan
Councilor


Pat Ahlquist
Councilor


Al Waters
Councilor


James Demetriades (E.F.)
Councilor



Town of Cromwell Elected and Appointed Officials Ethics Statement

The Cromwell Town Council adopts this Ethics Statement to assure that all elected and appointed officials, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of Cromwell's Town government.

The citizens and businesses of Cromwell are entitled to have fair, ethical and accountable local government. To this end, the public should have full confidence that their elected and appointed officials:

- Comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Are independent, impartial and fair in their judgment and actions;
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly, unless required by law to be confidential, in an atmosphere of respect and civility.
- Pledge themselves to creating an inclusive and nondiscriminatory environment.

The Elected and Appointed Official Ethics Statement is intended to be self-enforcing and is an expression of the standards of conduct for members expected by the Town. Members entering office shall sign below acknowledging they have read and understand the Elected and Appointed Official Ethics Statement. In addition, the Statement shall be periodically reviewed by the Town Council, Boards, Committees and Commissions, and updated by the Town Council as necessary.

I affirm that I have read and understand the Town of Cromwell's Elected and Appointed Official Ethics Statement.

Signature _____

Date _____

Approved by the Town Council August 12, 2020

**TOWN OF CROMWELL
TOWN COUNCIL SPECIAL MEETING
WEDNESDAY AUGUST 19, 2020
4:30 P.M. TOWN HALL COUNCIL CHAMBERS**

MEETING MINUTES

Present: Mayor E. Faienza, Deputy Mayor J. Donohue, P. Ahlquist, J. Henahan, S. Fortenbach, A. Waters

Absent: J. Demetriades

Also Present: Town Manager A. Salvatore, Chief D. Lamontagne, HR Director B. Price, and Town Labor Attorney K. Weinstock

A. CALL TO ORDER

The meeting was called to order by Mayor E. Faienza at 4:34 PM.

B. PLEDGE OF ALLEGIANCE

Town Manager A. Salvatore led the Pledge of Allegiance.

C. APPROVAL OF AGENDA

Mayor E. Faienza made a change to the agenda. Item 2 under D. Executive Session will not require an executive session. Item 2 will be moved under E. NEW BUSINESS item 1. Discussion and possible action to approve Educational Assistance request from Officer Jeremy Perlini for up to \$1,000 reimbursement for each semester as outlined in the attached request.

Motion by A. Waters to approve the changes to the agenda; seconded by S. Fortenbach. *All in favor, motion passed.*

Motion made by J. Henahan to approve the agenda; seconded by S. Fortenbach. *All in favor, motion passed.*

D. EXECUTIVE SESSION

1. Strategy and Negotiations

a. Non-Sworn Police Employees Contract

Motion to go into Executive Session at 4:36 PM made by J. Donohue; seconded by S. Fortenbach. *All in favor, motion passed.*

Mayor E. Faienza invited Town Manager A. Salvatore, Police Chief D. Lamontagne, Town Labor Attorney K. Weinstock, and HR Coordinator B. Price into the Executive Session.

Motion to come out of Executive Session at 4:58 PM made by P. Ahlquist; seconded by S. Fortenbach. *All in favor, motion passed.*

Motion made by P. Ahlquist to approve the Non-Sworn Police Employees Contract as presented; seconded by J. Henahan. *All in favor, motion passed.*

b. Action if necessary
No additional action taken.

E. NEW BUSINESS

1. Discussion and possible action to approve Educational Assistance request from Officer Jeremy Perlino for up to \$1,000 reimbursement for each semester as outlined in the attached request

Motion made by A. Waters to approve the request; seconded by J. Donohue. *All in favor, motion passed.*

F. ADJOURN

Motion made by J. Donohue to adjourn; seconded by S. Fortenbach. All in favor, motion approved. Meeting adjourned at 4:59 PM.

Respectfully Submitted,

A handwritten signature in black ink that reads "April Armetta". The signature is written in a cursive, flowing style.

April Armetta
Recording Clerk



TOWN OF CROMWELL 9/11 REMEMBRANCE

PROPER SOCIAL DISTANCING GUIDELINES WILL BE FOLLOWED

SEPTEMBER 11, 2020 @ 8:30 AM

Riverport Park at Frisbee Landing

You are invited to attend The Town of Cromwell 9/11 Remembrance on Friday, September 11, 2020. Event includes: National Anthem, Remarks from Mayor Enzo Faienza, Remarks from State Representative Christie Carpino, Remarks from State Senator Matthew Lesser, Short Prayer from Rev. Paul Krampitz. Moment of Silence at 8:46 AM.

SPONSORED BY THE TOWN OF CROMWELL





Town of Cromwell Office of the Town Manager

Nathaniel White Building
41 West St
Cromwell, CT 06416

Anthony J. Salvatore, Sr.
Town Manager

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

To: Marianne Sylvester
Finance Director

From: Anthony J. Salvatore
Town Manager

Date: September 3, 2020

Re: GFOA Certificate of Achievement FY ending 2019

Today I received notification, that once again this year, the Town of Cromwell has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association.

The news release states that 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. Kudos to you and your staff for your excellent record keeping and commitment to the Town of Cromwell.

The award of Financial Reporting Achievement has been awarded to you and your staff for preparing the award-winning CAFR.

Please accept my appreciation, to you and your staff, for a job well done!

Copy: Personnel File
Mayor Faienza
Town Council Members



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

9/2/2020

Anthony Salvatore
Town Manager
Town of Cromwell, Connecticut

Dear Mr. Salvatore:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2019 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,

A handwritten signature in black ink, reading "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services