

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

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**REGULAR MEETING AGENDA  
Wednesday, March 8, 2023 at 7:00 p.m.**

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. APPROVAL OF AGENDA**
- D. LETTER OF COMMENDATION**
- E. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS**
  - 1. CMS Building Committee
- F. MAYOR'S UPDATE**
- G. TOWN MANAGER'S UPDATE**
- H. FINANCIAL/FINANCE DIRECTOR'S UPDATE**
  - 1. Budget Report
  - 2. Discussion and Approval of Offering a Sign on Bonus for Police Department
  - 3. Tax Refunds
- I. CHIEF OF POLICE'S UPDATE**
- J. PUBLIC WORKS DIRECTOR'S UPDATE**
- K. CITIZEN COMMENTS** *(limited to 2 minutes per speaker, please be respectful)*
- L. NEW BUSINESS**
  - 1. Discussion and possible action regarding proposed change to Town Code § 54-12. Interruptions in Employment
- M. APPROVAL OF MINUTES**
  - 1. February 8, 2023 Special Meeting Minutes
  - 2. February 8, 2023 Regular Meeting Minutes
  - 3. February 22, 2023 Special Meeting Minutes

**TOWN OF CROMWELL  
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**N. RESIGNATIONS**

**O. APPOINTMENTS/REAPPOINTMENTS**

**Appointments:**

**1. Board of Assessment Appeals**

- a. Ratification of Appointment of Jessica Downes retroactive to 3/11/2022 for a term expiring 11/7/2023
- b. Modification of appointment of Jeffrey Serra from Regular Member to Alternate Member effective 2/8/2023 for a term expiring 11/7/2023

**P. INFORMATIONAL ITEMS**

**Q. EXECUTIVE SESSION**

- 1. Personnel matter regarding Police Chief
- 2. Discussion and action for additional appropriation for prior year tax refunds

**R. ADJOURN**



## **Building Committee**

CROMWELL MIDDLE SCHOOL

### **Town Council Report**

**March 8, 2023**

As of 3/1/23



### **OSCG&R Meeting Update**

In early February myself, Arcardis, Perkins Eastman, and the Town Manager met with the Office of School Construction Grants for the "Schematic Design Review" meeting. The purpose of the meeting was to review the current drawings, site plans and estimate.

We shared our concern that the estimate is significantly over the referendum-approved budget. The department director, Doug Rogers, said that many districts are experiencing the same and that the office wants to work with the districts. OSCG&R does not want to see the projects unravel but wants the team to continue through the process and go out to bid to then have final numbers. The OSCG&R office can authorize the grant to a higher number up to a threshold. Beyond that figure, it could go to the Department of Administrative Services, and if it is beyond that it could go back to the state legislature. He did assure us that there are options to adjust the budget, but they want to see the project scope stay the same which is based on the educational specifications and see the team make an effort to bring down the total project costs. The team shared there has been one amendment to the ed specs - the increase platform and auditorium size - which Mr. Rogers understood and was comfortable with.

We also clarified that it was our intent that these amendments were part of the original grant application and provided supporting evidence via BoE minutes showing that the enlarged stage was approved last April.

At this time, the town has appropriated \$58.6 million for the project, and the building committee and the town's professional partners are working to identify opportunities to reduce the SD estimate for when the project is estimated again at Design Development, which was due March 3. If the project is not able to meet the ed specs, within this budget, OSCG&R did confirm that this body could make the decision to appropriate additional funds and go back to referendum if that number exceeds 2% of the total town budget. Therefore, there are additional options beyond working within the existing budget, if it comes to that. At this time, our focus is to work with our partners to design a building that meets the educational specifications, stays within the total square footage allowed by the state less the auditorium size, within the appropriated budget.

### **Value Management**

At the February meetings, the committee identified further value management options for the project. These are incorporated into the Design Development that was finalized March 3. I will send an electronic Design Development package to this council once it is provided.

### **Proposed Process for DD Estimate**

An estimation process will begin once those documents are complete. The proposed process is as follows:

1. Perkins Eastman, Arcadis and Newfield create their own total project estimates based on the Design Development drawings.
2. Perkins Eastman, Arcadis and Newfield meet to reconcile differences and align on their assumptions. Full minutes will be provided to the building committee.
3. One estimate is prepared and provided to the Building Committee chair.
4. The chair, design sub-committee chair, and/or building committee member, along with the three firms, review the information and walk through decision points and assumptions made in the estimate.
5. The chair provides the estimate presentation to the Town Manager and Finance Director - anticipated delivery is the first week of April.
6. Information is presented to the Building Committee - anticipated first week of April.
7. The information is presented to the Town Council April 12 or sooner if possible.

## **Conceptual Estimate versus Schematic Design Estimate Reviews**

At the last meeting, committee member Ken Cleveland, a licensed architect, provided an analysis of the budget at conceptual design and identified areas that may have come up short at concept that were not fully disclosed to the Building Committee by the previous partners. He worked with the estimator at PACs to further study the estimates. He said the estimator shared his estimates for concept design; the first version was \$74M, second was \$62M and third was \$51M. The common take away was they needed to confirm gross building area and review escalation. The previous partners reduced costs on the concept design based on their recent (at that time) projects where bids were coming in low. For the escalation factor, the estimator counted on an 18% escalation on the first version, 10% on the second version and 6% on the third. Last year, the building committee did question the 6% but was told this was more than "industry standard." The construction contingency was 2.5% for all three and the current standard is 3% - as the market became more volatile. The biggest mistake came in terms of the gross square footage used in the estimate. The estimator had calculated the gross area 99,903 sq ft. in his first version which includes exterior walls (gross square footage) - estimators always go to the exterior walls. The 88,903 sq. ft. final estimate matched the Ed. Specs, but the area did not account for the exterior walls, which was about an estimated \$5M error. Since these decisions were made outside of the Building Committee's knowledge, the committee discussed corrective actions for the next estimation process where I will be provided meeting minutes and will then meet to ask questions before the final estimate is created. Included with this report is Ken's summary, as provided to the building committee at our February 15th meeting.

We remain committed to the charge that you provided at the onset of this project - to design and build an appropriate building for our middle school students here in Cromwell. I believe this is still achievable if we work together, treat each other with respect, listen for understanding and work towards solutions.

After the last Town Council meeting, the Town Manager and Finance Director launched an independent review of the Conceptual Design to Schematic Design estimates. At this time, we do not have the results of that review. If there is more to learn to improve moving forward, I look forward to that feedback. I do want to reiterate though that at the next Town Council meeting the Schematic Design estimate will be obsolete as we will provide the Design Development estimate - which will be a much more developed estimate. We can continue to look to the past and what went wrong, or we can look to the future and figure out how to best replace our failing infrastructure.

## **Eversource Energy Incentive Program**

The committee met with Eversource Energy to understand the Energy Efficiency incentive programs. The project should qualify and the energy company is working with the state so that these incentives are not deducted from the grant. The alternative would be that they are provided as an energy credit from the company to the district. The town and Eversource Energy will need to enter in a MOU by the end of Design

Development (March 3) to take advantage of a 75% Eversource, 25% Town of Cromwell cost sharing for the energy audit that is required to qualify for the incentives. The Town Manager has the MOU language and is waiting for feedback from the town lawyer.

### **Traffic Study Update**

The design sub-committee, Perkins Eastman, Arcadis met with town staff to review the traffic study. The group decided to proceed with a four-way stop and adjusting the shoulder to improve the visibility of the entrance. Since this work is considered "off site" it will be ineligible for reimbursement via the state grant.

### **Community Forum**

The committee rescheduled the community forum with Perkins Eastman for March 22 at 7 p.m. via an online conference. There will also be an in-person viewing option available in the Arch Room at Town Hall. Perkins Eastman will provide a presentation about the project, highlight the STEAM features of the building and answer questions from the community.

Our next meeting is March 15 at 7 p.m.

Respectfully Submitted,  
Rosanna Glynn  
Chair, CMS Building Committee

Tom from Pax was able to share three versions of his conceptual design estimate with us. **The first version that he shared the project cost was roughly 74 million. The second version was about 62 million and then the final one was 51. So, that's a pretty big swing - a 23-million-dollar change.**

The other thing that he had shared was also some email correspondence that he had with both the architect and the project manager. The common takeaway based on the email was that they really needed to confirm the gross building area and review the escalation. Combined with that we had seen some feedback where they had reduced unit costs and while I don't necessarily disagree with what they did they had reduced building costs based on bids that they had been seeing at the time and they figured the escalation factor would take into account anything that would change for the future.

The problem with the escalation factor was that in the **initial estimate where it was 74 million they had counted on an 18% escalation** so that would have been 6% for three years to take us to when the building was complete. That contingency was lowered down to 10% in the second version of the estimate. **Then the final one that everybody had seen and was submitted to the state, the escalation factor was lowered down to 6%.**

Other contingencies that were lowered was the design contingency. **It was lowered from 10% from the initial one down to 7.5%**, which I think was really aggressive considering the drawings that they were estimating were single line drawings. Those are the only ones we'd seen and there's just too many unknowns at the time. They really should have kept a 10 percent \ design contingency factor or even I've seen it as high as 15 percent.

The other thing that I thought was kind of striking was that the construction contingency on all three of the versions of that estimate was 2.5%. **The industry standard is 3%** and then the current schematic design estimate that we have it is. it's been corrected to 3%.

Probably, I think that the biggest mistake in addition to the changes in the escalation was what the estimator had use to calculate the building - this is including the middle school and the central office. He calculated the gross building area as 99,903 square feet [original estimate]. So, these were takeoffs that he had done on the plans. And just to clarify gross building area - there's lots of different definitions of gross building area. The building code - gross building area is inside face of exterior walls but **with an estimator doing takeoffs, they always go to the outside face of the exterior walls.** So, there was discussion about correcting what the gross building area was and the square foot number that was provided with him was 88, well it was slightly more than 88 903 square feet, but in the final estimate they had matched the gross building area that was included in the educational specs. **The educational specs specifically state that that total gross building area did**

not include exterior walls so I think right off the bat that area that was missing for the exterior walls was probably about a five to six million dollar bust

On top of that, there were seven figure changes in hazardous abatement, structural steel membrane, Roofing operable partitions, then Plumbing, HP, vac, and electrical combined to about a seven figure reduction.

Then there were also reductions in site work. Again, these reductions were based on bids that they were seeing at the time and they figured the escalation factor would take into account anything any volatility that we'd see. However, reducing the escalation to 6% for one year was in hindsight a bad idea.

So, my takeaways from this that **in the next round of estimates we have to have meeting minutes for what was decided. In those reconciliation meetings the previous architect and project manager talked about reducing scope that wasn't approved by the building committee.** While I think their intentions were good, it should have been reviewed with us as we said all along, **we like to be honest with each other and we're fully transparent.** So, the next time you do have that reconciliation on the design development estimate either we should participate and/or we should have minutes about what was discussed in that meeting.





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

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# Memo

**TO:** Town Manager/Town Council  
**FROM:** Amy Saada, Director of Human Services  
**DATE:** 2/28/23  
**RE:** Human Services Director Report

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## Human Services:

- Staff will be participating in the Connecticut FoodShare Walk Against Hunger on Saturday May 20<sup>th</sup> at Dunkin Park in Hartford at 10am. 100% of the funds raised by walkers who select Town of Cromwell Food Pantry upon registration will be allocated to the Cromwell Food Pantry. Online fundraising will begin in March on [www.ctfoodsharewalk.org](http://www.ctfoodsharewalk.org). We hope to have a successful 1<sup>st</sup> year as a participating partner and we will be looking for walkers and sponsors!!
- The April Holiday Food Basket Program application window is now open. Low income households can apply to receive a holiday food basket with non-perishables and a gift card to purchase a protein or perishable sides. The purpose of the program is to allow for a low-income family to prepare a holiday meal and spend family time together without the cost burden. We are also accepting applications from those who would like to sponsor the program.
- 128 Energy Applications have been processed to date. Energy Assistance is open until May 31<sup>st</sup>.

## Senior Center:

- AARP Tax preparation is in full swing. 182 appointments have been scheduled so far and we only have 34 remaining slots. There are 6 tax preparers here each Monday and they do 24 returns each day.
- We have applied to the CT Healthy Living Collective for the Statewide LGBTQ+ Moveable Senior Center Initiative. This opportunity would provide Senior Center staff, including drivers, with LGBTQ+ inclusivity training, peer collaboration, and programming support to foster an LGBTQ+ inclusive Senior Center environment and improve access, engagement and connection of LGBTQ+ community members to Senior Center resources. Selections will be made in March.
- Cromwell Senior Center will be receiving \$45,065 in ARPA funds from the Department of Aging and Disability Services. Funds may be used for certain purposes or eligible uses. More information will be coming from the Dept of Aging and Disability Services on eligible uses, but we are very excited with the announcement!
- Some Special March Programming include:
  - 3/8 Lunch & Learn: What is Reiki
  - 3/15 Trip to the Dublin Bar & Grill for a St. Patrick's Day Lunch
  - 3/16 Lunch & Learn: Right-Sizing in today's real estate market

3/22 Trip to the CT River Museum and the Griswold Inn  
3/23 March Madness Event  
3/23 Cromwell Senior Center Golf League Kickoff  
3/28 Health & Wellness Discussion: Heart Disease & Strokes  
3/30 Lunch & Learn: Rose Hill Funeral Home to discuss end of life planning and how pre-planning is essential!

#### **Youth Services:**

- Youth Services collected over handmade 500 Valentine's for Veterans cards with help from residents, teachers, and students in the Cromwell School District. We held a community workshop on January 30th where 20 parents and children made cards. We invited two local veterans to speak about their life experiences. Cards were donated to local Veteran organizations across the state.
- The Family Resource and Preschool Expo is scheduled for Thursday, March 2th from 5:30-6:45PM in the Town Hall Gym with over 30 local organizations attending.
- We offered three activities in February: Home Alone Safety, Family Plant Night, and Babysitters Safety were all filled to capacity serving 57 people in total.
- CYS has accepted an intern from a Goodwin College this semester.
- The CYS Administrator provided written testimony to the CT General Assembly supporting the CT Youth Services Bureau Association's request for additional yearly funding of \$60,000 per YSB (\$6.18 million for all 103 YSBs) to allow for increased staffing and support in the areas of mental health, case management and/or program services to increase capacity and respond to issues the current funding allocation does not allow.
- Service Review Team - 1 new referral.
- Juvenile Review Board 1 new referral. 1 case closed. 4 open cases. A per diem JRB Case Manager was hired 1/31 and will be paid out of a grant.
- February Diaper Bank – 6 users, 7 children served.
- March 25 at 6:00pm Arch Room -146 End Child Trafficking and Exploitation Parent/Caregiver Training - This training session is great for service providers, parents/caregivers, as well as community members who would like more information about Human Trafficking/Commercial Sexual Exploitation (HT/CSE). The presenter will also discuss how to engage with children on this topic as well as guidance and tools to help keep children safe.

# Memo

**To:** Town Manager Salvatore  
**From:** Kara Canney  
**Date:** 3/1/2023  
**Re:** Cromwell Belden Public Library Report

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**Statistics for the month of December**

**Door Count:** 5,036

**Circulation:** 8,048

**Programs:** 35 **Attendance:** 636

**Downloads:** (Overdrive, Hoopla, Kanopy) 689

**Computer Sessions:** 245

**Study Rooms:** 111.25 hours/113 People

**Staffing:** All three part time positions have been filled.

**Outreach/Partnerships:** The partnership between Covenant Living and CBPL for the transfer of materials has been reinstated. The program stopped with construction at CL and Covid 19. The Adult Services Librarian and myself will be at the library at CL to sign up residents for library cards and explain the service.

Youth Services will be at the Family Resource and Pre School Expo on 3/2/2023.

Our partnership with Neighborhood Forest is open until March 10<sup>th</sup>. Parents/Caregivers can register for free trees.

**Programming:** The eggs will be here in March. Chicks should hatch right before the school's April break.

**Other:** Our seeds for the Children's Garden are beginning to sprout. We have some in the green house and others right next to our seed library.

Patrons accessed 426 seed packets in the month of February.



**SCOTT KIERAS**  
RECREATION Director

**SHELBY JONES**  
Program Coordinator

**ROSANNE KRAJEWSKI**  
Administrative Assistant

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## MEMORANDUM

**TO:** Anthony Salvatore, Town Manager

**FROM:** Scott Kieras, Recreation Director

**DATE:** March 1, 2023

**RE:** Recreation Department Updates

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

- ❖ Youth basketball ended on 2/25/23. We had 10 teams in grades 3 - 8 for both girls and boys. We had 70 participants for our 1 & 2 grade clinic divisions.
- ❖ Our Adaptive Inclusive Basketball Program had 21 participants which ended in January. Adaptive Futsal Soccer program begins on Wednesday, March 1 and runs for a total of 4 weeks. It currently has 18 participants registered.
- ❖ Planning for Town of Cromwell Farmers Market has begun. To date, we have received 7 individual/business sponsors for the 2023 season. Sponsorship packages are \$1,000.00, \$500.00 and \$300.00. We are currently booking the entertainment, food trucks and attracting/re-booking previous vendors. We are confident this year's market will be bigger and better than last season.
- ❖ Our 2023 Spring / Summer Brochure is at the printer and will be mailed to all Cromwell Residents/Businesses next week.
- ❖ Fields are preliminary scheduled to open (weather permitting) the middle of this month. Parks Department will make this determination and I will then inform the user groups.

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



# **Town of Cromwell**

## **Office of the Town Manager**

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### **TOWN MANAGER'S REPORT**

**Date:** March 1, 2023

**To:** Members of the Town Council

**From:** Anthony J. Salvatore, Town Manager

**Subject:** Town Manager's Report for 3/8/2023 Town Council Meeting

- We are continuing to move forward with the Cromwell Middle School Project. We had a traffic study meeting on February 14<sup>th</sup>.
- The Town Council Budget Workshops are complete. The Board of Finance scheduled their Public Hearing and Budget Workshops for April 4<sup>th</sup> and April 10<sup>th</sup>.
- We are continuing to work on the Employee Handbook and have updated the policies.
- We are continuing to work with and support BerryDunn as they conduct the Climate/Culture Study. As Sondra of BerryDunn stated at the Special Meeting, they expect to have a Current State Assessment to us by mid-March.
- Town Staff met with the selected firm (CHA) for the Multi-Purpose Field Project at the High School.
- The Town is preparing to begin negotiations with three unions.
- We continue to work on the following initiatives:
  - Town Planner – Charging Stations at municipal parking lot and Town Hall
  - Engineering – Pierson Park and West Street Sidewalks
  - Economic Development – Various Commercial and Residential Projects

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## **TOWN OF CROMWELL**

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DATE: MARCH 1, 2023  
TO: ANTHONY J. SALVATORE, TOWN MANAGER  
FROM: SHARON DEVOE, FINANCE DIRECTOR  
RE: FEBRUARY TOWN COUNCIL REPORT

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I am submitting budget reports for fiscal year 2023 for the Town Council meeting on March 8<sup>th</sup>. The reports reflect activity through the end of February.

Expenditures are basically in line with expectations for this point in the fiscal year. As is typical, we are monitoring a few budget areas. We are in the process of settling the tax issues with solar panel and group homes. Revenue is also on target compared to budget levels. Tax collections continue to remain strong.

The Board of Finance set the Public Hearing on the 2024 budget for April 4<sup>th</sup> at 6:00pm. A budget workshop will follow the Public Hearing, with a second budget workshop on April 10<sup>th</sup> at 6:00 pm. April 12<sup>th</sup> is set aside for a third budget workshop if necessary. The April 4<sup>th</sup> and April 10<sup>th</sup> workshops will take place in the Belden Room/Cromwell Belden Library and the April 12<sup>th</sup> meeting will be in the Council Chambers.

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

Thank you.

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



FOR 2023 08

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>001 GENERAL FUND</b>							
001 TOWN MANAGER'S OFFICE	387,846	1,723	389,569	238,710.72	1,553.90	149,304.68	61.7%
002 TOWN CLERK'S OFFICE	215,953	489	216,442	133,337.13	12,779.43	70,325.54	67.5%
003 REGISTRAR OF VOTERS	80,209	104	80,313	50,910.75	6,655.58	22,746.19	71.7%
004 PLANNING COMMISSION	3,525	0	3,525	1,428.02	392.79	1,704.19	51.7%
005 ECONOMIC DEVELOPMENT	22,302	0	22,302	9,707.99	.00	12,594.01	43.5%
006 BOARD OF FINANCE	1,350	0	1,350	247.85	.00	1,102.15	18.4%
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	103.00	.00	1,097.00	8.6%
010 ZONING BOARD OF APPEALS	1,250	0	1,250	201.58	54.39	994.03	20.5%
011 INLAND WETLANDS	1,900	0	1,900	706.00	.00	1,194.00	37.2%
012 COMM. FOR DISABLED PEOPLE	100	0	100	.00	.00	100.00	.0%
013 DONATIONS AND DUES	49,872	0	49,872	46,337.00	3,000.00	535.00	98.9%
014 TOWN COUNCIL	42,130	0	42,130	40,843.50	.00	1,286.50	96.9%
015 LEGAL EXPENSE	232,100	0	232,100	76,437.35	129,245.65	26,397.00	88.6%
016 CENTRAL SERVICES	210,401	0	210,401	147,309.41	60,795.93	2,295.66	98.9%
017 INSURANCE EXPENSE	607,610	0	607,610	443,257.12	138,266.28	26,086.60	95.7%
018 GENERAL EXPENSE	754,002	0	754,002	747,740.65	2,183.50	4,077.85	99.5%
019 DEVELOPER/PLANNER	140,299	741	141,040	90,824.19	556.90	49,659.17	64.8%
020 FINANCE DEPARTMENT	443,179	2,266	445,445	304,604.39	424.28	140,416.44	68.5%
021 TAX COLLECTOR	159,943	284	160,227	146,759.90	139.32	13,328.00	91.7%
022 ASSESSOR'S OFFICE	246,990	1,177	248,167	160,686.49	212.10	87,268.15	64.8%
030 PUBLIC WORKS ADMIN.	279,922	1,079	281,001	183,538.97	12,525.41	84,936.93	69.8%
031 ENGINEERING	878,220	919	879,139	150,937.40	18,270.02	78,065.73	68.4%
032 SOLID WASTE REMOVAL	210,771	648	211,419	134,482.19	3,299.21	73,771.57	86.3%
033 BUILDING INSPECTION	1,505,106	782	1,505,888	681,992.45	283,661.25	544,216.43	64.0%
034 HIGHWAY DEPT.	656,972	2,924	659,896	412,733.61	43,721.52	201,440.82	69.5%
035 BUILDING MAINTENANCE	451,431	2,359	453,790	225,019.90	51,291.72	177,478.25	60.9%
036 PARKS & GROUNDS	449,000	0	449,000	275,792.07	135,523.53	37,684.40	91.6%
037 PUBLIC WORKS-OTHER	330,200	0	330,200	132,081.98	68,229.46	129,888.56	60.7%
038 VEHICLE MAINTENANCE	330,200	0	330,200	132,081.98	48,232.24	1,387,800.45	63.9%
040 POLICE DEPARTMENT	3,837,472	1,665	3,839,137	2,403,104.23	1,314.52	6,823.31	67.6%
041 EMERGENCY MANAGEMENT	21,050	0	21,050	12,912.17	.00	33,107.84	65.3%
042 ANIMAL CONTROL	95,414	0	95,414	62,306.16	.00	49,569.56	75.9%
050 HEALTH DEPARTMENT	205,377	675	206,052	125,627.23	30,855.32	50,546.36	63.4%
051 HUMAN SERVICES	137,217	751	137,968	87,181.56	239.68	45,546.77	66.8%
053 SENIOR SERVICES	136,972	336	137,308	84,905.65	6,855.66	44,023.29	59.3%
054 YOUTH SERVICES	107,755	318	108,073	58,772.19	5,277.79	54,496.24	64.3%
055 TRANSPORTATION SERVICES	152,064	699	152,763	95,298.10	2,968.76	87,600.24	68.6%
060 RECREATION DEPARTMENT	277,639	951	278,590	182,204.73	8,785.45	237,153.53	63.8%
061 LIBRARY	653,393	2,558	655,951	397,457.84	21,339.19		

# TOWN OF CROMWELL, CT



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
070 BONDED DEBT	3,429,499	0	3,429,499	631,025.00	.00	2,798,474.00	18.4%
080 EMPLOYEE BENEFITS	4,208,128	-28,486	4,179,642	2,142,333.19	1,150,888.80	886,419.73	78.8%
090 BOARD OF EDUCATION	33,996,415	0	33,996,415	18,892,647.31	.00	15,103,767.69	55.6%
119 DEVELOPMENT COMPLIANCE	109,799	373	110,172	70,883.27	730.81	38,558.02	65.0%
120 CONSERVATION COMMISSION	1,210	0	1,210	.00	.00	1,210.00	.0%
TOTAL GENERAL FUND	55,982,541	99	55,982,640	30,500,170.52	2,594,013.39	22,888,456.12	59.1%
GRAND TOTAL	55,982,541	99	55,982,640	30,500,170.52	2,594,013.39	22,888,456.12	59.1%

\*\* END OF REPORT - Generated by sharon devoe \*\*



# TOWN OF CROMWELL, CT



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>001- GENERAL FUND</b>							
002 TOWN CLERK'S OFFICE	-372,000	0	-372,000	-231,535.33		-140,464.67	62.2%
021 TAX COLLECTOR	-47,894,122	0	-47,894,122	-47,308,583.80		-585,538.20	98.8%
022 ASSESSOR'S OFFICE	-500	0	-500	-20.50		-479.50	4.1%
030 PUBLIC WORKS ADMIN.	-45,900	0	-45,900	-30,461.87		-15,438.13	66.4%
033 BUILDING INSPECTION	-350,000	0	-350,000	-229,206.02		-120,793.98	65.5%
040 POLICE DEPARTMENT	-99,800	0	-99,800	-33,665.60		-66,134.40	33.7%
042 ANIMAL CONTROL	-550	0	-550	.00		-550.00	.0%
050 HEALTH DEPARTMENT	-25,000	0	-25,000	-5,925.00		-19,075.00	23.7%
053 SENIOR SERVICES	-500	0	-500	-425.00		-75.00	85.0%
061 LIBRARY	0	0	0	-2,318.14		2,318.14	100.0%
206 BOARDS & COMMISSIONS	-9,500	0	-9,500	-12,096.55		2,596.55	127.3%
207 STATE OF CONNECTICUT	-5,627,265	0	-5,627,265	-3,259,919.71		-2,367,345.29	57.9%
208 MISCELLANEOUS SOURCES	-578,404	0	-578,404	-618,186.71		39,782.71	106.9%
999 FUND BALANCE	-979,000	0	-979,000	.00		-979,000.00	.0%
TOTAL GENERAL FUND	-55,982,541	0	-55,982,541	-51,732,344.23		-4,250,196.77	92.4%
GRAND TOTAL	-55,982,541	0	-55,982,541	-51,732,344.23		-4,250,196.77	92.4%

\*\* END OF REPORT - Generated by sharon devoe \*\*

## Salvatore, Anthony

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**From:** Chief Lamontagne  
**Sent:** Thursday, March 02, 2023 3:23 PM  
**To:** Salvatore, Anthony  
**Cc:** Calve, Amanda  
**Subject:** Lateral Hires

In an effort to attract certified officers I propose the following:

A \$5,000 lump sum payment issued upon successful completion of the 12 month probationary period to those certified officers hired within this incentive period.

### *Denise Lamontagne*

Chief of Police  
Cromwell Police Department  
860-635-2256 x.7843  
860-613-2934 fax

CONFIDENTIAL INFORMATION: The information contained in this e-mail is confidential and protected from general disclosure. If the recipient or the reader of this e-mail is not the intended recipient, or person responsible to receive this e-mail, you are requested to delete this e-mail immediately and do not disseminate or distribute or copy. If you have received this e-mail by mistake, please notify us immediately by replying to the message so that we can take appropriate action immediately and see to it that this mistake is rectified.

Approved  
Sec ASB/DJ  
Anthony J. Salvatore  
3/2/2023

Posted Refund Transaction (s)			TOWN OF CROMWELL		Date: 03/01/2023		Page: 1	
Condition(s) :			Name		Int Date: 03/01/2023		Date: 03/01/2023	
Bill			Address		Prop Loc/Vehicle Info.		Paid Date	
Dist/Susp/Bank			Address		UniqueID/Reason		Tax	
							Int	
							L/F	
							Total Adjusted	
							Overpaid Tax	
2021-01-0006011	194 SHUNDIKE ROAD LLC	562 MAIN STREET	562 MAIN STREET	12,083.14	0.00	0.00	12,083.14	
1	562 MAIN STREET	00303100	Sec. 12-129 Refund of Excess Payments.	13,029.21	0.00	0.00	13,029.21	-946.07
2021-01-0000195	ARESCO CARMELO J	36 WEST STREET	36 WEST STREET	4,572.88	0.00	0.00	4,572.88	
1	36 WEST STREET	00014700	Sec. 12-129 Refund of Excess Payments.	4,599.88	0.00	0.00	4,599.88	-27.00
2021-01-0001467	DEARLO LAURA M	1 DOGWOOD COURT, Unit 15A	1 DOGWOOD COURT 15A	2,762.40	0.00	0.00	2,762.40	
1	1 DOGWOOD COURT, Unit 15A	00248200	Sec. 12-129 Refund of Excess Payments.	2,778.64	0.00	0.00	2,778.64	-16.24
2021-01-0003942	CROMWELL CT 06416	1 BELLEVUE TERRACE	1 BELLEVUE TERRACE	5,996.08	0.00	0.00	5,996.08	
1	86 CHERRYFIELD DR	00138600	Sec. 12-129 Refund of Excess Payments.	6,146.08	89.95	0.00	6,236.03	-150.00
2021-01-0004445	WEST HARTFORD CT 06107-3310	372 MAIN STREET	372 MAIN STREET	8,625.48	0.00	0.00	8,625.48	
1	REX ELIZABETH B + REX CHARLES G JR	00207700	Sec. 12-129 Refund of Excess Payments.	9,480.38	0.00	0.00	9,480.38	-854.90
2021-01-0005117	CROMWELL CT 06416	4 BRIAR COURT 43B	4 BRIAR COURT 43B	2,659.74	0.00	0.00	2,659.74	
1	4 BRIAR COURT, Unit 43B	00436200	Sec. 12-129 Refund of Excess Payments.	2,719.74	0.00	0.00	2,719.74	-60.00
2021-02-0000559	CROMWELL CT 06416	261 MAIN STREET	261 MAIN STREET	8,416.50	0.00	0.00	8,416.50	
1	IMPERIAL COMPANY RESTORATION CO INC TH	19500000	Sec. 12-129 Refund of Excess Payments.	16,925.37	126.54	0.00	17,051.91	-8,508.87
2021-03-0057811	MCHUGH NICOLE E + MCHUGH JOHN P	2010/4S3BMBG61A3213140	2010/4S3BMBG61A3213140	138.70	0.00	0.00	138.70	
1	17 BORELLE NMR	57811	Sec. 12-129 Refund of Excess Payments.	166.52	0.00	0.00	166.52	-27.82
2021-03-0058628	CROMWELL CT 06416-1301	2019/5N1AT2MV2KC746928	2019/5N1AT2MV2KC746928	280.95	0.00	0.00	280.95	
1	NISSAN INFINITI LT LLC	58628	Sec. 12-129 Refund of Excess Payments.	561.88	0.00	0.00	561.88	-280.93
2021-03-0058730	SACRAMENTO CA 95865	2019/1N6AD0CW8KN738768	2019/1N6AD0CW8KN738768	518.55	0.00	0.00	518.55	
1	P O BOX 254648	58730	Sec. 12-129 Refund of Excess Payments.	691.40	0.00	0.00	691.40	-172.85
2021-04-0080183	SACRAMENTO CA 95865	2008/1D7H018218U144283	2008/1D7H018218U144283	273.28	0.00	0.00	273.28	
1	BEVERLEY CRAIG A + BEVERLEY CAROL A	80183	Sec. 12-129 Refund of Excess Payments.	321.90	0.00	0.00	321.90	-48.62
2021-04-0080902	CROMWELL CT 06416-2421	2019/KNDEMCAC2K753658	2019/KNDEMCAC2K753658	0.00	0.00	0.00	0.00	
1	HYUNDAI LEASE TITLING TRUST	80902	Sec. 12-129 Refund of Excess Payments.	556.69	0.00	0.00	556.69	-556.69
2021-04-0080997	4100 WILWOOD PARKWAY	2004/YV1S2S9HX41147117	2004/YV1S2S9HX41147117	0.00	0.00	0.00	0.00	
1	KAMINSKY JOHN D	80997	Sec. 12-129 Refund of Excess Payments.	86.31	0.00	0.00	86.31	-86.31
2021-04-0080997	22 GLENWOOD TER							
1	CROMWELL CT 06416-1507							
TOTAL	13			46,327.70	0.00	0.00	46,327.70	
				58,064.00	216.49	0.00	58,280.49	-11,736.30




# CROMWELL POLICE DEPARTMENT

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*Denise Lamontagne*  
*Chief of Police*

## MEMO

**TO:** Anthony Salvatore  
Town Manager

**FROM:** Chief Denise Lamontagne 

**SUBJECT:** Town Council Report

**DATE:** March 1, 2023

In preparation for the March Town Council meeting, I am providing you the February monthly statistics. I will provide you a report from K-9 Sergeant John Carlson for activity for the month of February 2023 at the meeting.

Response to Aggression/Resistance: one (5 officers)

Civilian Complaints: none

Training:

- Dispatcher Cyr and Dispatcher Racki: COLLECT recertification
- Officer Visconti: TASER
- Officer Visconti: Body Worn Cameras
- Officer Pietraroia: The Path to Violence: Identifying and Stopping the School Attacker.
- Sergeant Maslauskas: FBI-LEEDA-CLI
- Sergeant McCarter: Risk Protection Orders
- Officer Camputaro, Officer Thomasson and Officer Visconti: EMR Training
- Sergeant Penn and Sergeant Carlson: In-Service Training

On February 2, 2023 Sergeant Kogut, Officer Thomasson and Officer Jespersen were dispatched to a possible burglary at a residence in which the suspects left in a van. Sergeant Kogut located the van and conducted a motor vehicle stop, with Officer Thomasson as his backup officer. Officer Jespersen went to the

victim's residence and verified there was a burglary. Officer Jespersen communicated with Sergeant Kogut regarding the alleged items stolen were a safe and a suitcase containing marijuana and airsoft guns. Sergeant Kogut placed the operator (accused: Thomas Smith) and sole occupant of the vehicle. Once the officers began to inventory the items in the suitcase and safe it was discovered it contained assault rifles, a ghost gun and hallucinogenics. Thomas was charged with:

Burglary 1<sup>st</sup>

Possession of Burglary Tools

Criminal Trespass 2<sup>nd</sup>

Larceny 3<sup>rd</sup>

Stealing a Firearm (4 counts)

Criminal Possession of Firearm (3 counts)

Criminal Possession of a Pistol

Illegal Possession of large capacity magazine (5 counts)

Failure to obey a traffic control signal

Operating a motor vehicle with a suspended license

No insurance

Based on the recovery of the stolen items a warrant was obtained for owner (accused: Corbyn Moon). He was arrested on February 23, 2023 for:

Illegal Possession of an Assault Weapon (3 counts)

Illegal Possession of large capacity magazine (5 counts)

Possession with intent to sell/dispense hallucinogenic

Possession with intent to sell/dispense narcotics

Illegal possession of a ghost gun

## Incident Statistics Report

02/01/2023 00:00 Thru 02/28/2023 23:59

Call Type Description	Total for Period
911 Hang Up Call	15
Administrative Matter	19
Alarm - All types	10
ALARM-FALSE BILLABLE	22
All Other Offenses	2
Animal Complaint	12
Assist Motorist	25
Assist Other Agency	31
Burglary	2
Car Seat Installation	3
CAR WASH	35
Civil Matter	6
Credit Card/ATM Fraud	1
Criminal Mischief / Vandalism	2
Dis Conduct/BOP	1
Domestic Incident	5
DUI	2
Escort	1
Fight/Disturbance	1
Fingerprinting	10
FV Protocol / P.A.	8
Harrassing Phone Calls	3
Identity Theft	3
Impaired / Intox Person	2
Juvenile Incident	6
K-9 Assist	5
Larceny - From Building	1
Larceny - MV Parts/Access	3
Larceny -Shoplifting	18
Larceny- Other	1
MEDICAL - OXYGEN REPLACEMENT	3
Medical Emergency	38
Missing Person	1
MV Accident	24
MV - Recovered	1
MV Parking Violation	8
MV Theft	3
MV Violation	47
MV VIOLATION ATTEMPTED	1

## Incident Statistics Report

02/01/2023 00:00 Thru 02/28/2023 23:59

Call Type Description	Total for Period
MVA NR PRIV PROP	8
Neighbor Dispute	1
Noise Complaint	5
Nursing Home Fax Report	4
Patient Dispute	1
Property Check	608
Property Lost/Found	7
Property Seized	2
Record Only Call	3
Road Cond/TCS Out	7
See Complainant	36
Serve Warrant INFO	7
Suspicious Activity	42
TEST CALL	1
Threaten/Harass/Intimidation	2
Town Ordinance	1
Traffic Assignment	7
Trespassing	2
Unfounded Complaint	15
Untimely Death	4
Unwanted Person	7
Well Being Check	23
<b>Total:</b>	<b>1174</b>

## Monthly NIBRS Statistics

02/01/2023 00:00 Thru 02/28/2023 23:59

Call Description		Curr Mth	Prev Mth	% Chg	Prev Year	% Chg	Year To Date	Year To Date 2022	% Chg
		02/ 2023	01/ 2023	Mth to Mth	02/2022	Mth to Yr	1/1 - 02/28/2023	1/1 - 02/28/2022	2023 / 2022
100	Kidnap/Abduction	1	0	% +100	0	% +100	1	0	% +100
11A	Forcible Rape	2	0	% +200	0	% +200	2	0	% +200
11D	Forcible Fondling	0	0	% 0	1	% 100	0	1	% -100
120	Robbery	0	1	% 100	0	% 0	1	1	% 0
13A	Aggravated Assault	0	0	% 0	2	% 50	0	2	% -50
13B	Simple Assault	2	3	% -33	5	% -60	5	10	% -50
13C	Intimidation	3	1	% +200	6	% -50	4	10	% -60
210	Extortion/Blackmail	0	0	% 0	0	% 0	0	1	% -100
220	Burglary/Breaking and Enter	2	1	% +100	2	% 0	3	2	% +50
23A	Pocket-Picking	0	0	% 0	0	% 0	0	0	% 0
23C	Shoplifting	13	15	% -13	14	% -7.1	28	31	% -9.6
23D	Theft From Building	1	1	% 0	0	% +100	2	5	% -60
23F	Theft From Vehicle	1	6	% -83	10	% -90	7	13	% -46
23G	Theft of MV Parts or Access	2	4	% -50	7	% -71	6	10	% -40
23H	All other Larceny	1	3	% -66	0	% +100	4	4	% 0
240	Motor Vehicle Theft	4	2	% +100	2	% +100	6	2	% +200
250	Counterfeiting/Forgery	0	1	% 100	0	% 0	1	1	% 0
26A	False Pretenses/Swindle/Con	1	1	% 0	1	% 0	2	1	% +100
26B	Credit Card/Automatic Telle	2	1	% +100	1	% +100	3	4	% -25
26C	Impersonation	0	0	% 0	0	% 0	0	0	% 0
26E	Wire Fraud	0	0	% 0	0	% 0	0	1	% -100
26F	Identity Theft	2	7	% -71	0	% +200	9	2	% +350
270	Embezzlement	0	0	% 0	0	% 0	0	1	% -100
290	Destruction/Damage/Vandalis	4	6	% -33	13	% -69	10	19	% -47
35A	Drug Narcotic Violations	1	1	% 0	2	% -50	2	4	% -50
35B	Drug Equipment Violations	1	1	% 0	3	% -66	2	7	% -71
36B	Statutory Rape	0	0	% 0	1	% 100	0	1	% -100
520	Weapon Law Violations	1	0	% +100	1	% 0	1	1	% 0
90C	Disorderly Conduct	1	2	% -50	4	% -75	3	10	% -70
90D	Driving under the Influence	2	5	% -60	0	% +200	7	3	% +133
90F	Family Offenses, Nonviolent	0	0	% 0	0	% 0	0	2	% -50
90J	Trespass of Real Property	3	3	% 0	6	% -50	6	8	% -25
90Z	All Other Offenses	6	2	% +200	7	% -14	8	10	% -20
Report Totals:		56	67	% -16	88	% -36	123	167	% -26





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

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## MEMORANDUM

To: Anthony J. Salvatore, Town Manager

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

Date: March 1, 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** – P&Z approved last week, filing for DOT permit next week. Should be under construction in the spring, complete in fall with possible spring touch-ups. This may be impacted by utility pole relocations.

**Drainage Study various locations** - a draft report should be available for staff review later this month

**Pierson Park** – architect submitted preliminary concepts – under review by staff and athletic director/football coach

**Multi-purpose field CHS** – CHA has begun collecting existing conditions data

**Police Department Painting** – we had a kickoff meeting with contractor on March 1<sup>st</sup>. Work scheduled to begin on March 13<sup>th</sup>. Work expected to be completed in approximately 8 weeks.

**Street Sweeping** – weather permitting, I plan to send sweeper out on Monday, March 27<sup>th</sup>. Work will start on the east side of town and work our way west.

## Proposed Change

### § 54-12. Interruptions in employment

If a participant's status as an employee of the Town is terminated or interrupted for more than ~~five months~~ in a twelve-month period, except in the case of a leave of absence and thereafter *he/she* resumes *his/her* status as an employee, *he/she* shall be deemed to be a new employee from the date of such reemployment or resumption, and *his/her* period of employment shall be counted from such date. *This change is retroactive to July 1, 2022.*

## Chapter 54. Retirement Plan

### Article I. Title; Effective Date

#### § 54-1. Title.

This retirement plan shall be known as the "Town of Cromwell Retirement Plan."

#### § 54-2. Effective date.

[Amended STM 12-14-1972; BOS 2-1-1977; BOS 2-8-1989; BOS 6-13-1990]

The effective date of this chapter, as amended, is June 30, 1990. The original plan was effective as of September 1, 1965, and was amended as of November 1, 1972; June 30, 1982; January 1, 1989; and June 30, 1990.

### Article II. Definitions and Word Usage

#### § 54-3. Terms defined.

A. As used in this chapter, the following terms shall have the meanings indicated:

**ACTUARY**

A member of the Society of Actuaries or an organization employing such a member, appointed and compensated by the Town to perform the duties of the "actuary" hereinafter provided.

**ANNIVERSARY DATE**

September 1, 1965, and September 1 of each year thereafter up to and including September 1, 1972. On and after July 1, 1973, "anniversary date" shall mean July 1 of each year.

[Amended STM 12-14-1972]

**AVERAGE FINAL COMPENSATION**

The average annual compensation of a participant during his three consecutive highest-paid years of service prior to and including his last full month of employment.

[Added STM 12-14-1972; amended BOS 2-8-1989]

**BENEFICIARY**

Any person who may be entitled to receive any death benefit which may be payable as provided in § 54-15 hereof.<sup>[1]</sup>

**COMPENSATION**

The total annual salary or wages earned by a participant from the Town for a particular year.

[Amended STM 12-14-1972]

**CONTINGENT ANNUITANT**

The person, if any, whom a participant shall have designated to receive annuity payments following the death of such participant, as provided in Article V, § 54-14, hereof.

### **CREDITED SERVICE**

The latest period of continuous employment of a participant by the Town subsequent to the date the employee agrees to contribute in accordance with § 54-23, up to and including such participant's actual retirement date, discharge or termination of employment if such occurs prior to his actual retirement date, assuming for employees who become participants on and after January 1, 1989, such employee agrees to contribute within one month after completing his probationary period. Otherwise, credited service will commence when an employee agrees to contribute. Participants in the plan on January 1, 1989, will be given an additional six months' credited service. Absences from employment of less than five months in any calendar year and periods of authorized leave of absence for an employee or participant (except as otherwise provided in the case of Town officials in § 54-29) shall be included in computing a participant's credited service. For the purpose of computations involving credited service, fractional parts of a year shall include all completed months of employment. In addition to the above, a participant's credited service will include any service from the latest period of continuous employment (including certain federal programs) for which the participant makes the additional contributions to buy back service in accordance with § 54-23.

[Amended BOS 2-10-1982; BOS 2-8-1989; BOS 6-13-1990]

### **EMPLOYEE**

Any person employed by the Town, including elected or appointed officials, whose customary employment is for not less than 20 hours in any one week nor less than five months in any calendar year, provided that such term shall not include any persons who have been, are or shall be eligible for membership in the state teachers' retirement system, or municipal employees retirement system.

[Amended TC 6-16-2014]

### **ENTRY DATE**

The first day of the month in which an employee becomes a participant in the plan. The earliest entry date shall be that month in which an employee completes his probationary period.<sup>[2]</sup>

[Amended BOS 2-8-1989]

### **LEAVE OF ABSENCE**

A period of leave as provided for in Article IX hereof.

### **NORMAL RETIREMENT DATE**

For a participant who retires on and after January 1, 1989, the first day of the month coinciding with or next succeeding his 62nd birthday or the completion of five years of participation in the plan, whichever occurs later.

[Amended BOS 2-8-1989]

### **PARTICIPANT**

An employee who is eligible under the terms of Article IV of this plan. It shall not include in its meaning a retired participant or a terminated participant.<sup>[3]</sup>

### **PLAN**

The retirement plan set forth in and by this chapter and all subsequent amendments thereto.

### **PLAN YEAR**

The year beginning on July 1 of each year, commencing July 1, 1973.

[Amended STM 12-14-1972]

### **RETIRED PARTICIPANT**

A person who has been a participant and who is receiving retirement benefits under Article V hereof.

## **RETIREMENT BOARD**

The Retirement Board established to administer this plan, as provided for in Article III hereof.

## **RETIREMENT DATE**

The first day of the month coinciding with or next succeeding the date of actual retirement of a participant from service with the Town, which date shall not be earlier than his 55th birthday.

## **TERMINATED PARTICIPANT**

A person who has been a participant but who is no longer an employee and whose status as an employee has been terminated other than by death, retirement or leave of absence.

## **TOWN**

The Town of Cromwell.

## **TOWN COUNCIL**

The Town Council of the Town of Cromwell.

[Added TC 6-16-2014]

## **TRUSTEE**

The person or entity appointed as trustee by action of the Retirement Board.

[Amended BOS 11-13-2002]

## **TRUST FUND**

The fund held by the trustee for the purpose of providing benefits pursuant to this plan.

## **TRUST or TRUST AGREEMENT**

The declaration of trust or trust agreement establishing the trust fund, together with any and all amendments or supplements thereto, and also the trust created by such declaration or agreement.

[Amended BOS 11-13-2002]

- [1] *Editor's Note: The former definition of "Board of Selectmen," which immediately followed, was repealed TC 6-16-2014. See now the definition of "Town Council."*
- [2] *Editor's Note: The definition of "future service compensation," which immediately followed this definition, was repealed STM 12-14-1972.*
- [3] *Editor's Note: The definition of "past service compensation," which immediately followed this definition, was repealed STM 12-14-1972.*

- B. The singular form of any word shall include the plural and the masculine gender shall include the feminine wherever necessary for the proper interpretation of this plan.

# **Article III. Retirement Board**

## **§ 54-4. Board established; membership.**

[Amended BOS 2-10-1982; TC 6-16-2014]

This retirement plan shall be administered by a Retirement Board of five members consisting of the following officials of the Town of Cromwell: Mayor, Town Manager, Town Finance Director/Town Treasurer; the Business Manager from the Board of Education; and the Executive Director of the Cromwell Fire District.

## **§ 54-5. Action by Board.**

Any act which this plan authorizes or requires the Board to do may be done by a majority of the members of the Board at the time acting hereunder; and the action of such majority of the members of the Board, expressed from time to time by a vote at a meeting or in writing without a meeting, shall

constitute the action of the Board and shall have the same effect for all purposes as is assented to by all of the members of the Board at the time in office.

## **§ 54-6. Appointment of secretary and other representatives; designation of person to act.**

[Amended BOS 11-13-2002]

The Board may appoint a secretary, who may or may not be a member of the Board, and such other agents or representatives as it may deem advisable, who need not be members of the Board but may or may not be participants under this plan, to keep the records of the Board and to assist it in doing any other acts or things to be done or performed by the Board. The Board may certify to the trustee and one or more investment managers, if any, by majority vote or action, as provided for in § 54-5 of this article, the name of one member of the Board authorized to act for it in its relationship with the trustee and any such investment manager. The trustee and any such investment manager shall be and hereby are authorized to act in pursuance of the written instructions of any member of the Board so designated and shall be and hereby are completely released from any liability resulting from or in connection with any action taken pursuant to instructions so received.

## **§ 54-7. Interpretation and administration of plan.**

The Board may make rules and regulations for the administration of the plan which are not inconsistent with its terms and provisions. The Board may construe the plan, and its constructions thereof and action thereon in good faith shall be final and conclusive. It may correct any defect or supply any omission or reconcile any inconsistency in such manner and to such extent as it shall deem expedient to carry the same into effect, and it shall be the sole and final judge of such expediency. The Board shall supervise and control the operation of the plan in accordance with the terms hereof and shall have all powers necessary to accomplish that purpose. The Board may employ such actuarial, legal, clerical, consulting and other services as it deems necessary for the proper operation of the plan, and the cost of such services shall be paid by the Town.

## **§ 54-8. Direction that benefits be paid.**

In connection with the exercise of its powers, the Board, upon written certification by the actuary, shall direct the trustee, in writing, as to any benefits to be paid from the trust fund, and the trustee shall be fully protected in acting upon such written directions.

## **§ 54-9. Compensation and expenses of members.**

The members of the Board shall serve without compensation for services as such, but all normal and reasonable expenses of the Board shall be paid by the Town.

## **§ 54-10. Annual report.**

[Amended TC 6-16-2014]

The Board shall submit annually to the Board of Finance a schedule of the estimated expenses necessary for the administration of this plan and its estimate of the liability of the Town to contribute to the trust fund in order to maintain the retirement plan in an actuarially sound condition. The Board shall annually report to the Town Council of the Town the financial condition of the retirement plan, setting forth such facts and recommendations as may be of value to the participants in the plan and to the Town of Cromwell.

## Article IV. Employees Entitled to Participate

### § 54-11. Conditions of eligibility.

- A. Every employee of the Town, on January 1, 1989, shall be eligible to become a participant hereunder on the first day of the month following the date on which he shall have completed his probationary period.  
[Amended BOS 2-8-1989]
- B. Date of eligibility.  
[Amended BOS 2-10-1982]
- (1) Every person who shall become an employee of the Town subsequent to September 1, 1965, and before December 31, 1979, shall be eligible to become a participant hereunder on the first day of the month following the date on which he shall have been employed continuously by the Town as an employee for 24 months and shall have reached his 25th birthday, provided that he shall not have attained his 53rd birthday.
  - (2) Every person who shall become an employee of the Town subsequent to June 30, 1982, and all employees who are not yet participants, shall be eligible to become a participant on the first day of the month following the date on which he shall have been continuously employed by the Town as an employee for six months, provided that such employee agrees to contribute.
  - (3) Every person who shall become an employee of the Town subsequent to January 1, 1989, and all employees who are not yet participants shall be eligible to become a participant on the first day following the completion of his probationary period, provided that such employee agrees to contribute.  
[Added BOS 2-8-1989]
- C. The Board shall notify each eligible employee of the Town of his eligibility. Any such eligible employee desiring to become a participant hereunder shall file with the Board his election to become a participant hereunder on a form as provided in Subsection **D** hereof prior to the date on which he first becomes eligible to become a participant; provided, however, that in special cases the Board may extend the time within which such election must be filed. Failure to file such election within the prescribed time shall constitute a waiver by such employee of all benefits he would otherwise have received by becoming a participant hereunder on the date on which he first became eligible. Any employee who does not elect to become a participant hereunder on the date when he first becomes entitled to participate hereunder may elect to become a participant on any subsequent anniversary date, provided that he shall then meet all of the requirements of Subsection **B**, but such participant shall not be entitled to any credited service for employment with the Town prior to participation in the plan. Anything contained in this subsection to the contrary notwithstanding, with respect to the first anniversary date of the plan, eligible employees may be notified of their eligibility and file election forms after the September 1, 1965, anniversary date under such rules as the Board shall establish.
- D. The election form shall contain such information as the Board shall require and shall authorize the deduction of any such participant's contributions which may be required hereunder from such participant's pay in such manner as the Board shall require.

### § 54-12. Interruptions in employment.

If a participant's status as an employee of the Town is terminated or interrupted for more than five months in any twelve-month period, except in the case of a leave of absence, and thereafter he resumes his status as an employee, he shall be deemed to be a new employee from the date of such reemployment or resumption, and his period of employment shall be counted from such date.

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

---

Wednesday, February 8, 2023 - 5:30 p.m.

**Present:** Mayor S. Fortenbach, Deputy Mayor J. Henehan, Councilman Demetriades (arrived at 5:37 p.m.), Councilwoman J. Donohue, Councilwoman P. Luna, Councilman J. Polke, Councilman A. Waters

**Also present:** Town Manager Salvatore, Finance Director Sharon DeVoe, Rosanna Glynn CMS Building Committee Chairperson, Joe Culotta of Perkins Eastman, Bond Council Attorney Andreana of Pullman and Comley, John Healy of Mesirow Financial, and John Butkus of Arcadis

**A. CALL TO ORDER**

Mayor Fortenbach called the meeting to order at 5:32 p.m.

**B. NEW BUSINESS**

1. Discussion and possible action regarding the Cromwell Middle School project and the new proposed cost estimates.

Rosanna Glynn gave a presentation to the Town Council regarding the Cromwell Middle School. See attached for the presentation slides.

The Town Council was given an opportunity to ask questions about the presentation and the new proposed cost estimates.

Town Manager Salvatore and Finance Director Sharon DeVoe explained that they had a discussion with Doug Rogers and Michelle Dixon from the State this evening. They were told that they CMS Building Committee will need to get a design that reflects the 58.6 million dollar budget they submitted to the State and to the voters at Referendum for approval.

Mayor Fortenbach expressed that he is in support of this project but we need to find more ways to save money and we need to be operating under the approved 58.6 million dollars for the project.

Discussion continued regarding the importance of getting closer to the dollar amount that was approved for the project and adhering to the original scope of the project when it was presented.



John Healy from Mesirow Financial explained that as of a week and a half ago we were on a glide path. However, now that the project has an estimated cost that is much higher than what was originally approved and planned for, it will significantly impact the Town's bonding. He explained that the Town currently has 20 million dollars of debt and if this project remains at this cost, it would essentially double the amount of debt the Town has. Finance Director DeVoe explained to the Council how this debt would affect the Town's Mill Rate and the time frame and ability to bond for future projects.

Ms. Glynn expressed concern that the Town Manager had a phone conversation with the State this evening and she did not know about it or was not included. The Town Manager also expressed concerns as far as the CMS Building Committee having discussions with the State without his involvement.

Councilman Demetriades expressed that the Town and the CMS Building Committee need to be working together for this to work smoothly. If the Building Committee has a meeting with the State, the Town Manager or his designee needs to be apart of it and vice versa. Everyone needs to be hearing everything at the same time so that there is no confusion. The Town has the same goal and we need to be on the same page. The Town Council and Ms. Glynn agreed.

Jack Butkus of Arcadis was in attendance and explained to the Council that the "Scope" of the project is the Education Specifications. He explained to the Council that they have adhered to the Education Specifications throughout this process and have not strayed. He informed the Town Council that there was some miscommunication and mixed messages in the beginning regarding the square feet which affected some of the cost increase. Mr. Butkus added that he is currently working on 5 similar projects and all projects came in over their estimate, however, Cromwell's project came in the highest over the initial estimate. He also explained that they are working on finding ways to cut costs and referred to the waterfall chart in the presentation that shows the areas where they were able to cut costs already. He explained there is more work to be done to decrease the costs and that more accurate numbers will be available in April.

The Council expressed their concerns and had questions regarding the miscommunication and mixed messages pertaining to the square footage. Councilwoman Donohue explained that if we have to go back to the voters again, we need to be sure about the cost and design. She said if we go back to referendum then this has to be very clear and all the facts need to be presented to the voters. She stated that the angst from the residents is not because people are opposed, but

because they are extremely concerned with the cost difference. We need to have the trust in the project and what we are doing.

Ms. Glynn stated that the Building Committee was equally frustrated with some of the findings after the original cost estimate. She explained that there has been a significant amount of learning the Building Committee has gone through since then, they know the right questions to ask, they know the right things to look at now and they have a very knowledgeable project manager.

Councilman Henehan asked how comfortable Mr. Butkus felt that there would be a way to get close to the initial number and plan. He expressed that there needs to be focus on the wants versus the needs and some wants need to be taken out.

Finance Director DeVoe explained we are presently at risk for about \$520,000 but more invoices were processed this week. Mr. Butkus informed the Council that we will be at approximately \$350,000 in addition to the \$520,000 as of April. The total amount will be approximately 1.25 million dollars for maximum at risk to get all the bids in, beyond what we have spent today.

**MOTION** made by J. Demetriades and **SECONDED** by A. Waters for the Town Council to defer any further action and allow the Building Committee and its team to continue the work through the completion of the development in the stated time frame of April 2023 with a focus on value management and cost savings.

**Discussion:** Councilman Demetriades requested that if the Building Committee is having conversations with the State, the Town Manager or his designee needs to be part of that conversation so that the information gets back to him so he can inform the Council and vice versa. We need this to be a collaborative effort.

**All in favor.**

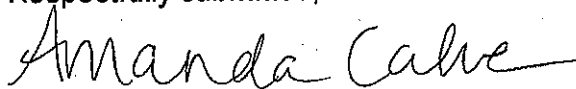
**C. ADJOURN**

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

**All in favor.**

The meeting adjourned at 7:05 p.m.

Respectfully submitted,



Amanda Calve  
Secretary

# Building Committee

## CROMWELL MIDDLE SCHOOL

*Town Council Special Meeting  
February 8, 2023*



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# AGENDA

## 1 Project Overview to Date

Reconciliation of cost estimates over time

## 2 Cost Mitigation Opportunities

Value Engineering & Ed Spec reconciliation

## 3 Next Steps

Options for consideration

## ESTIMATE PROCESS

# Process Overview for Design Cost Estimates

### Develop Design

Input: Start with building design after each project phase (Concept, Schematic, Design Development, Construction Document)

### Obtain Cost Estimates

Generate at least 2 independent cost estimates.  
Create initial estimate based on industry knowledge, experience, and then-current costs

### Reconcile & Finalize Cost Estimate

Compare cost projections across each estimator.  
Understand differences.  
Align on assumptions and reconcile to a single cost estimate. (Includes escalation factors)

### Finalize Cost Estimate

Review estimate with CMS Building Committee.  
Determine if further actions are required.

Feb 2023

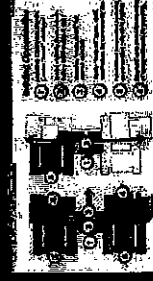
*Schematic Design Estimate*  
Middle School & Central Office



**\$77.6M**  
Before VM Options

Apr 2022

*Concept Design Estimate*  
Middle School & Central Office



**\$58.6M**

# PROJECT TO DATE

Concept Design & Long-term Value Analysis Estimate, March 30, 2013

Value Analysis

1 2 3

### Middle School + Central Office

Item	Quantity	Unit	Price	Total
Construction Hard Costs	1.00	sq ft	\$10,980,348	\$10,980,348
Owner Soft Costs (OSR)	1.00	%	57,644,052	\$5,764,405
State Reimbursement	1.00	sq ft	\$34,004,400	\$3,400,440
State Reimbursement	1.00	%	\$22,113,200	\$2,211,320
Estimated Total Cost to Owner				\$12,356,503

Options for Cromwell Middle School:

Build New cost

## BUILD NEW

Key decision factors:

1. Site
2. Construction
3. Construction
4. Construction

## COST ESTIMATE

Cromwell Middle School & Central Office

Construction Hard Costs	\$10,980,348
Owner Soft Costs (OSR)	\$5,764,405
State Reimbursement	\$3,400,440
State Reimbursement	\$2,211,320
Estimated Total Cost to Owner	\$12,356,503

## Comparison Between CD and SD Estimates



Estimated Total Cost to Owner: \$12,356,503

# WHY BUILD NEW?

- 1 Lowest total project cost / highest value
- 2 Highest proportion of construction cost stays with the building
- 3 Lowest net cost over 10 years
- 4 Lowest impact to student population
- 5 Maximizes safety

## PROBABLE COST SUMMARY /



Tenon

### Middle School + Central Office

Opinion of Probable Cost - Summary of Options				
Line Item Category	Option 1	Option 2	Option 3	
Building Construction	\$63,286,720	\$61,666,647	\$58,912,193	
Office Construction	\$10,120,647	\$10,074,121	\$9,587,532	
Estimated - Total Project Costs	\$73,407,367	\$71,740,768	\$68,499,725	
State Reimbursement	-\$27,358,750	-\$26,878,598	-\$20,905,660	
Estimated Cost to Cromwell	\$46,048,617	\$44,862,170	\$47,594,065	

\*Cost shown are rough order of magnitude (ROM) and prepared prior to the implementation of the final project cost estimate.

## Value Analysis

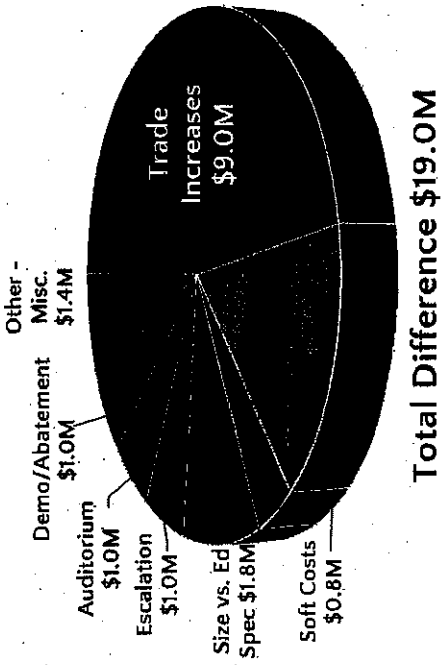
Tenon

	1	2	3
	Renovate Existing - limited addition	Renovation As New (R/N) \$5.45M	New Building
Possibility of unforeseen conditions, conflicts and cost increases			
Costs that don't stay in the building			
General Conditions Analysis			
Temporary Facilities & Field Office Administrative Expenses			
Annual Energy Costs			
Owner's financial package to consider			

# ESTIMATE COMPARISON

## Comparison Between CD and SD Estimates

Construction	
Design	
Soft Costs	
Total Budget	\$77.8M

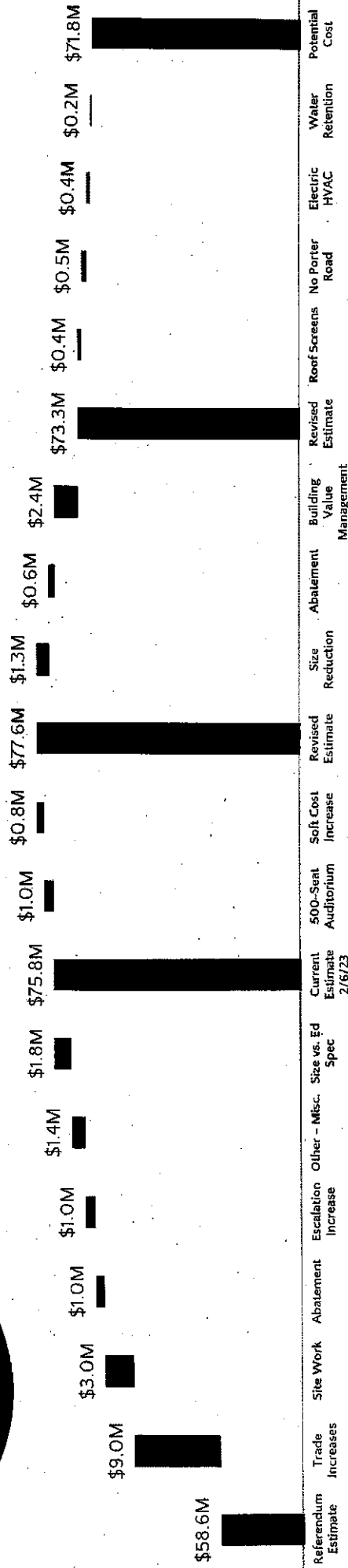


Source: Perkins-Eastman, 2/1/2023; CD vs. SD pie breakout, 2/6/23  
 \*Larger auditorium included to meet Ed Spec intent 2/1/23  
 \*\*Soft cost estimate updated by CMS Building Committee to reflect % of construction cost on 2/1/2023 +\$0.8M



PROJECT TO  
DATE

# Estimate Increase and Potential Reductions



Applies today's prices to "Concept Design" estimate

New learning based on recent environmental surveys

Building Committee revision 2/1/23:  
Adjusted for Ed Spec intent  
Updated FFE & owner's contingency per inflation rates

Further cost mitigation options under review

Source: Perkins-Eastman 2/6/23

\*Larger auditorium included to meet Ed Spec intent 2/1/23

\*\*Soft cost estimate updated by CMS Building Committee to reflect % of construction cost on 2/1/2023, +\$0.8M

# OPTIONS

## Cost Mitigation Opportunities through Value Management

Provide concrete			High	
Move to FF&E bleachers, soccer goals and team benches	\$120,960		High	If use current, may need to replace in short term
Reduce landscape			High	
Remove center median in parking lots	\$40,340		High	P&Z restrictions
Remove south entrance			High	Highly visible, may be a distraction
Remove amphitheater	\$134,730		High	Add Bid Alternate
Provide stairwells			High	
Reduce Spoils	\$109,640		High	None
Eliminate Vegetated Roof	\$234,525		High	None
Reduce Classic			High	Lessens natural light in music rooms; still have windows
Eliminate Music area monitors	\$234,256		High	
Reduce Roof Screens Existing Design	\$117,293		High	P&Z Requirements tbd
Reduce Roof Screens Existing Design				
Remove Trellis Cafeteria	\$88,703		High	None, design element
Remove Trellis BOP			High	None, design element
Remove Trellis Auditorium	\$128,534		High	None, design element
Storage			High	May need building to move, could reduce parking
No Porter Road	\$475,060		Low	
Water Retention	\$201,360			Need to review need with building codes

Source: Perkins-Eastman, 2/1/2023

# POTENTIAL ACTIONS

- 1 Postpone decision until next estimate in April 2023**  
Town will incur design cost in the interim
- 2 Postpone decision until bids received**  
Town will incur design cost in the interim
- 3 Proceed and appropriate additional amount**  
Review w/ Board of Finance, then referendum
- 4 Proceed with current budget**  
Curriculum will be impacted / does not meet Ed Spec; risk to athletic fields, auditorium, classroom size

THANK YOU

# Building Committee

CROMWELL MIDDLE SCHOOL



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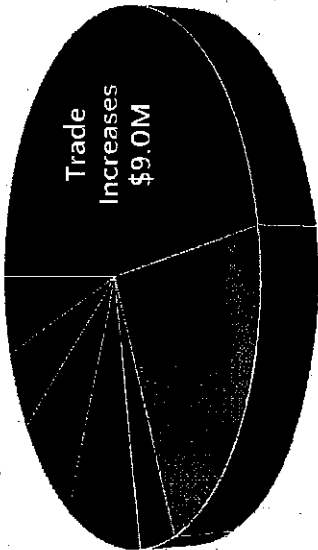
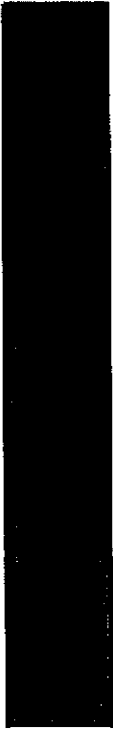
@CromwellMiddleSchoolBuildingProject

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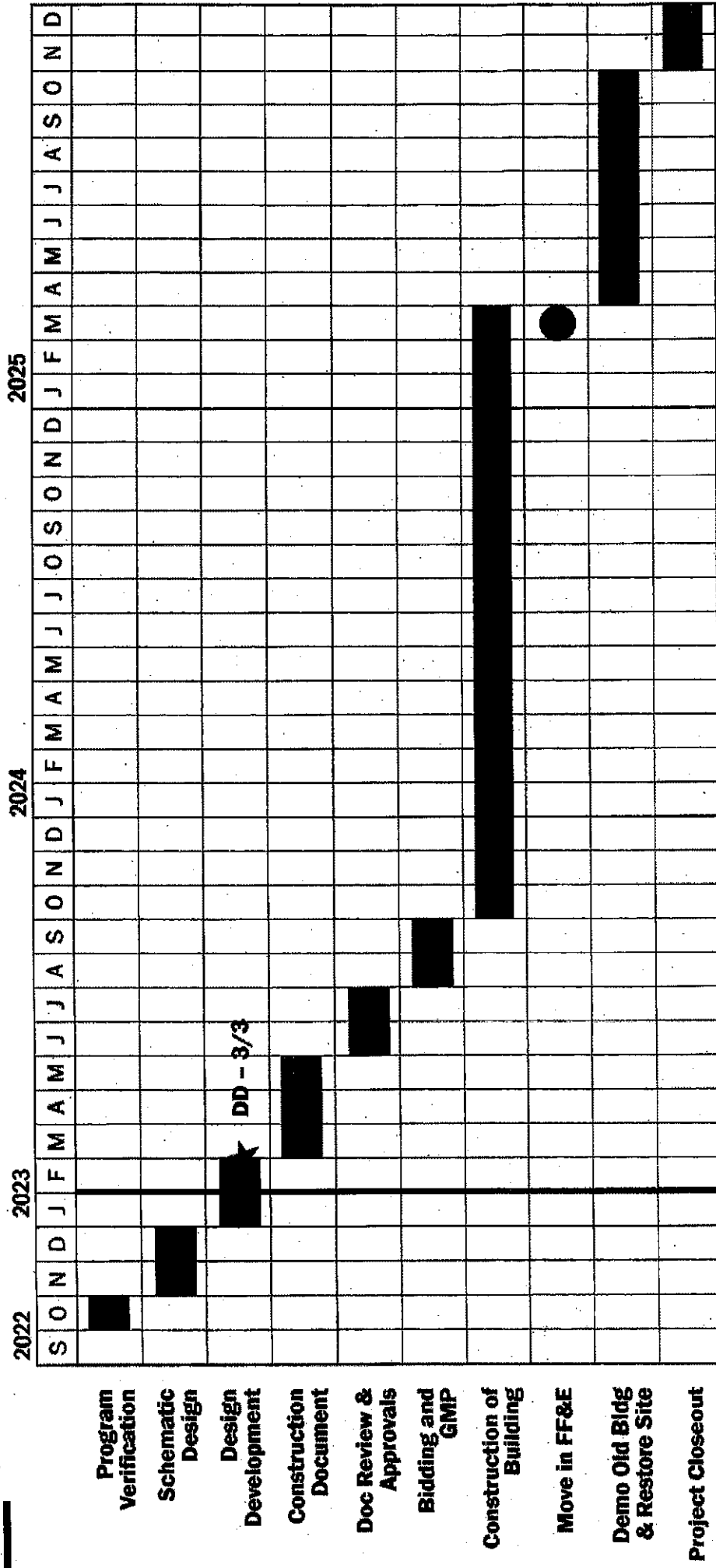
TRADE COST  
CHANGE

Concept Estimate: Trade Cost Increases



Concept Estimate: Trade Cost Increases <small>(Revised 2/6/23)</small>	
	Trade Cost Increase
C.I.P. Concrete	\$465k
Siding and Panels	\$222k
CW and Windows	\$476k
Food Service Equipment	\$100k
HVAC	\$544k
Site Work	\$462k
<b>Sub-Total</b>	<b>\$5.8m</b>
Indirect Costs	\$3.2m
<b>Total</b>	<b>\$9.0m</b>
Source: Perkins-Eastman 2/6/23	

# Proposed Schedule



# SUCCESS DRIVEN BY TEAM VALUES

As a Building Committee we,

- Are working towards a **shared purpose**.
- Are **transparent** and maintain open and honest communication.
- **Collaborate** as a team and with all stakeholders
- Act with **integrity**. We do what we say and say what we will do.
- Engage the community and **value all members' feedback**.
- Act with **respect**. We listen to all opinions and adhere to our meeting norms.



# PROJECT OVERVIEW

## Mission

Prepare our students for the **future**

Build a **safe, modern** Middle School

Create an **inclusive** atmosphere for **all**  
**students**

Foster **innovation** in an advanced learning  
environment

Enable a **Science, Technology, Engineering,  
Art and Mathematics (STEAM)** curriculum



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

---

Wednesday, February 8, 2023 - 7:00 p.m.

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

**Also present:** Town Manager Salvatore, Finance Director Sharon DeVoe, CMS Building Committee Chairperson Rosanna Glynn, Chief LaMontagne, Captain Sifodaskalakis, Public Works Director Spina

**A. CALL TO ORDER**

Mayor Fortenbach called the meeting to order at 7:15 p.m.

**B. PLEDGE OF ALLEGIANCE**

The Council stood to recite the Pledge of Allegiance.

**C. APPROVAL OF AGENDA**

Councilwoman Luna suggested the change Under Agenda Item N. 2. Senior Services Commission, Anne Kaiser is a D, not an R.

**MOTION** made by A. Waters and **SECONDED** by J. Demetriades to approve the agenda as amended with the change to Item N. 2.

**All in favor.**

**D. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS**

Mayor Fortenbach read the following report from Celina Kelleher Board of Education Chairperson:

- The Board met last night and unanimously approved the BOE Budget which had an increase of 6.96% over last year's budget. The main drivers were salaries including contractual obligations, benefits, special education costs and transportation. Inflation played a large role as our cost of services and utilities have increased significantly. The proposed budget will be submitted to the Board of Finance for review in accordance with our budget procedures.
- The Board also heard an update from CMS Building Committee Chairwoman, Rosanna Glynn, and we voted to increase the seating in the

auditorium from the standard 250 to 500 as was the intention of our Board when we discussed the auditorium.

- We voted to set the CHS graduation date to June 14, which is the last day of school for CHS. We meet again on March 14.

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

**E. MAYOR'S UPDATE**

Mayor Fortenbach read his report to the Council. See Attachment B.

**F. TOWN MANAGER'S UPDATE**

The Town Manager added the following to his report:

- The representative from Berry Dunn will be coming in next week for one on one interviews. She will spend a morning at the Highway Facility and an afternoon at the Library. The representative will also set aside evenings for councilors to meet with her if they would like to meet with her.

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

**1. Budget Report**

Finance Director Sharon DeVoe was in attendance to present her report to the Town Council.

**2. Discussion and possible action to approve an appropriation in the amount of \$54,000 within the CNR Fund for a Police Cruiser totaled in a motor vehicle accident.**

Chief LaMontagne explained that a police cruiser was totaled and they need the appropriation to replace it. She gave the following breakdown of costs:

Our insurance company gave the town \$42,000, we were quoted \$6,000 to take out the equipment and reinstall it in a new cruiser, \$2,200 for the warranty, \$650 for the decals, and an additional \$2,600 for incidentals just in case. If there is any money left of the \$54,000 it will be returned to CNR.

**MOTION** made by J. Donohue and **SECONDED** by J. Henehan to approve the Appropriation in the amount of \$54,000 from CNR to replace the Police Cruiser. **All in favor.**

**3. CWPCA Northern Industrial Tier Sanitary Sewer Study Update - \$300,000 from American Rescue Plan for discussion and possible action.**

Alice Kelly WPCA Chairperson and Rich Peck Sewer Administrator were in attendance. They explained their request in the amount of \$300,000 from ARPA funds for their recently approved sewer project from 105 Evergreen Road to Route 9. In the FY 2022-2023 Sewer Budget they approved \$1,000,000 of the \$1,300,000 needed for the project. Ms. Kelly informed the Council that there have been some sewer backups and this project will eliminate any potential for sewer back-ups and surcharges. She explained that the \$3,000,000 in their fund balance is for unexpected infrastructure issues that may arise. As their infrastructure is underground, the road will need to be dug up which is very expensive. Mr. Peck explained that area sewers are at their limit of capacity. This is a result of over development and major rain events. If we can increase the pipe sizes in the project, it will take care of the present flows. He recommended that this project be started before a developer comes in with a large project so that the Town will be able to accommodate them.

Mayor Fortenbach asked if this could be included under CNR items in the budget. He felt this was the appropriate place to address this as we are so close to budget time. Ms. Kelly agreed to this and reminded the Council she has done significant research on what ARPA funds can be spent on and the top priorities are water and sewer infrastructure.

Councilman Waters thanked Mr. Peck for staying on board part-time after his retirement to assist the Town until we find someone to fill the position.

#### 4. Tax Refunds

**MOTION** made by A. Waters and **SECONDED** by J. Henahan to approve Tax Refunds #1-24.

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

**Motion carried.**

#### H. CHIEF OF POLICE'S UPDATE

Chief LaMontagne was in attendance to present her update to the Town Council. She provided the following updates in addition to her report:

- We testified this year for an armed robbery that occurred in 2020. Detective Jones was assigned the incident. She did an amazing job, they found the person guilty of armed robbery and several other charges.
- Officer Cheiffo submitted his letter of resignation. They are now currently looking for four officers. Chief LaMontagne explained that the Town invests approximately \$200,000 into their officers so that they can become certified.

However, once they are certified they are able to apply for employment in other Towns.

- She congratulated Officer Jones for being nominated by the Saint Patrick's Day Committee as the Town Honoree.

**I. PUBLIC WORKS DIRECTOR'S UPDATE**

Public Works Director Spina was in attendance to present his report to the Town Council.

**J. CITIZEN COMMENTS** *(limited to 2 minutes per speaker, please be respectful)*

Mayor Fortenbach read the attached letter from Beth Falcigno into the record. See Attachment C.

Mayor Fortenbach read the attached letter from Brendan Kruh and Kassandra Fruin into the record. See Attachment D.

Joan Foose was in attendance from CCD. She provided the Council with a packet. See Attachment E. CCD would like to paint wing murals in a few locations in Town. They will work with Parks and Recreation and the Town Manager to bring it to fruition. There will be a Coffee House on February 25<sup>th</sup> at 1:30 p.m. to 3:30 p.m. in the Library's Belden Room, she encouraged everyone to attend.

**K. NEW BUSINESS**

None.

**L. APPROVAL OF MINUTES**

1. January 11, 2023 Regular Meeting Minutes

**MOTION** made by J. Henehan and **SECONDED** by P. Luna to approve the meeting minutes of January 11, 2023.

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

**Abstained:** A. Waters

**Motion carried.**

**M. RESIGNATIONS**

1. Matt DiDomizio, CWPCA

**MOTION** made by A. Waters and **SECONDED** by J. Donohue to accept the resignation of Matt DiDomizio with regret.

**All in favor.**

**N. APPOINTMENTS/REAPPOINTMENTS**

**Appointments:**

**1. Board of Assessment Appeals**

- a. Jeffrey Serra (U), regular member for a term expiring 11/2023

**MOTION** made by J. Donohue and **SECONDED** by A. Waters to appoint Jeffrey Serra as a regular member to the Board of Assessment Appeals for a term expiring 11/2023.

**All in favor.**

**2. Economic Development Commission**

- a. Chris Cambareri (R), regular member for a term expiring 3/2027

**MOTION** made by J. Donohue and **SECONDED** by A. Waters to appoint Chris Cambareri as a regular member to the Economic Development Commission for a term expiring 3/2027.

**All in favor.**

**3. Senior Services Commission**

- a. Judith A. Norris (U), regular member for a term expiring 4/2025

**MOTION** made by J. Donohue and **SECONDED** by A. Waters to appoint Judith A. Norris as a regular member to the Senior Services Commission for a term expiring 4/2025.

**All in favor.**

**Reappointments:**

**1. Redevelopment Agency**

- a. Paul Warenda (R), regular member for a term expiring 12/2026

**MOTION** made by J. Donohue and **SECONDED** by A. Waters to reappoint Paul Warenda as a regular member to the Redevelopment Agency for a term expiring 12/2026.

**All in favor.**

**2. Senior Services Commission**

- a. Judy Benvenuto (R), regular member for a term expiring 4/2024

**MOTION** made by J. Donohue and **SECONDED** by A. Waters to reappoint Judy Benvenuto as a regular member to the Senior Services Commission for a term expiring 4/2024.

**All in favor.**

- b. Anne Kaiser (D), regular member for a term expiring 4/2024  
**MOTION** made by J. Donohue and **SECONDED** by A. Waters to reappoint Anne Kaiser as a regular member to the Senior Services Commission for a term expiring 4/2024.

**All in favor.**

- c. Anne Jordan (R), regular member for a term expiring 4/2024  
**MOTION** made by J. Donohue and **SECONDED** by A. Waters to reappoint Anne Jordan as a regular member to the Senior Services Commission for a term expiring 4/2024.

**All in favor.**

### **3. Water Pollution Control Authority**

- a. Eric Zeilor (R), regular member for a term expiring 1/2026  
**MOTION** made by J. Donohue and **SECONDED** by A. Waters to reappoint Eric Zeilor to the Water Pollution Control Authority as a regular member for a term expiring 1/2026.

**All in favor.**

### **4. Youth Advisory Board**

- a. Margaret P. Schufer (D), regular member for a term expiring 1/2024  
**MOTION** made by J. Donohue and **SECONDED** by A. Waters to reappoint Margaret P. Schufer as a regular member to the Youth Advisory Board for a term expiring 1/2024.

**All in favor.**

## **O. INFORMATIONAL ITEMS**

- 1. Letter from DEEP regarding Watrous Park – New Middle School Construction  
Town Manager Salvatore informed the Council that they received a letter in their packets regarding this item.

- 2. There was discussion regarding DEI Committee and possibly presenting some ideas in the future to bring the groups together and reinvigorate the members.

**MOTION** made by J. Polke and **SECONDED** by J. Henehan to add Agenda Item  
**P. CLIMATE AND CULTURE STUDY FOR DISCUSSION AND POSSIBLE ACTION**

**Discussion:**

Councilman Demetriades asked what possible action would be. Councilman Polke replied that it would be to reaffirm what we told the firm to do, to let them proceed with the way they normally conduct business and not change our decision.

Councilman Polke expressed concern about an article published in the Middletown Press regarding the Climate Culture Study. He stated that the article mentions four former employees by name and with the title of the article including the words "Climate Culture Investigation", it is not fair to the former employees who served the Town well for years. He was under the impression that the Town Council voted that BerryDunn would have the discretion to extend interviews to former employees. He asked the Council if we are all still on board with what was decided or if we were going off track.

Councilman Waters said as he understood it, was that we were going to leave it up to BerryDunn to decide. The idea of putting the letter out was to have former employees come and be interviewed.

Councilman Henahan stated that this was supposed to be anonymous and now there are names out there.

Councilman Demetriades felt as though there is nothing for us to discuss and the ultimate decision is up to the investigator and climate/culture study surveyor.

Mayor Fortenbach said the Council was also under that impression. Councilman Polke added, we were all under that impression, however, the article in the Middletown Press does not seem to read that way.

Mayor Fortenbach informed the Council that he received a memorandum from Sondra Hathaway of BerryDunn in response to the article in the Middletown Press. He said, ultimately, she is looking for reaffirmation of our original charge, that it will be left up to BerryDunn to make the decision regarding who to interview and if they should include past employees.

Councilwoman Donohue expressed that she is confused and upset after reading this article. She reminded the Council that we had this conversation at length and everyone in the room agreed it would be left up to BerryDunn. This article is now interjecting into our objective to be unobjective.

Councilman Demetriades explained that they he, Councilwoman Luna and Councilman Waters thought by submitting the letter to BerryDunn, it would encourage them to talk to key folks who left the Town recently.

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

**Opposed:** J. Demetriades

**Motion carried.**

Councilman Polke questioned how the names and the article got in the paper. Councilman Demetriades explained that after they received the memo that said BerryDunn would not be interviewing previous employees, he, Councilman Waters, and Councilwoman Luna sent a letter to BerryDunn asking them to reconsider their decision as they feel it is important that past employees are interviewed. They suggested four department heads for BerryDunn to interview that they thought would have valuable insight. He was then contacted by the Middletown Press and was asked to forward a copy of letter, which he did. He assured the Council that the intention of their letter was not to usurp BerryDunn's authority but to consider additional names of previous employees for interviews, but ultimately it is at her discretion.

Town Manager Salvatore called into question what the real motive is. He asked why only directors were mentioned if this is not an attempt to investigate him as the Town Manager without formally notifying him? Councilman Demetriades replied that this is not an attempt to investigate the Town Manager.

**MOTION** made by J. Demetriades to reaffirm the authority and discretion of the climate and culture surveyor to make a determination about who to interview and who not to interview.

*Motion withdrawn.*

**MOTION** made by J. Demetriades and **SECONDED** by J. Polke to reaffirm our original intent to give authority to BerryDunn to make determinations as to how they would like to carry out the Culture Climate Survey Study Investigation.

**All in favor.**

Mayor Fortenbach granted Councilman Polke a Point of Personal Privilege to make a comment.

Councilman Polke stated that other departments specifically, police departments do not discuss anything that is under investigation. He clarified that this is more



of a study than an investigation, however, our response to the press should be like other agencies, not to make a response until the study is completed. If done this way, it would be fair to everyone.

**Q. ADJOURN**

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

The meeting adjourned at 8:38 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amanda Calve".

Amanda Calve  
Secretary



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

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# Memo

**TO:** Town Manager/Town Council  
**FROM:** Amy Saada, Director of Human Services  
**DATE:** 02/01/2023  
**RE:** Human Services Director Report

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## **Human Services:**

A new Human Services Assistant has been hired and her start date is February 6<sup>th</sup>. Her name is Awilda Rodriguez.

Energy Assistance is in full swing and we are booked for appointments through February. As Eversource's rates increased in January, we are seeing a large increase in walk ins seeking assistance as well. All staff are trained to utilize EnergizeCT to show clients the different suppliers and assist clients with changing energy suppliers as the Eversource Supply rates have doubled.

## **Senior Center:**

AARP tax preparation has begun this month. There are 8 tax preparers here each Monday for 4 hours preparing tax returns free of charge. This service books up very quickly!

This month we have the following special events in addition to all other regular programs.

- 2/9 Super Bowl Pre-Game Extravaganza
- 2/14 Valentine's Event
- 2/15 Lunch & Learn with Relay Connecticut as the speaker

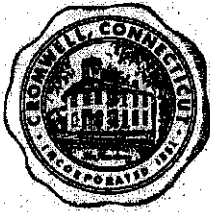
## **Youth Services:**

The following programs will be held this month:

- Family Plant Night 2/10
- Babysitter Safety 2/21

Valentine's for Veterans- youth got together to do valentines and will be delivered to Veteran's on Valentines day.

And much planning is going into the Family Resource & Preschool Expo which will be held on March 2<sup>nd</sup> in the gym. This will be a resource for families to seek out preschools, but also many other organizations serving youth will be in attendance.



# Town of Cromwell

## Office of the Mayor

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### MAYOR'S REPORT

**Date:** February 8, 2023  
**To:** Members of the Town Council  
**From:** Steve Fortenbach, Mayor  
**Subject:** Mayor's Report for 2/8/2023 Town Council Meeting

- The CMS Building Committee is continuing to move forward. They are working on cost saving measures based on the latest estimates that have come in.
- Town Hall has started budget season, working with all the different directors within Town Hall. We have our budget workshop scheduled for 2/28 & 3/1. Budget books will be distributed as soon as they are ready. (2/7 BOE budget was approved with a 6.9% increase)
- We are working with BerryDunn on the Town Hall climate study to hopefully deliver a fully independent assessment. The initial anonymous questionnaires were available for a couple of weeks. That portion of the study ended on Monday, February 6, 2023. Sondra Hathaway from BerryDunn will be on site the week of February 20<sup>th</sup>.
- The Athletic Field Committee had their RFP opened and the project was awarded. Work on completing the assessment of fields at the High School should begin soon.
- The Town continues to work on the West Street Sidewalk and Pierson Park projects.

Attachment C

**From:** Beth Falcigno <[falcignob@glastonburyus.org](mailto:falcignob@glastonburyus.org)>

**Date:** Feb 6, 2023 at 10:48 AM

**To:** Sfortenbach <[sfortenbach@cromwellct.com](mailto:sfortenbach@cromwellct.com)>

**Subject:** To Be Read Into the Public Record at the Town Council Meeting (Middle School Project)

Good evening,

It has come to my attention that the estimate for the new middle school has risen quite a bit. While it is concerning and disappointing to me, it is not a surprise with how the economy is. As a parent of children in the school system and as a middle grade teacher, there is no hesitancy on my part in moving forward with the project, regardless of the rise in cost. If the project is postponed, prices could be that much higher when it is started again. I hope the town will continue to move forward with the middle school project, allowing our children to have access to the educational facilities that they need.

Respectfully,

Beth Falcigno

26 Iron Gate Ln, Cromwell, CT 06416

Beth Falcigno (she/her)

English

Gideon Welles School

Glastonbury, CT 06033

## Attachment D

Dear Members of Town Council,

We purchased our home in Cromwell almost three years ago in part due to the robust school system which the town supports. We plan to start our family here and value education as one of our highest priorities. We have followed the Cromwell Middle School building project extensively, and firmly believe that it is necessary to construct a new middle school.

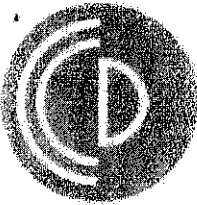
The current middle school is in a state of disrepair and is impacting the learning outcomes of Cromwell's students. It has recently come to our attention that the estimated expense of the project after value engineering will be approximately 25% higher than the initial figure approved at referendum. Although this figure is higher than what was approved, we believe that this project must move forward for the good of our school system and families in town. Additionally, the CMS Building Project committee has actively taken steps to meet directly with the architect to identify cost saving opportunities. With that being said, we know that the new estimate is not the final number and has the potential to look different after going out to bid.

If there is any delay in the town's decision to move forward with rebuilding our middle school, we are concerned that inflation will continue to balloon expenses and that we will miss the opportunity to strategically invest in our community. Currently, Cromwell residents will not bear the full financial burden of this project because we are likely to receive the State of Connecticut Office of School Construction grant. The grant process is sensitive, and if the project is delayed, the town risks being forced to resubmit the request for state aid. The CMS committee was also told that, if the project were to be delayed a year, the grant reimbursement rate assigned for next year is lower than this year. This would mean less money granted from the State and a higher expense for Cromwell residents.

Overall, we urge you to continue your support of this project without any lengthy delays that could be detrimental.

Sincerely,

Brendan Kruh and Kassandra Fruin  
586 Main Street



# CROMWELL CREATIVE DISTRICT

## WINGS PROJECT 2023 PROPOSAL

### Project Goal:

Educators and professionals in the social and medical fields, as well as parents, feel children today are struggling emotionally. Cromwell Creative District (CCD) sees this project as a fun, creative way to bring the town's attention to these issues. We would like to provide a platform where children feel encouraged to let their imaginations soar skyward. The project's inspiration is taken from a Disney Park display, where people stand front and center between two large painted wings such as a butterfly. In a photo, they become the butterfly.

Similarly, Cromwell Town participants will stand at the center of two wings and have their photo taken. With encouragement and a bit of imagination, they can appear to become that winged creature in their photographs.

These quotes exemplify this goal: "Choose to soar, choose to fly your dreams." "To fly high you must come out of the nest and dream high." These and similar quotes, may be displayed between sets of wings.

### Resources:

By getting other nonprofits (NP) in Cromwell involved, our goal is to be inclusive and reach a broader audience. The NPs are:

Cromwell Arts Alliance (CAA,) Cromwell Children's Coalition (CCC), Diversity, Equity and Inclusion (DEI), LGBTQIA and Lions Club

CCD will provide the signboard, cut to 4 ft. X 4 ft. for each wing with a designed wing outline to be filled in by each NP. Each NP will be required to include a logo from their organization. CCD will meet with each NP to oversee their designs for project cohesiveness. Designs offered by NP's will be approved by both CCD and the Town Manager. CCD will draw from our membership and previous town project participants to work on designs.

Materials needed: Paint\*, Protective Sealant, Brushes, Sign Board, Locking clips to attach boards to fencing

*\*CCD will provide surplus paints as available.*

Painting will be done at the Senior Center Art Room with the permission of both the Town Manager and Director of the Senior Center.

### Display:

Six different wings designs, each measuring approximately 11 ft. long (two 4 ft. wings displayed on diagonal), and 5.5 ft. high, will be temporarily attached to the chain link fencing at Pierson Park.\* Each wing will have clips to attach and detach to the fencing. Wings will be displayed seasonally and will be stored away when not in use. Storage location TBD. Proposed areas for consideration are as follows:

- Chain link fence dividing football and baseball fields
- Tall fence parallel to Community Field Road
- Fence near playground

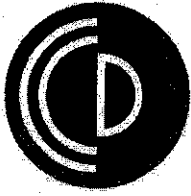
*\*See attached photos*

### Proposed Timeline:

Pending permission, work to begin late February.

### In Conclusion:

CCD requests no funding from the Town for this project. We take pride in continuing to bring attention to businesses #inthedistrict through the advancement of the arts and social awareness.



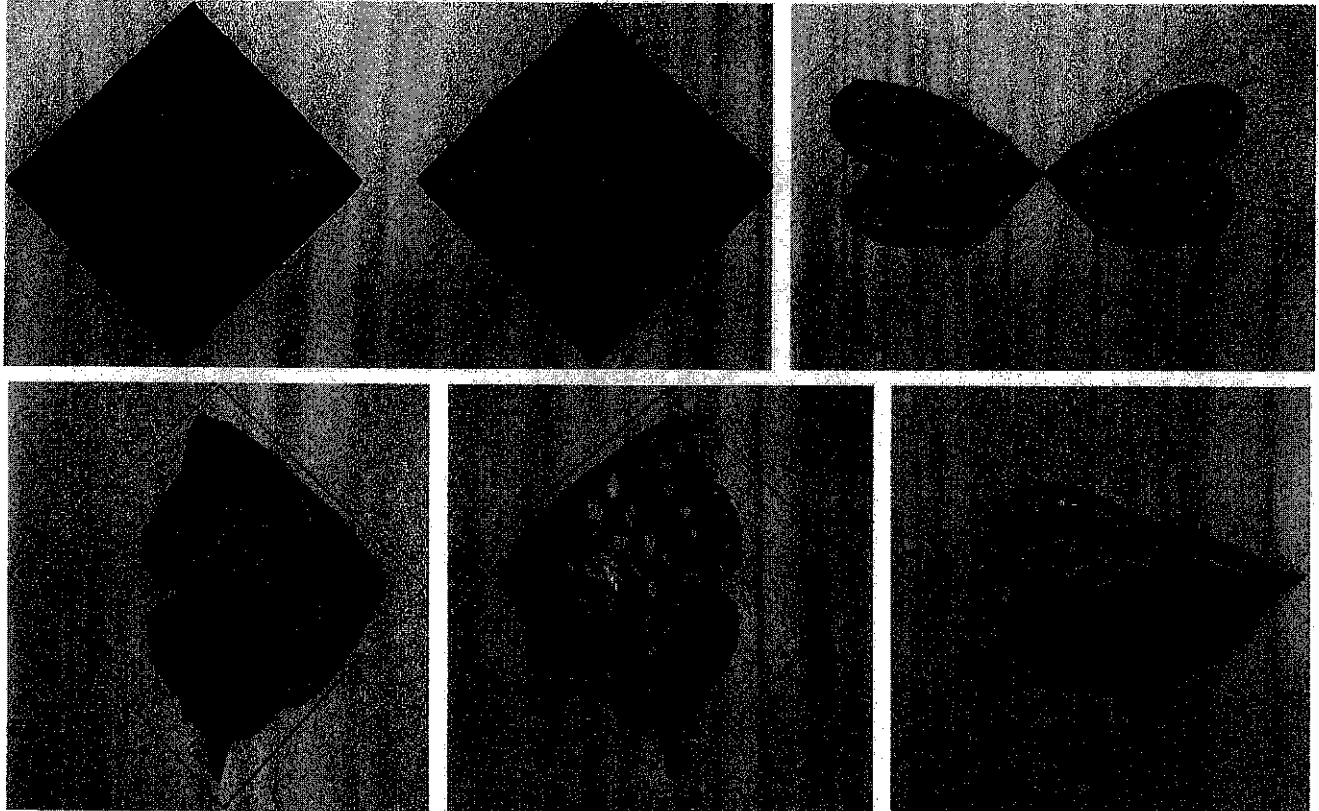
## CROMWELL CREATIVE DISTRICT

### WINGS Mural Proposal

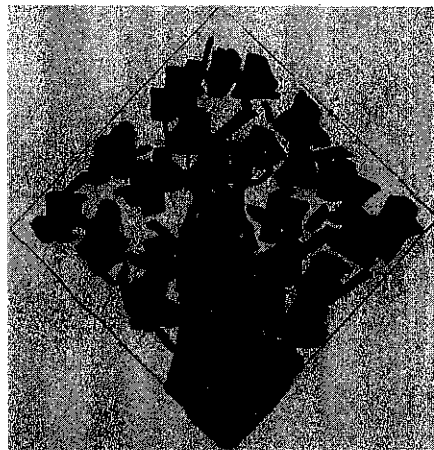
4'-0" squares will be set on the diagonal with two squares creating one set of wings.

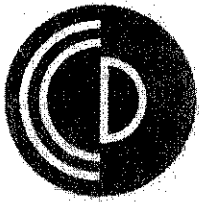
The diagrams\* below represent some ideas, however, each nonprofit will have the opportunity to create their designs for approval.

\*Some designs show only one side of a wing.



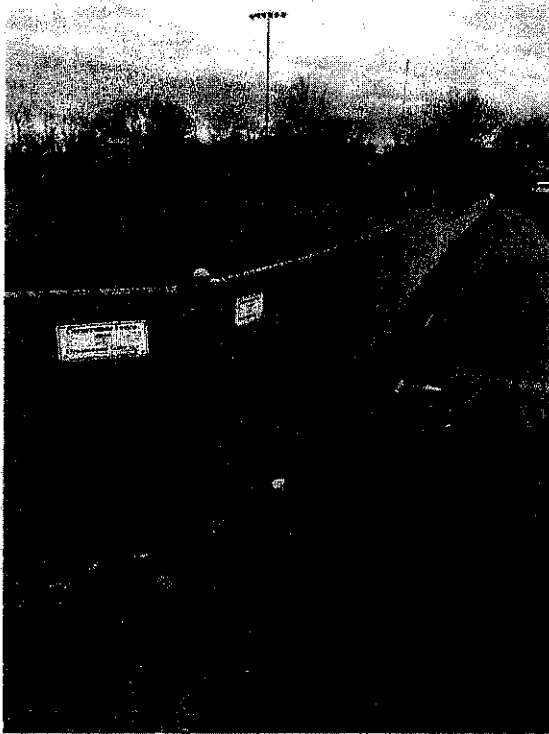
On the rear side of all wings, a tree will be painted





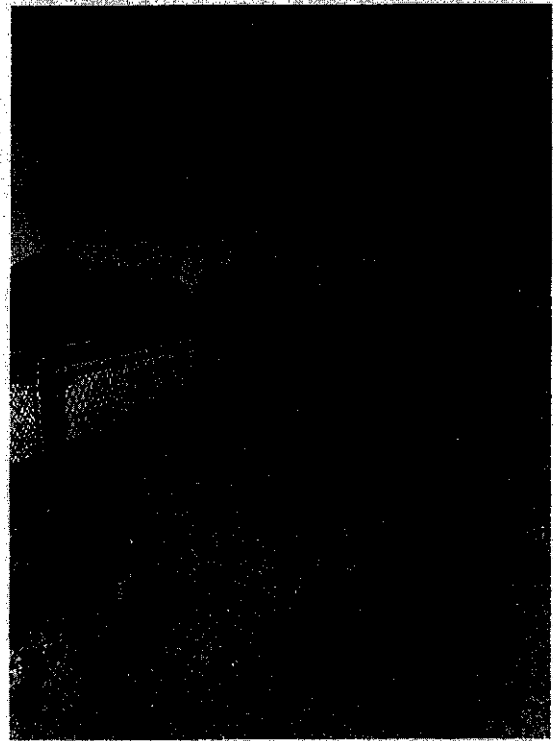
## CROMWELL CREATIVE DISTRICT

First choice for WINGS location



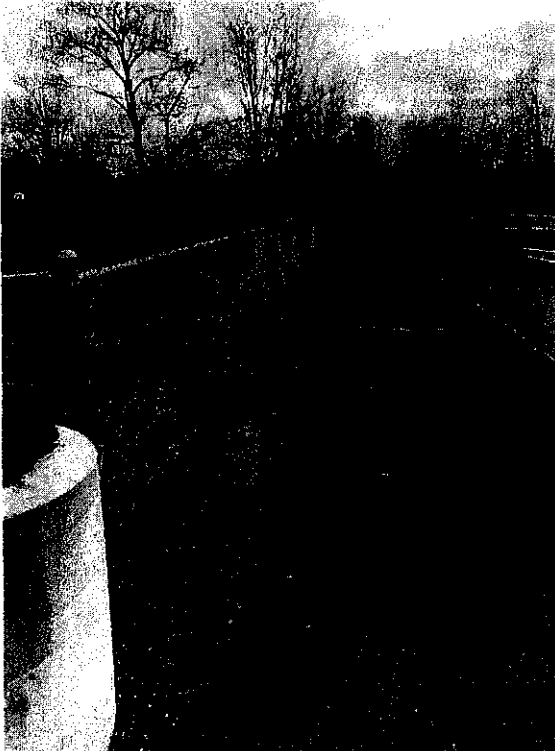
Between football and baseball, 295 feet

Second choice for WINGS location

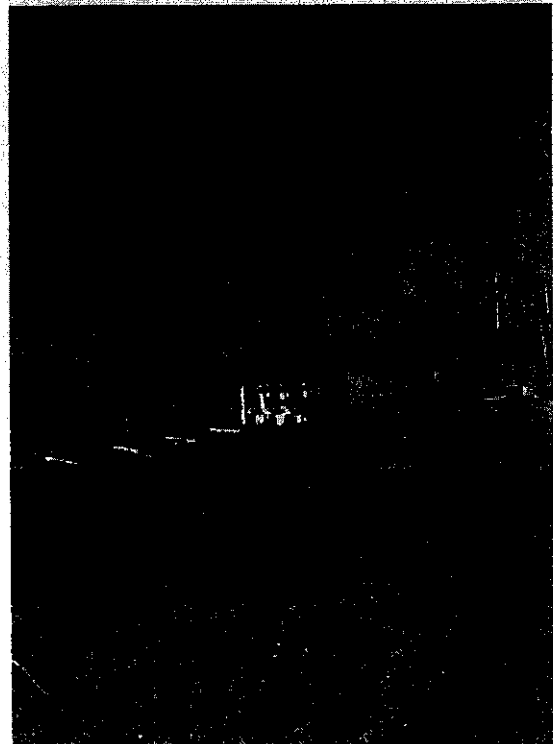


At side of football field, 185 feet; James Martin Dr.

Considered options, but less desirable for multiple reasons



Playground area: dirt at fence; ditch beyond



Back of football field: adjacent to construction area



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

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Wednesday, February 22, 2023 - 6:00 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, Sondra Hathaway and Sachin Goradia of BerryDunn

**A. CALL TO ORDER**

Mayor Fortenbach called the meeting to order at 6:01 p.m.

**B. NEW BUSINESS**

1. BerryDunn to provide Update/Briefing on the Climate Culture Study. Possible Discussion.

Sondra Hathaway and Sachin Goradia of BerryDunn were in attendance to give an update on the Climate Culture Study.

Ms. Hathaway informed the Council of the following:

- 84 surveys were received via online and mail by the deadline. She explained that there was an excellent return rate of about 75% and the average return rate is usually 25%.
- The questions on the survey were general questions and there were some that were opened ended.
- Several employees had long responses to the open-ended questions which was helpful and representative of individual experiences.
- They have conducted approximately several dozen in-person interviews and will remain onsite this week for one-on-one interviews. In addition, they will be conducting phone interviews next week.
- She explained that with the input they receive, they are looking for themes and multiple responses with feedback on a specific area. This is what will be in the current state assessment.
- They plan to submit a report of their findings to the Town Council within three weeks.

Ms. Hathaway clarified the decision not to include former employees. She expressed that this was her decision and she stands by it. She continued, the reason behind her decision is because the current employees have a horse in the race. Whereas, contacting people that have left employment, whatever perspective they have, they no longer have an interest in how the Town of Cromwell behaves as an employer.

She also clarified that no surveys submitted by mail or online are being omitted. She has no way of knowing if a person put in more than one survey as this was conducted anonymously. Therefore, every survey submitted online or via mail is reflected in the data.

Ms. Hathaway explained that they are building relationships with all employees and will continue working with the town to implement priorities. She stated that the priorities will be up to the Town Council. She asked the Town Council how they would like to see the next phase of the study happen.

There was discussion regarding whether or not the draft/report can be submitted and discussed in Executive Session.

Councilman Polke asked if this report will be based on facts. Concern was also expressed about the anonymity and that one person could submit several surveys with the same information. Ms. Hathaway explained that this report will not have specific examples and the information provided to the Council would be particular issues identified based on several examples provided to BerryDunn.

With that response, Councilman Polke stated that this cannot be done publicly and should be in executive session because if something looks out of place to the Town Council, it should be reviewed first. He explained he likes the public forum better than executive session, but if there is something in the report that is not true and the Council knows it is untrue, then it should be discussed privately not publicly.

Mayor Fortenbach suggested that we should first find out if a draft is suitable to provide to the Council via email. A special meeting will then be called when a final draft is prepared. BerryDunn can attend the special meeting and an item will be on the agenda to discuss the results. There will also be an item on the agenda for Town Council to review preliminary recommendations and determine how to prioritize them.

Town Manager Salvatore said he would check to see if the draft report can be provided in executive session and he will notify the Town Council and BerryDunn.

Councilwoman Donohue suggested that the Councilmen and the staff who were involved in the RFP Selection Process could review the draft if it is determined that it cannot be provided to the Town Council as a whole under Executive Session.


The Town Council thanked Ms. Hathaway and Mr. Goradia for attending the meeting.

**C. ADJOURN**

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

The meeting adjourned at 6:29 p.m.

Respectfully submitted,

  
Amanda Calve  
Secretary