

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

**REGULAR MEETING AGENDA
Wednesday, October 11, 2023 at 7:00 p.m.**

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. APPROVAL OF AGENDA**
- D. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS**
 - 1. CMS Building Committee
- E. MAYOR'S UPDATE**
- F. TOWN MANAGER'S UPDATE**
- G. FINANCIAL/FINANCE DIRECTOR'S UPDATE**
 - 1. Budget Report
 - 2. Long Range Capital Planning Committee Memo
 - 3. Discussion and approval of Wage Adjustment for Tax Collector, Town Clerk and Registrars for FY 2025
 - 4. Discussion and action to approve an appropriation in the amount of \$20,000 within the CNR Fund for Andrews Technology/UKG Time and Attendance Project (time clocks)
 - 5. Tax Refunds
- H. CHIEF OF POLICE'S UPDATE**
- I. PUBLIC WORKS DIRECTOR'S UPDATE**
- J. CITIZEN COMMENTS** *(limited to 2 minutes per speaker, please be respectful)*
- K. NEW BUSINESS**
 - 1. Discussion and Approval of the Establishment of a Cultural District
 - 2. Approve and Adopt amendment to the Retirement Plan Ordinance, § 54-16 and § 54-22

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

- L. BERRYDUNN ORGANIZATIONAL CULTURE ASSESSMENT DISCUSSION
AND POSSIBLE ACTION**
 - M. APPROVAL OF MINUTES**
 - 1. September 5, 2023 Special Meeting Minutes
 - 2. September 13, 2023 Amended Regular Meeting Minutes
 - N. APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS**
 - O. INFORMATIONAL ITEMS**
 - P. ADJOURN**
-



Town Council Report

Oct. 11, 2023

As of 10/4/23

The Construction Document estimate was within the project's budget and the project is moving to the next phase. A joint meeting of the Board of Education and Building Committee was held to review and approve the phase two bidding documents. The team then met with the State of Connecticut at the end of September to review the drawings and bid documents. With the state's approval, which is expected in October, the project will go out to phase two bidding. In this step, the Construction Manager will hire all the contractors for the project.

The phase one bidding of the project is complete. This was to begin the procurement process for longer lead time items, such as the electrical switchgear and to begin site preparations for construction access.

The Planning and Zoning Commission reviewed and moved the action of approving the revised site plan to a staff level decision at its Oct. 3 meeting. The review was of an update to the site plan for the construction entrance which has been adjusted due to the direction of Town Staff. The current site plan has the entrance via Herbert Porter Road (a.k.a. Watrous Park Road), just beyond the Boy Scout lodge, where a temporary access point will be created for vehicles to enter. A few hours prior to the P&Z meeting a memo was released from town staff advising the entrance be moved to have construction vehicles use the same entrance as the general school population, off of Geer street directly. The P&Z commission recommended that the town staff meet with the representatives from the building project to come to consensus on the construction entrance.

Construction activity is expected to begin mid-October, but is conditional to the meeting regarding the construction entrance. Activities will include tree clearing for the construction access road, water line relocation and other site prep tasks.

Upcoming Meetings

Wednesday, October 11, 7:00 pm at Cromwell High School

Wednesday, October 25, 7:00 pm at Cromwell High School

Respectfully Submitted,
Rosanna Glynn
Chair, CMS Building Committee



SCOTT KIERAS
RECREATION Director

SHELBY JONES
Program Coordinator

ROSANNE KRAJEWSKI
Administrative Assistant

MEMORANDUM

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

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

- ❖ Rain, rain go away; come back another day! We received a total of 14.63 inches of rain for the month of September. We have done the best we can to close fields when necessary and also allow outdoor practices when possible. It has been difficult to keep up with all the re-schedules from CHS and approved user groups. Parks has done a great job keeping up with the mowing, painting and their daily maintenance.
- ❖ We are once again having a Town of Cromwell Farmers Market Craft Fair on Saturday, December 9th. This was extremely popular not only for our vendors but to our residents from Cromwell and beyond.
- ❖ We will have Hocus Pocus 2 Special Event on Friday, October 13th @ Pierson Park starting at 5:00 PM. In collaboration with the Library and Youth Service Department we will be showing a movie, face painting, popcorn, food trucks and costume actors. This is a free event for open to all.
- ❖ We will have a coach Bus trip to Salem, MA on Sunday, October 15. Currently we have openings for this great family experience.
- ❖ WIS/ECS PTO Trick-R-Trunk will be on Saturday, October 21 @ Pierson Park. Multiple Departments will collaborate on this special town event.

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

Memo

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

Kara Canney
10/5/23

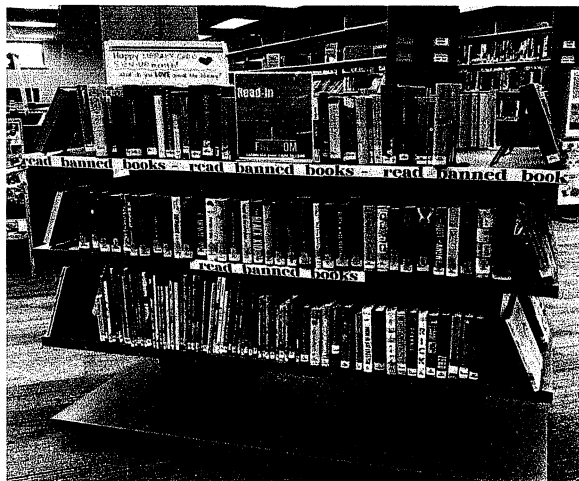
Statistics for the month of September

Door Count: 4,501
Circulation: 8,945
Programs: 38 **Attendance:** 678
Downloads: (Overdrive, Hoopla, Kanopy) 1082
Computer Sessions: 270
Study Rooms: 106.5 hours/88People

Strategic Planning-Community Conversations are scheduled. 10/2 6:30 PM Arch Room, 10/5 6:30 PM Belden, 10/11 12 PM Belden Room (Department Heads) 10/16 5:30 Belden Room, 10/17 10 AM Belden Room

Please make the time to attend, your input is appreciated!

Banned Books Week-Since 1982, libraries across the United States have observed Banned Books Week as a time to highlight titles that were targeted for removal from libraries and as a chance to elevate and amplify stories and voices that censorship attempts to repress. The library hosted a Banned Book Read-In on Tuesday, October 3rd that hosted nearly 50 members of the community supporting libraries and the freedom to read.





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

Memo

TO: Town Manager/Town Council
FROM: Amy Saada, Director of Human Services
DATE: 10/4/2023
RE: Human Services Director Report

Senior Center

Fully staffed in Transportation after recently hiring 2 PT drivers who started this week.

Applied and was awarded \$2,280 in grant funding for an instructor for a 26- week Matter of Balance Program- Tai Ji Quan which will begin in December.

We have an intern from Charter Oak State College, Brit Rueb, who is in the RN to BSN program. She is working with us for her fall semester on fall risk assessments and education and did a fantastic presentation to our seniors on Medication and Falls! She is currently an RN who works in Hartford Hospital and normally sees patients after the falls, so this has been enlightening for her to work with clients before a fall occurs.

We have a new Meals on Wheels and Congregate meal Provider, The Estuary, which is located in Old Saybrook. This began October 1st. We are excited for the new partnership! CRT was the previous provider.

Some Upcoming October Program:

- 8 Snack & Learn events throughout the month with different topics (see our monthly newsletter for dates and topics)
- Lunch & Learn on Senior Bullying--its real and it happens too frequently! 10/18
- LGBTQ+ Moveable Senior Center Event, Panel of Speakers from Stonewall Speakers & Dinner on 10/18.
- Horizon Wing's Bald Eagle Program will be here with Bald Eagles! 10/26
- Halloween Dinner Event- Murder Mystery Party! 10/31

Local Trips this Month- Beyond King Tut Exhibit and Lunch in Hartford; Po's Rice & Spice and a visit to Pumpkin Village; Lymans Orchard and Lunch at their deli.

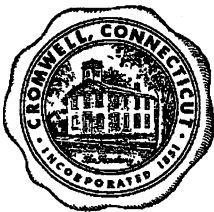
Friendship Tours: Made in Vermont on 10/12 (16 going); Cruise to Florida & Bahamas 10/15-10/22 (18 going).

Human Services

- Connecticut Energy Assistance Program is currently open and it helps low income with winter heating costs
- Holiday Food and Gift program applications are available on our website and in person.
- Human Services & Youth working together on the Warm the Children program and applications are available.

Youth Services

- Free lock bags are available to residents who want to keep children safe by locking up cannabis products and other medications. No appointment necessary.
- Applications for Warm the Children are available on our website until Monday, October 16th. This program provides new winter clothing for children in need.
- We hosted our first Coffee Talk with the school social workers at Town Hall in September. They were able to see our space, meet town staff, and explore our community-based services. Recreation, Human Services, and the Library were invited to share information about their departments.
- The CYS Administrator is attending a mini coalition academy with a focus on the Strategic Prevention Framework through using your local data.
- Our next Kin Care Connection meeting is on Thursday, October 12 with a special presentation from Mary's Place, A Center for Grieving Children and Families. Free dinner and childcare is available. Please contact Cromwell Senior Center at (860) 632-3447 to register.



Town of Cromwell

Office of the Town Manager

TOWN MANAGER'S REPORT

Date: October 4, 2023

To: Members of the Town Council

From: Anthony J. Salvatore, Town Manager

Subject: Town Manager's Report for 10/11/2023 Town Council Meeting

- We are continuing to work with BerryDunn. A subcommittee meeting was held to discuss next steps. This is on the Town Council Agenda for discussion and possible action.
- We are continuing to track all IT requests and response time. I had a meeting with our IT Company. We are exploring adjusting their onsite days and hours which would allow for a tech to be onsite Monday through Friday.
- Human Resources is tracking all employee requests and noting when each request has been addressed and/or resolved.
- The West Street Sidewalk Project is in process. They have made significant progress. However, there have been some delays due to the weather.
- The Town met with the Cromwell Creative District to discuss moving forward with the Cultural District Designation. There is an agenda item to address this tonight.
- On September 16th I attended the Wings Mural Celebration Event. The murals were a nice addition to the park.
- On September 16th I participated in the ceremony to congratulate the Rising Star winners.
- We met with Guaranteed Clean Energy. They are looking for appropriate grants.
- We continue to work with the Architect on the updates to Pierson Park.
- We continue to work on the following initiatives:
 - Town Planner – Charging Stations at municipal parking lot and Town Hall
 - Engineering – Pierson Park Economic Development and Various Commercial and Residential Projects

TOWN OF CROMWELL

DATE: OCTOBER 3, 2023
TO: ANTHONY J. SALVATORE, TOWN MANAGER
FROM: SHARON DEVOE, FINANCE DIRECTOR *Sharon*
RE: OCTOBER TOWN COUNCIL REPORT

I am submitting budget reports for fiscal year 2024 for the Town Council meeting on October 11th. The reports reflect activity through the end of September.

After the first quarter in the new fiscal year, the Town is on target with expenditures and revenues. There is otherwise nothing significant to bring to the Town Council's attention.

The Finance Department is still in the midst of finalizing all end-of-year transactions for the fiscal year 2023 as well as the fiscal 2023 audit. The audit should be completed by the end of November or early December.

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



JOURNAL DETAIL 2024 1 TO 2024 3									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL		
001									
002 TOWN CLERK'S OFFICE		-336,000	0	-336,000	-82,966.56	-253,033.44	24.7%		
021 TAX COLLECTOR		-49,919,166	0	-49,919,166	-17,420,750.68	-32,498,415.32	34.9%		
022 ASSESSOR'S OFFICE		-500	0	-500	.00	-500.00	.0%		
030 PUBLIC WORKS ADMIN.		-45,900	0	-45,900	-11,004.16	-34,895.84	24.0%		
033 BUILDING INSPECTION		-350,000	0	-350,000	-118,506.00	-231,494.00	33.9%		
040 POLICE DEPARTMENT		-99,800	0	-99,800	-8,012.61	-91,787.39	8.0%		
050 HEALTH DEPARTMENT		-25,000	0	-25,000	-1,250.00	-23,750.00	5.0%		
053 SENIOR SERVICES		-500	0	-500	-250.00	-250.00	50.0%		
061 LIBRARY		-500	0	-500	-204.72	-295.28	40.9%		
206 BOARDS & COMMISSIONS		-9,500	0	-9,500	-3,139.00	-6,361.00	33.0%		
207 STATE OF CONNECTICUT		-5,841,349	0	-5,841,349	-248,787.82	-5,592,561.18	4.3%		
208 MISCELLANEOUS SOURCES		-928,239	0	-928,239	-286,521.85	-641,717.15	30.9%		
TOTAL GENERAL FUND		-57,556,454	0	-57,556,454	-18,181,393.40	-39,375,060.60	31.6%		

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 03

JOURNAL DETAIL 2024 1 TO 2024 3

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED	YTD	ENC/REQ	AVAILABLE	PCT
001	GENERAL FUND	APPROP	ADJSTMTS	BUDGET	EXPENDED		BUDGET	USED
001	TOWN MANAGER'S OFFICE	421,255	0	421,255	89,570.43	1,178.20	330,506.37	21.5%
002	TOWN CLERK'S OFFICE	225,761	0	225,761	47,794.96	18,554.74	159,411.30	29.4%
003	REGISTRAR OF VOTERS	84,951	0	84,951	7,752.03	18,214.20	58,984.77	30.6%
004	PLANNING COMMISSION	3,525	0	3,525	252.26	158.08	3,114.66	11.6%
005	ECONOMIC DEVELOPMENT	122,443	0	122,443	46.59	453.41	121,943.00	4.4%
006	BOARD OF FINANCE	41,867	0	41,867	11,250.00	29,267.50	1,349.50	96.8%
008	CHARTER REVISION COMM	500	0	500	.00	.00	500.00	.0%
009	BOARD OF ASSESSMENT APPEALS	600	0	600	97.50	120.45	382.05	36.3%
010	ZONING BOARD OF APPEALS	1,250	0	1,250	115.86	122.58	1,011.56	19.1%
011	INLAND WETLANDS	1,900	0	1,900	75.00	120.00	1,705.00	10.3%
012	COMM. FOR DISABLED PEOPLE	100	0	100	.00	.00	100.00	.0%
013	DONATIONS AND DUES	51,060	0	51,060	43,525.00	7,000.00	535.00	99.0%
014	TOWN COUNCIL	2,400	0	2,400	596.25	.00	1,803.75	24.8%
015	LEGAL EXPENSE	232,100	0	232,100	35,949.25	166,650.75	29,500.00	87.3%
016	CENTRAL SERVICES	211,925	0	211,925	70,135.98	110,704.10	31,084.92	85.3%
017	INSURANCE EXPENSE	620,330	0	620,330	285,556.03	279,449.58	55,324.39	91.1%
018	GENERAL EXPENSE	15,002	0	15,002	1,850.19	3,000.00	10,151.81	32.3%
019	DEVELOPER/PLANNER	147,981	0	147,981	36,897.18	914.14	110,169.68	25.6%
020	FINANCE DEPARTMENT	424,379	0	424,379	101,694.67	1,701.96	320,982.37	24.4%
021	TAX COLLECTOR	164,975	0	164,975	39,347.05	99.20	125,528.75	23.9%
022	ASSESSOR'S OFFICE	253,058	0	253,058	59,466.62	8,543.31	185,048.07	26.9%
030	PUBLIC WORKS ADMIN.	247,328	0	247,328	64,093.71	24,419.02	158,815.27	35.8%
031	ENGINEERING	249,420	0	249,420	55,826.88	10,845.27	182,747.85	26.7%
032	SOLID WASTE REMOVAL	827,740	0	827,740	151,191.36	522,701.75	153,846.89	81.4%
033	BUILDING INSPECTION	224,935	0	224,935	52,649.49	4,810.26	167,475.25	25.5%
034	HIGHWAY DEPT.	1,528,616	0	1,528,616	243,329.51	392,727.73	892,558.76	41.6%
035	BUILDING MAINTENANCE	658,784	0	658,784	134,673.18	124,971.56	399,139.26	39.4%
036	PARKS & GROUNDS	458,248	0	458,248	120,310.22	50,530.09	287,407.69	37.3%
037	PUBLIC WORKS-OTHER	474,000	0	474,000	132,101.42	280,229.03	61,669.55	87.0%
038	VEHICLE MAINTENANCE	326,371	0	326,371	61,837.64	120,002.07	144,331.29	55.7%
040	POLICE DEPARTMENT	3,952,555	0	3,952,555	962,233.17	73,896.70	2,946,641.25	26.0%
041	EMERGENCY MANAGEMENT	21,050	30,216	21,050	4,452.34	.00	16,597.66	21.2%
042	ANIMAL CONTROL	95,128	323	95,451	19,549.92	.00	75,901.41	20.5%
050	HEALTH DEPARTMENT	214,966	0	214,966	67,700.76	39,539.01	107,726.23	49.9%
051	HUMAN SERVICES	144,009	0	144,009	35,587.54	652.28	107,769.18	25.2%
053	SENIOR SERVICES	145,338	0	145,338	26,121.43	10,470.15	108,746.42	25.2%
054	YOUTH SERVICES	113,172	0	113,172	26,138.84	8,384.04	78,599.12	30.5%
055	TRANSPORTATION SERVICES	159,489	0	159,489	37,132.02	5,756.05	116,600.93	26.9%
060	RECREATION DEPARTMENT	290,775	0	290,775	87,955.91	11,149.72	191,669.37	34.1%
061	LIBRARY	690,975	0	690,975	171,288.43	30,002.21	489,684.36	29.1%
070	BONDED DEBT	3,131,059	0	3,131,059	414,275.00	.00	2,716,784.00	13.2%
080	EMPLOYEE BENEFITS	4,294,415	-30,539	4,263,876	879,575.90	1,366,390.90	2,017,908.75	52.7%
090	BOARD OF EDUCATION	36,163,384	0	36,163,384	3,653,228.88	.00	32,510,155.12	10.1%
119	DEVELOPMENT COMPLIANCE	116,125	0	116,125	30,297.01	1,048.00	84,779.99	27.0%

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 03		JOURNAL DETAIL 2024 1 TO 2024 3						
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
120 CONSERVATION COMMISSION		1,210	0	1,210	.00	.00	1,210.00	.0%
TOTAL GENERAL FUND		57,556,454	0	57,556,454	8,263,573.41	3,724,778.04	45,568,102.55	20.8%

TOWN OF CROMWELL

DATE: OCTOBER 3, 2023
TO: ANTHONY J. SALVATORE, TOWN MANAGER
FROM: SHARON DEVOE
RE: LONG RANGE CAPITAL PLANNING

Sharon

The Long-Range Capital Planning committee consists of the Director of Finance, Town Manager, Mayor, Deputy Mayor, Board of Finance Chair and Vice Chair. This group meets periodically to discuss major capital projects that have been brought to the Town Manager's attention by Department Heads or the public by way of the Town Council.

On September 29, 2023, the committee met to review several projects. In attendance at this meeting, in addition to committee members, were Lou Spina (Public Works Director) and Jon Harriman (Town Engineer).

The following projects were discussed:

- Drainage, as a result of recommendations from the study.
- CHS Multi-Use Sports Fields.
- Community/Senior Center and Community Grants for this project.

In addition, the financing for the new middle school was discussed, especially in regards to the impact this project will have on the budget and Town bonding opportunities.

In order to move forward with these projects, the Town will need to find other revenue sources, as through taxation, grants or bonding. The next time the debt level is below the current level is FY 2035.

As always, funding sources for projects and other unanticipated needs must be evaluated and planned carefully.



Town of Cromwell Office of the Town Manager

Anthony J. Salvatore, Sr.
Town Manager

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

Memo

TO: MAYOR/COUNCIL

FROM: ANTHONY J. SALVATORE, TOWN MANAGER

DATE: OCTOBER 3, 2023

RE: WAGE ADJUSTMENT ELECTED OFFICIALS

Article 19, Section 2 of the Connecticut Constitution (attached) was previously brought to my attention regarding elected officials pertaining to wage adjustments. Therefore, this request is based on the fact that Article 19, Section 2 prohibits a wage adjustment during a two-year term.

Since only FY 23-24 was approved for elected officials during the budget process, I am proposing the following for FY 24-25:

	FY 24		FY 25
Town Clerk/Tax Collector:	\$78,712/year	to	\$80,993/year
Registrars:	\$26.77/hour	to	\$27.44/hour

If this adjustment is approved, it will take effect on November 11, 2024.

If this is not approved, a wage adjustment for these positions will not be able to occur until November 10, 2025.

ARTICLE XIX

Section 2 of the article eleventh of the constitution is amended to read as follows:

Except as provided in this section, neither the state nor any political subdivision of the state shall pay or grant to any elected official of the state or any political subdivision of the state, any compensation greater than the amount of compensation set at the beginning of such official's term of office for the office which such official holds or increase the pay or compensation of any public contractor above the amount specified in the contract. The provisions of this section shall not apply to elected officials in towns in which the legislative body is the town meeting. The compensation of an elected official of a political subdivision of the state whose term of office is four years or more may be increased once after such official has completed two years of his term by the legislative body of such political subdivision. The term "compensation" means, with respect to an elected official, such official's salary, exclusive of reimbursement for necessary expenses or any other benefit to which his office would entitle him.

TOWN OF CROMWELL

DATE: OCTOBER 4, 2023
TO: ANTHONY J. SALVATORE, TOWN MANAGER
FROM: SHARON DEVOE, FINANCE DIRECTOR
RE: TRANSFER REQUEST – TIME CLOCKS

I am requesting a transfer for \$20,000 within the CNR Fund for Andrews Technology/UKG Time and Attendance Project (time clocks). The reason for this request at this time is the fact the Company has been brought-out and in order to take advantage of a 50% reduction in the implementation and a 20% reduction in software migration.

Also, the reason the request is to come out of the CNR Fund is due to the fact that in all likely hood it will cross two fiscal years. The promotion is valid through April 30, 2024 and we need to order the clocks so that we have them to install but implementation most likely will not occur until the second quarter of FY25.

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

Thank you.



Andrews Technology HMS, Inc.

1213 Culbreth Drive

Wilmington, NC 28405

sales@andrewstechnology.net

(800) 319-8096 Fax: (516) 674-8119



VENDOR HOSTED ORDER FORM

Invoice To:	Town of Cromwell	Hosted By:	Vendor
Ship To:	TBD	Terms:	5 Year Term
Account Executive:	Jamie Blundell		Software Billed Annually Maintenance Billed Annually Service Dates 7/1/24 - 6/30/29
Qty	Description	Item	Monthly
	UKG Web-Based Time & Attendance System		
150	UKG Web-Based Time & Attendance Software	\$3.00	\$450.00
150	Employee Web Services (PC Entry, Mobile Applications)	Included	Included
25	Supervisor Module: Approval/Reporting/Review/Modification	\$5.00	\$125.00
1	Munis Payroll Interface	Included	Included
1	Electronic In-Out Board	Included	Included
1	Labor Tracking (Activity Based Reporting - 8 Levels)	Included	Included
1	Standard Supply & Demand Scheduling Module	Included	Included
1	Accrual Module (Includes Sick, Vacation, Personal, etc.)	Included	Included
1	Borrowing Manager	Included	Included
1	Archive Module (Historical Reporting Beyond 3 Years)	Included	Included
	UKG Migration Promotion: Software Discount	20%	-\$115.00
150	Schedule Lockout Module	\$0.50	Optional
150	Leave of Absence Module (FMLA Case Tracking)	\$1.00	Optional
150	Single Sign On	\$0.50	Optional
1	Advanced Scheduling Module (up to 200)	\$700	Optional
1	Automatic Report Generator (Up to 5 Gig/month)	\$50	Optional
1	Document Storage (Up to 5 Gig/month of Upload/Download and Storage)	\$50	Optional
150	Facial Recognition/Thermal Reading Module	\$1.50	Optional
1	iPad Station Fee (Client must provide iPads)	\$50	Optional
	Monthly Total		\$460.00
EA			Paid through
5	12 Month Vendor Hosting Total	\$5520/yr	7/1/24
	Synel Synergy Biometric Terminal	\$2,095	Optional
	InTouch DX Biometric Terminal	\$2,795	\$13,975
	Implementation		\$6,000
	UKG Migration Promotion: Implementation Discount	50%	-\$3,000
	Hardware Programming		\$1,500
	Annual Software & Hardware Maintenance	\$6296/yr	Paid through
	Sales Tax		7/1/24
	12 Month Deposit Total		\$18,475
	One Time Implementation Fees		
	Initial Planning Session	Included	
	Rules Questionnaire Assistance	Included	
	Install UKG Web-Based Software	Included	
	Install Payroll Rules and Employee File	Included	
	Unlimited Administrative/Supervisor Training	Included	
	System Test/Go Live	Included	
	Total One Time Fees	\$ 6,000	

Customer Authorization Title

Date

Andrews Technology HMS, Inc. Title

Date

ANDREWS TECHNOLOGY
UKG TIME & ATTENDANCE PROJECT
Statement of Work

Prepared for Town of Cromwell
October 3, 2023

Overall Statement of Responsibility.....	1
Master Agreement.....	2
Statement of Work	
- Deliverables.....	7
- Vendor Installation Responsibilities.....	7
-Customer Installation Responsibilities.....	8
- Professional Services Overview.....	9
- Software Training Overview.....	11
- Phase _____ Sign-off.....	12
Exhibit A - Order Form.....	See Attached
Exhibit B – Maintenance Agreement.....	13

Andrews Technology - Overall Statement of Responsibility

Andrews Technology has **complete responsibility** for the following:

- Delivery of System as described on the Andrews Technology UKG Order Form
- Installation of UKG Web Based Software on UKG Servers
- Configuration of Software
- Rules Questionnaire Assistance
- Employee File Creation Assistance
- Installation of Rules and Employee File
- Installation of Munis Interface
- Unlimited Training of all Administrators and Supervisors
 - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period(s)
- Unparalleled Customer Satisfaction During all of the Above
- Ongoing System Maintenance (see "Maintenance Agreement – Exhibit B")
 - Includes all software licenses and time clocks shown on the Andrews Technology Purchase Order Form –(See Exhibit A).

Andrews Technology **Master Customer Agreement**

This Master Customer Agreement (called the "Agreement") and its applicable Transaction Documents along with the above Description of Responsibilities and Exhibits are the complete Agreement regarding the products and services provided by Andrews Technology to the Town of Cromwell.

Definitions

Transaction Document is any document including, but not limited to the: "Master Customer Agreement"; "Statement of Work"; "Project Plan"; "Payment Schedule" and "Maintenance Agreement" that requires execution to be effective.

Change Order is a document completed by both of us that authorizes a change to a Transaction Document or Statement of Work.

Discovery is a process performed to define a Statement of Work.

Deliverable is any item, specified in a Transaction Document or Statement of Work, which we provide (Software, Hardware, Documentation, Training, Reports or Materials, Etc.).

Materials are work products such as programs, program listings, programming tools, documentation, reports, and drawings. The term "Materials" does not include Program Products, but does include modifications of a Program Product.

Product is a machine, its features, elements, cables, or accessories, or any combination thereof or a program product. The term "Product" includes the documentation required to install, support, use, and maintain the product.

Program Product is a commercially available software product and the documentation required to install, support, use, and maintain it. Town of Cromwell is the licensee (Andrews Technology is not the licensee.).

Services are technical work that we perform to complete a Statement of Work or the delivery of customer offerings. Deliverables may result from such work.

Statement of Work is a detailed list of tasks to be performed during the implementation of a project.

Changes to the Master Agreement, Project Plan or Statement of Work: Any modification of the above including, but not limited to, additional project phases, changes in system design or timeline, after execution below, will be considered a change in the agreement. Any such change may only be modified by a Change Order, which both of us must sign prior to performed services. Any such changes may affect the estimated schedule, payments, and other terms.

Our Relationship

Mutual Responsibilities: Each of us agrees that under this Agreement:

- All information exchanged is non-confidential. If either of us requires the exchange of confidential information, it will be done under a signed Non-Disclosure Agreement;
- Each will allow the other reasonable opportunity to comply before it claims that the other has not met its obligations;
- Neither of us will bring a legal action against the other more than two years after the cause of action arose.

Your other responsibilities: You agree to do the following:

- To not assign or otherwise transfer, this Agreement, without our prior written consent;
- To provide us with sufficient, free and safe access to your facilities for us to fulfill our obligations; and

To not disclose the terms of this Agreement without our prior written consent.

License Terms

Customer agrees to comply, in all material respects, with the following terms and conditions:

1. to operate and process the Software and use the Service for its own internal business purposes only, without the right to further sublicense;
2. not to decompile, disassemble or reverse engineer the Software;
3. that the license to use the Software and the Service is limited based upon authorized Usage;
4. not permit use of the Software or the Service (including timesharing or networking use) by any third party;
5. not remove the Equipment from the place of original installation without the Company's prior written consent nor sell or encumber the Equipment;
6. to grant permission to combine Customer's business data with that of other customers in a manner that does not identify the Customer or any individual in order to evaluate and improve the services offered to customers;
7. that the sublicense agreement inures to the benefit of the licensors of software and other applications, and that such licensors may directly enforce the terms of the sublicense agreement in order to protect their interests in the Software and the Service.
8. to take all reasonable steps to ensure that no unauthorized persons have access to the Service, and to ensure that no persons authorized to have such access shall take any action that would be in violation of this Agreement;

9. to ensure that the Customer has the right to publish and disclose the data and other content Customer includes in the Service, and that the Content will not (i) infringe or violate any third-party right, including (but not limited to) intellectual property, privacy, or publicity rights; (ii) be abusive, profane, or offensive to a reasonable person; or (iii) be hateful or threatening;
10. that Customer shall not (i) use, or allow the use of, the Service or the Content in contravention of any federal, state, local, foreign or other applicable law, or rules or regulations of regulatory or administrative organizations; (ii) introduce into the Service any virus or other code or routine intended to disrupt or damage the Service, or alter, damage, delete, retrieve, or record information about the Service or its users; (iii) excessively overload the systems used to provide the Service; (iv) perform any security integrity review, penetration test, load test, denial of service simulation or vulnerability scan (including without limitation the use any tool designed to automatically emulate the actions of a human user in connection with such testing); or (v) otherwise act in a fraudulent, malicious or negligent manner when using the Service;
11. to comply with the minimum security requirements for using the Service as reasonably determined by Company;
12. that when using and applying the information generated by the Services, Customer is responsible for ensuring that Customer complies with the applicable requirements of federal and state law; that if Customer is using any payroll service hereunder: (i) Customer is solely responsible for the content and accuracy of all reports and documents prepared in whole or in part by using such Service, (ii) using such Service does not release Customer of any professional obligation concerning the preparation and review of such reports and documents, (iii) Customer does not rely upon the Service provider or its third party licensor(s) for any advice or guidance regarding compliance with federal and state laws or the appropriate tax treatment of items reflected on such reports or documents, and (iv) Customer will review any calculations made by using such Service to satisfy itself that those calculations are correct.
13. that Customer will acknowledge and agree that no person nor entity not a party to this Agreement will be a third party beneficiary of any provision of this Agreement and, by way of further clarification, none of its employees or other personnel is an intended beneficiary with respect to the payroll or other services provided in connection with the Service or Software; and

14. that Customer will acknowledge and agree that use of the Service includes the ability to enter into agreements and/or to make transactions electronically. As such, the following provision will be included in Partner's agreement with the Customer: "Use of the Service includes the ability to enter into agreements and/or to make transactions electronically. CUSTOMER ACKNOWLEDGES THAT WHEN IT INDICATES ACCEPTANCE OF AN AGREEMENT AND/OR TRANSACTION ELECTRONICALLY, THAT ACCEPTANCE WILL CONSTITUTE ITS LEGAL AGREEMENT AND INTENT TO BE BOUND BY AND TO PAY FOR SUCH AGREEMENTS AND TRANSACTIONS. THIS ACKNOWLEDGEMENT THAT CUSTOMER INTENDS TO BE BOUND BY SUCH ELECTRONIC ACCEPTANCE APPLIES TO ALL AGREEMENTS AND TRANSACTIONS CUSTOMER ENTERS INTO THROUGH THE SERVICE, SUCH AS ORDERS, CONTRACTS, STATEMENTS OF WORK, AND NOTICES OF CANCELLATION.

Personnel

Each of us will authorize a person to represent us in all matters concerning this Agreement. These representatives will be available throughout the term of this Agreement. Each of us will 1) address all notices to the other's representative and 2) promptly notify the other in writing if this person is replaced.

You agree to not hire or attempt to hire any Andrews Technology employee on either a temporary or permanent basis, either directly or through a third party, without the express written consent of Andrews Technology.

Ownership and Proprietary Rights

Notwithstanding anything to the contrary stated herein, no transfer is made to Customer of any ownership to or proprietary rights in the Licensed Products, software programs, software interfaces and Documentation, and all copies of the Licensed Products, software programs, software interfaces and Documentation, including modifications by Andrews Technology contained in customized versions and related software. Customer shall NOT have any right to copy any Licensed Products, software programs, software interfaces and Documentation for use, sale, sublicensing, distribution or any other purpose.

Compliance with Laws

You agree to comply, and assist us in complying, with all applicable 1) Federal, State, and local laws and regulations and 2) building codes, ordinances, and standards.

Prices, Payment, and Taxes

You will pay to Andrews Technology the price reflected in Town of Cromwell Response Form. Payment is due on the dates agreed. Annual Maintenance after year one will be billed directly from Andrews Technology to the Town of Cromwell.

Charges for services outside of the scope of the Customer Master Agreement; Project Plan and Statement of Work are billed at a rate of \$225/hour including travel. Our payment terms are Net 30.

You agree to pay all transportation charges as required by the project and mutually agreed upon for the shipment of Equipment and Program Products (if applicable) to the location you specify.

Occasionally a manufacturer will charge us "rework" charges if a configuration is changed after a certain point in the manufacturing cycle. We will make every effort to avoid rework

charges on your behalf. If rework charges are incurred due to configuration changes requested by you, these charges will be passed on to you. You will be notified in advance of such charges.

Confidentiality

Andrews Technology will maintain the confidentiality of any information received throughout this project. This includes any confidential employee information. Upon termination Andrews Technology will return any confidential information at the request of the Customer. Customer has the responsibility of extracting any data from the system prior to the termination date. After the termination date access to the database will no longer be granted.

Termination

We may terminate this agreement or associated document for non-payment upon providing thirty days written notice. Otherwise, a Statement of Work terminates when our obligations under it are met.

You may terminate this Agreement effective upon the completion of the Statement of Work.

Customer may terminate the agreement if it does not appropriate funding to continue the use of UKG, or related services. To so terminate, Customer must give Andrews Technology written notice of the non-appropriation at least 30 days before the next annual billing following the non-appropriation. Customer may also terminate for cause. Andrews Technology will be provided a 30 day cure period to resolve any identified issues to prevent the termination.

Any terms of this Agreement, which by their nature extend beyond its termination, remain in effect until fulfilled, and apply to respective successors and assignees.

Electronic Communications

Each of us may communicate with the other by electronic means. Each of us agrees that email and respective attachments when accepted by return email are binding.

Governing Law

The laws of the State of Connecticut govern this Agreement. Any legal action brought under this agreement shall be brought only in the State of Connecticut.

Agreed to: Town of Cromwell

Agreed to: Andrews Technology

By: _____
Authorized signature

By: _____
Authorized signature

Name (type or print):

Name (type or print):

Title

Title

Date: _____
Town of Cromwell

Date: _____
Andrews Technology

STATEMENT OF WORK

ANDREWS TECHNOLOGY – DELIVERABLES

As per the electronically attached "Order Form – Exhibit A", Andrews Technology has the following responsibilities throughout the three phased Project Plan as described above:

Software Phase

- Delivery of Software as described on Andrews Technology Purchase Order Form
- Installation of UKG Web Based Software on UKG Servers
- Configuration of Software
- Rules Questionnaire Assistance
- Employee File Creation Assistance
- Installation of Rules and Employee File
- Installation of MUNIS Interface
- Unlimited Training of all Administrators and Supervisors Associated with Phase I
 - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period
- Unparalleled Customer Service During all of the Above

Hardware Phase – (Biometric)

- Delivery of Wall Mounted Hardware
- Installation of Hardware
- Unlimited Training of all Administrators and Supervisors Associated with Phase II
 - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period
- Unparalleled Customer Service During all of the Above

Go Live Phase

- Unlimited Training of all Administrators and Supervisors Associated with Phase III
 - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period
- Unparalleled Customer Service During all of the Above

Ongoing System Maintenance (see "Maintenance Agreement – Exhibit B")

- Includes all hardware and software listed on Andrews Technology Purchase Order Form(s)

Other Andrews Technology Installation Responsibilities

To ensure an optimally performing UKG System, Andrews Technology will perform the following:

- Provide a person who will function as the Project Manager, responsible for securing and scheduling resources for Town of Cromwell.
- Verify that all hardware and technology readiness checks have been completed.
- If necessary, recommend a Network Readiness and Performance Assessment to ascertain what improvements are required to provide sufficient response time.
- Understand any other applications that will reside on the database server, and discuss any performance implications.
- Advise the customer of any conditions, which, in the opinion of Andrews Technology, will reduce the performance of the UKG System.
- Provide server configuration assistance as requested.

Customer Installation Responsibilities

- Schedule personnel for appropriate Andrews Technology training classes to be held at a central customer site or via the web.
- Unless otherwise specified on the order form, Customer is responsible for any ethernet cabling/jacks, phone lines, power and surge suppression at the terminal locations, unless otherwise noted.
- Provide a Customer Project Manager whose responsibilities include but are not limited to:
 - Participate in periodic meetings and status conference calls.
 - Review and approve all Project Plan Phases.
- Andrews Technology will need a completed pay rules questionnaire addressing specific pay policies, basic work rules and overtime limits. Andrews Technology must receive the completed document within three (3) weeks of scheduled installation date. The pay rules survey establishes the baseline rules used to initialize the UKG system. During the Implementation Phase you will have an opportunity to test your baseline rules.
- Provide Andrews Technology with payroll contact information for interfacing to the payroll system, if applicable.
- Work with your Andrews Technology project leader to verify communications to all terminals.

- Provide Andrews Technology access to the appropriate resources during all phases.
- Provide appropriate resources to test the UKG System to the System Specification.
- Sign-off that the Software Phase Responsibilities have been completed.
- Sign-off that the Hardware Phase Responsibilities have been completed. (If Applicable)
- Sign-off that the Go Live Phase Responsibilities have been completed.

Professional Services Overview

Payroll Rules Questionnaire:

The purpose of this document is to assist your payroll staff in defining the rules and regulations that govern your labor cost management requirements. This survey is also used as a guideline for Andrews Technology to custom configure your UKG system. Your staff members responsible for payroll and work regulations should complete this. Your Andrews Technology Representative will guide you through this survey and Andrews Technology technical staff members will answer any questions that you may have.

Employee File Creation:

Town of Cromwell is responsible for the creation of an employee import file. The content of which will be discussed with your assigned Andrews Technology project leader.

Software Configuration and Programming

Once your Payroll Rules Questionnaire and Employee File are created, your UKG software will be configured to meet your specifications. During Phase I, test data will be entered and test reports will be generated and validated. This will be a thorough process. Modifications will be made as required.

Ethernet Cable/Phone Line Installation (Not Applicable)

Town of Cromwell is responsible for the installation of all Ethernet cable and jacks and phone lines/jacks. Andrews Technology can assist you by providing information regarding the correct type of communications cable and proven installation techniques to insure error free transfer of punch data from the terminal to your UKG software. If POE is an identified requirement, Ethernet Jacks would not be necessary and Andrews Technology would design and implementation work accordingly.

Software Installation:

Communications will be tested between the server and terminal(s) after the customer installs the hardware.

Software Training:

The next aspect of the Implementation Phase of the project is the training of the key users and supervisors. Arrangements should be made to allow for uninterrupted training. This ensures that the quality of the training received is the highest possible. All training will be central site (at the customer's main office or via the web). Town of Cromwell is responsible for notifying all attendees of their assigned class schedule. All software training for key users and supervisors is **unlimited** in availability. (See below for more information)

Hardware Trainer: Andrews Technology upon completion of software installation will train the customer's Installer as to how to install and program selected terminals. (Not Applicable)

Implementation Testing and Adjustments:

Once the hardware and software is installed, programming and configuration of the system will be tested and adjustments may be made. Any changes that need to be made which vary from the pay rules survey will be identified as a change order item and may be billed on a time and materials basis. It is highly recommended that Town of Cromwell run a parallel test for one (1) to two (2) pay periods. This gives the UKG key users and supervisors time to familiarize themselves with the operation of the new software, as well as, develop new ways for management information review.

Interface Installation and Training:

The MUNIS Payroll interface should be reviewed by the project leaders from both teams to determine if any modifications are required. The MUNIS Payroll interface will be tested and is 100% guaranteed to work in accordance with the customer's application specifications.

Software Training Overview

Key User Training

Suggested Attendees: Payroll Manager, HR Manager, Supervisor/Administrative Assistant

Course Description – Initial Training For Key Users

This session will last for approximately six hours at your facility after the installation of the software. The class is intended to provide participants with an understanding of how to maintain employee records and schedules, setup supervisor's privileges and accounts, edit timesheets and process reports. This course also provides key users with an understanding of pay period operations that are necessary for keeping track of and managing employee time and labor data, as well as accessing and interpreting pay period based reports.

Course Description – Follow-up Training for Key Users

Following the initial training session and system installation, Andrews Technology support personnel will return for a second training session at your facility. This session will be for the previously trained employees and will last from two to four (2 to 4) hours. It will be a review of the first class; and an opportunity to answer any questions that have come up since the first training session. Additional classes are available at no additional charge.

Supervisor Training

Suggested Attendees: Supervisors and Supervisor Assistants

Course Description- Initial Supervisor Training

This course provides participants with an understanding of the daily operations that are necessary for keeping track of and managing employee time and labor data. This includes providing information needed to build and maintain individual and group schedules. Procedures will be covered for the standard client and the Supervisor and Employee Web Services. This training is available at the customer's central site or via the web. Class size should not exceed 12 students per class (maximum 2 hours per class). Supervisors are expected to train their employees on the use of Employee Web Services (if appropriate). Andrews Technology will train supervisors as to how to train their employees how to use biometric terminals. Andrews Technology has full responsibility for training employees on the use of all data collection technology (EWS/Swipe/Biometric).

Course Description – Follow-up Training for Supervisors

Following the initial training session and system installation, Andrews Technology support personnel will return for a second training session at your facility. This session will be a refresher for previously trained employees, and an introduction for supervisors not yet trained. The class will last from two to four hours. It will be a review of the first class; and an opportunity to answer any questions that have come up since the first training session. Additional classes are available at no charge. Our quote includes 24/7/365 support and unlimited onsite and webex training/support.

Statement Of Work Phase Completion Sign-Off

When a Phase is complete, a meeting of both implementation teams is held. At this meeting, the system is signed off as being complete for all areas of responsibility as addressed in the Statement of Work.

Software Phase Sign-Off

Agreed to: Town of Cromwell

By: _____
Authorized signature

Name (type or print):

Title

Date: _____
Town of Cromwell

Agreed to: Andrews Technology

By: _____
Authorized signature

Name (type or print):

Title

Date: _____
Andrews Technology

Hardware Phase Sign-Off

Agreed to: Town of Cromwell

By: _____
Authorized signature

Name (type or print):

Title

Date: _____
Town of Cromwell

Agreed to: Andrews Technology

By: _____
Authorized signature

Name (type or print):

Title

Date: _____
Andrews Technology

Go Live Phase Sign-Off

Agreed to: Town of Cromwell

By: _____
Authorized signature

Name (type or print):

Title

Date: _____
Town of Cromwell

Agreed to: Andrews Technology

By: _____
Authorized signature

Name (type or print):

Title

Date: _____
Andrews Technology

Exhibit B - Maintenance Agreement

Execution below entitles Town of Cromwell (the "Customer") to full maintenance coverage provided by Andrews Technology ("Vendor") for the attached time and attendance system for five years from the date of execution below. This agreement is renewed automatically every five years unless advised by the Customer in writing no less than thirty days prior to the five year anniversary of the date of execution of this agreement.

Maintenance coverage is all inclusive and is described in more detail below:

- On-Site Maintenance includes the following features:
 - All technicians are dispatched locally
 - Service is available 24 hours-a-day; seven days-a-week.
 - Customer's assigned technical team can be reached directly by cell phone 24/7.
 - Toll-Free support is available as a back-up to direct contact with assigned technical team.
 - On-site support is available.
 - Machine replacement is next day provided call received prior to 2:00pm.
 - Parts replacement is next day provided call is received prior to 2:00pm as mentioned above.
 - Customer is responsible for annually completing brief "Customer Satisfaction Survey" to determine assigned technician's performance regarding above standards.
- Hardware depot maintenance. Vendor will overnight the customer a replacement device. The Customer is responsible for sending the failing device back to the Vendor.
- Labor
- Hardware upgrades
- Software upgrades
- Toll-free online support
- On-line support

If the customer elects not to execute this document, and therefore be covered on a time and materials basis, the customer is responsible for all machine and parts replacements. The Vendor's hourly rate for service, including travel, is \$225 per hour (two hour minimum). Hardware and software upgrades are chargeable to the Customer when not covered under maintenance contract.

Maintenance Terms

WARRANTEE: Vendor warrants the listed products to be free from defects in material and workmanship, and perform in material respects in accordance with the system specifications (or equivalent) document under normal use for the Warranty Period of 90 days. The term of this agreement will begin after the expiration of the warranty, run for a term of five years from such date, and continue for subsequent five-year terms thereafter until terminated. After the first 5 year term, maintenance will be billed at the applicable rate at that time.

MAINTENANCE COVERAGE: Five years of software and equipment support for the products listed above will be provided by Vendor to maintain proper functioning of the entire system and the replacement of malfunctioning devices. This signed agreement provides unlimited remote telephone and/or internet support, covering any questions with the configuration or operation of the system. Software updates or patches of the installed version will be provided on a need, or request, basis at no additional charge.

SUPPORT TERMS: Support is available twenty-four hours a day; seven days a week except holidays. Without a support contract, service will be billed at the prevailing hourly rate. In this instance, there will be a two hour minimum per phone call for support.

PRICE INCREASES: The annual maintenance charges will not exceed the consumer price index in place at the time of the announced increase. Historically 3% annually.

LIMITS OF LIABILITY: Failure due to customer alteration of equipment with which the above products are connected, moving or altering of the software or equipment, and/or any problems caused by such actions are not covered under this agreement and are subject to billing at the prevailing hourly rate. This agreement does not cover accidents, misuse, theft, power failure/surge, lightning or storm, or other casualties. The unserviceability of the products will be solely determined by the Vendor. This agreement is not valid until properly signed by the Customer's authorized agent and the Vendor, and may not be amended unless approved by both parties, in writing, and signed by a duly authorized officer of both parties. This agreement may be canceled by either party upon 30 days written notice. Terms are net, paid yearly in advance and renewed each year at the prevailing rates. Additional equipment, or software, may be added by the customer providing written notification. In no situation, will the Vendor, or its employees, be held responsible for any loss incurred pertaining to the use, misuse, or failure of the above-mentioned products and or services.

Agreed to: Town of Cromwell

By: _____
Authorized signature

Name (type or print):

Title

Date: _____
Town of Cromwell

Agreed to: Andrews Technology

By: _____
Authorized signature

Name (type or print):

Title

Date: _____
Andrews Technology

Posted Refund Transaction (s)			TOWN OF CROMWELL		Date: 10/02/2023		Page: 1		
Condition(s) :	Name	Int Date: 10/02/2023	Prop Loc/Vehicle Info.	Paid Date	Tax	Int	L/F	Total	Overpaid
Bill	Address	UniquelD/Reason						Adjusted	Tax
2021-03-0059645	POWERS MARGARET A 4 AYRSHIRE CROMWELL CT 06416-2703	2019/JF2SKAMCKKH543887 59645		8/3/2022	764.11 1,551.64	0.00 0.00	0.00 0.00	764.11 1,551.64	-787.53
2022-02-0041127	UNITED RENTALS NORTH AMERICA INC 0001 PO BOX 24967 NASHVILLE TN 37202	VARIOUS 41809000		7/24/2023	2,937.78 3,672.14	0.00 0.00	0.00 0.00	2,937.78 3,672.14	-734.36
2022-03-0050805	BANTON KIMBERLY K + WALTER JOYCE L 283 MAIN ST CROMWELL CT 06416-2304	2018/JTUBARBZ42150394 50805		9/5/2023	607.88 662.90	0.00 0.00	0.00 0.00	607.88 662.90	-55.02
2022-03-0050955	BEAUCHAMP BRENDIA L 8 SPRINGDALE RD CROMWELL CT 06416-2539	Sec. 12-129 Refund of Excess Payments. 2011/5NPEC4AC6BH240575 50955		9/27/2023	119.99 157.05	0.00 0.00	0.00 0.00	119.99 157.05	-37.06
2022-03-0050956	BEAUCHAMP BRENDIA L 8 SPRINGDALE RD CROMWELL CT 06416-2539	Sec. 12-129 Refund of Excess Payments. 2014/5XYZUDLB4EG137623 50956		9/27/2023	226.46 277.34	0.00 0.00	0.00 0.00	226.46 277.34	-50.88
2022-03-0051217	BISHOP KRISTEN J 7 LEGHORN LN CROMWELL CT 06416-1671	Sec. 12-129 Refund of Excess Payments. 2018/1GKKNRLA5J2245901 51217		9/27/2023	421.09 498.79	0.00 0.00	0.00 0.00	421.09 498.79	-77.70
2022-03-0052171	CATALANO RICHARD E 14 MAGNOLIA HILL CT CROMWELL CT 06416-1829	Sec. 12-129 Refund of Excess Payments. 2010/1N4AL2AP4AN557071 52171		9/15/2023	110.02 119.99	0.00 0.00	0.00 0.00	110.02 119.99	-9.97
2022-03-0052329	CHAMP DANIEL P + CHAMP POLLY U 3 BRIADON DR CROMWELL CT 06416-1302	Sec. 12-129 Refund of Excess Payments. 2016/1C3CCAB3GN125839 52329		9/5/2023	127.91 306.75	0.00 0.00	0.00 0.00	127.91 306.75	-178.84
2022-03-0052575	COLAVECCHIO NANCY A 49 SUNRIDGE LN CROMWELL CT 06416-2507	Sec. 12-129 Refund of Excess Payments. 2007/JHLRE4878C084923 52575		9/18/2023	142.93 155.87	0.00 0.00	0.00 0.00	142.93 155.87	-12.94
2022-03-0053163	DANIELE CHRISTINA J 23 HICKSVILLE RD CROMWELL CT 06416-2472	Sec. 12-129 Refund of Excess Payments. 2013/5FNYF4H52B010982 53163		9/27/2023	167.79 314.39	0.00 0.00	0.00 0.00	167.79 314.39	-146.60
2022-03-0054596	FORTIER MARK S 2 SOVEREIGN RDG CROMWELL CT 06416-1145	Sec. 12-129 Refund of Excess Payments. 2004/JTHBN36F440163438 54596		9/11/2023	0.00 170.28	0.00 6.59	0.00 0.00	0.00 176.87	-170.28
2022-03-0055041	GOGGIN WILLIAM J JR + GOGGIN SHERI 7 HEATHERWOOD GRN CROMWELL CT 06416-2706	Sec. 12-129 Refund of Excess Payments. 2014/JF2S3APC6EH511931 55041		8/22/2023	137.96 330.86	0.00 0.00	0.00 0.00	137.96 330.86	-192.90
2022-03-0055184	GRANGER MATTHEW K 139 COLES RD CROMWELL CT 06416-1107	Sec. 12-129 Refund of Excess Payments. 2022/2HGFE2FSXNH599701 55184		9/27/2023	494.09 701.13	0.00 0.00	0.00 0.00	494.09 701.13	-207.04
2022-03-0055477	HANSON PETER C 100 COURT ST CROMWELL CT 06416-1232	Sec. 12-129 Refund of Excess Payments. 2006/SNPEF46C56H122743 55477		8/29/2023	44.77 76.76	0.00 4.07	0.00 0.00	44.77 80.83	-31.99
2022-03-0056642	KHAN MUHAMMAD U + NASIM SHAFIQ 90 WEST ST CROMWELL CT 06416-1909	Sec. 12-129 Refund of Excess Payments. 2015/VNKRUTUD32FA020756 56642		9/27/2023	235.87 266.75	0.00 0.00	0.00 0.00	235.87 266.75	-30.88
2022-03-0057476	LOMARTEA JOHN F 44 CHESTNUT CT CROMWELL CT 06416-1782	Sec. 12-129 Refund of Excess Payments. 2016/1N4AL3AP5GC291716 57476		9/27/2023	205.87 270.87	0.00 0.00	0.00 0.00	205.87 270.87	-65.00
2022-03-0057715	MALDONADO MARILIES 42 CLUBHOUSE DR CROMWELL CT 06416-2563	Sec. 12-129 Refund of Excess Payments. 2014/2HCFG3BSXEH524177 57715		9/5/2023	262.93 525.86	0.00 9.08	0.00 0.00	262.93 534.94	-262.93
2022-03-0058499	MORALES PIERRE R 17 HORSE RUN HILL RD CROMWELL CT 06416-1133	2017/SHHFK7H4SHU403553 58499		8/1/2023	391.74 783.48	0.00 0.00	0.00 0.00	391.74 783.48	-391.74
2022-03-0058745	NAOVI QAMAR A 15 WILD ROSE CT CROMWELL CT 06416-1863	2004/1GNDT13S642301045 58745		9/27/2023	24.70 74.70	0.00 0.00	0.00 0.00	24.70 74.70	-50.00
2022-03-0058941	NISSAN INFINITI LT LLC P O BOX 254648 SACRAMENTO CA 95865	Sec. 12-129 Refund of Excess Payments. 2020/1N4BL4CV51C132808 58941		9/27/2023	130.73 522.91	0.00 0.00	0.00 0.00	130.73 522.91	-392.18
2022-03-0060655	ROOSLUND MICHAEL A 3 DOERRING DR CROMWELL CT 06416-2008	Sec. 12-129 Refund of Excess Payments. 2021/7KAL1E1623MP001488 60655		9/18/2023	170.99 186.46	0.00 0.00	0.00 0.00	170.99 186.46	-15.47
2022-03-0061519	SLIFER BRUCE A + SLIFER JOANN 1 BELLAIRE MNR	Sec. 12-129 Refund of Excess Payments. 2014/3GYFNEE35SES61493 61519		7/18/2023	316.16 632.32	0.00 0.00	0.00 0.00	316.16 632.32	-316.16

2022-03-0061903	CROMWELL CT 06416-2104	2009/4T1BK46K590086412	9/11/2023	138.16	0.00	0.00	138.16	-27.71
1	3 RIVERCOVE DR	61903		165.87	0.00	0.00	165.87	
	CROMWELL CT 06416-1517	Sec. 12-129 Refund of Excess Payments.		779.66	0.00	0.00	779.66	
2022-03-0063304	WATERS RICHARD H	2018/1GCVKSEC8J361200	8/1/2023	1,596.09	0.00	0.00	1,596.09	-816.43
	84 SOUTH ST	63304						
	CROMWELL CT 06416-2239							
TOTAL	24			8,959.59	0.00	0.00	8,959.59	-5,061.61
				14,021.20	19.74		14,040.94	



CROMWELL POLICE DEPARTMENT



Frederick Sifodaskalakis
Chief of Police

MEMO

TO: Anthony Salvatore, Town Manager
FROM: Chief Fred Sifodaskalakis *Fred Sifodaskalakis*
SUBJECT: Town Council Report (October 2023)
DATE: October 3, 2023

In preparation for the October Town Council meeting, I am providing you the September monthly statistics. I am also providing you a report from K-9 Sergeant John Carlson for activity for the month of September 2023.

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

Response to Aggression/Resistance: There was (0) incident in the month of **September**.

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

Training (September):

- Chief Sifodaskalakis and Captain Penn: **CPCA Executive Training, John Bailey Legal Update**
- Officer Jespersen: **Field Training Officer**
- Officer Bialko and Dispatcher Cambareri: **COLLECT recertification**
- Officer Camputaro and Thomasson: **In-Service Training**
- Officer Dean: **Firearms Instructor Training**
- Chief Sifodaskalakis, Captain Penn, Detective Perricone, Detective Perlini, and Officer Pietraroia: **Firearms Training**
- **Department Wide Fire Extinguisher Training**

Police Department News:

On September 16, 2023, Sergeant Carlson and K-9 Bane won the 2023 Connecticut K-9 Olympics for the second year in a row.

Rail 99 Tavern donated \$1,000.00 to the K-9 fund. Thank you!

We have hired a new police officer who will be sworn in on October 5 at 1:00 PM at Town Hall. He will start the police academy on October 6, 2023. Taciano Reinheimer is expected to graduate in April, 2024. Hopefully, he will be on his own sometime in July 2024.

Dispatcher Evans has completed 7 weeks of training and is doing very well.

The department was invited to Covenant Living on September 27, 2023 for a public safety picnic. Members of the police department and fire department attended. This was a great event and well attended.



CROMWELL POLICE DEPARTMENT

Frederick Sifodaskalakis

Chief of Police



TO: Chief Frederick Sifodaskalakis

From: K9 Sergeant John Carlson

Subject: Monthly K9 Activity September 2023

Date: October 2, 2023

Beginning September 1, 2023 through September 30, 2023 I am reporting the following activities for the K-9 unit:

September 1, 2023 – Case #2300010394 – K9 demonstration for Cromwell Farmers Market.

September 2, 2023 – Case #2300010395 – K9 article search for missing firearm – Bane successfully located a missing firearm after an approximate four-hour delay.

September 16, 2023 – Case #2300011188 – Bane competed in the CT K9 Olympics and finished 1st place overall for the second year in a row.

September 20, 2023 – Case #2300011189 – K9 demonstration for Rocky Hill PD Youth Academy.

Nothing further at this time.

Incident Statistics Report

09/01/2023 00:00 Thru 09/30/2023 23:59

Call Type Description	Total for Period
911 Hang Up Call	15
Administrative Matter	33
Alarm - All types	14
ALARM-FALSE BILLABLE	26
All Other Offenses	12
Animal Complaint	28
Assist Motorist	25
Assist Other Agency	30
CAR WASH	27
Civil Matter	2
Credit Card/ATM Fraud	1
Criminal Mischief / Vandalism	16
Dis Conduct/BOP	3
Domestic Incident	7
Drug/Narcotic Violation	5
Dumping	1
False Pretenses/Swindling	1
Family Offenses, Nonviolent	1
Fight/Disturbance	1
Fingerprinting	24
FV Protocol / P.A.	11
Harrassing Phone Calls	1
Identity Theft	5
Impaired / Intox Person	3
Juvenile Incident	8
K-9 Assist	4
Larceny - From MV	6
Larceny - MV Parts/Access	1
Larceny -Purse-snatch	1
Larceny -Shoplifting	11
Larceny- Other	1
MEDICAL - OXYGEN REPLACEMENT	2
Medical Emergency	44
MEDICATION DISPOSAL BOX	1
Missing Person	1
MV Accident	34
MV - Recovered	1
MV Parking Violation	6
MV Theft	2

Incident Statistics Report

09/01/2023 00:00 Thru 09/30/2023 23:59

Call Type Description	Total for Period
MV Violation	86
MV VIOLATION ATTEMPTED	2
MVA NR PRIV PROP	9
Neighbor Dispute	1
Noise Complaint	7
Nursing Home Fax Report	2
Prescription Forgery	1
Property Check	546
Property Lost/Found	8
Property Seized	2
Record Only Call	3
Report of Gunshot	1
Road Cond/TCS Out	19
See Complainant	38
Serve Warrant INFO	7
Suspicious Activity	46
TEST CALL	4
Threaten/Harass/Intimidation	1
Traffic Assignment	36
Trespassing	1
Unfounded Complaint	7
Untimely Death	4
Unwanted Person	5
Well Being Check	34
Total:	1285

Monthly NIBRS Statistics

09/01/2023 00:00 Thru 09/30/2023 23:59

Call Description		Curr Mth	Prev Mth	% Chg	Prev Year	% Chg	Year To Date	Year To Date 2022	% Chg
		09/ 2023	08/ 2023	Mth to Mth	09/2022	Mth to Yr	1/1 - 09/30/2023	1/1 - 09/30/2022	2023 / 2022
100	Kidnap/Abduction	1	1	% 0	0	% +100	3	1	% +200
11A	Forcible Rape	0	0	% 0	1	% 100	3	2	% +50
11B	Forcible Sodomy	0	0	% 0	0	% 0	1	0	% +100
11C	Sexual Assault with an Obje	0	0	% 0	0	% 0	1	0	% +100
11D	Forcible Fondling	0	0	% 0	0	% 0	3	6	% -50
120	Robbery	0	0	% 0	0	% 0	2	1	% +100
13A	Aggravated Assault	1	0	% +100	0	% +100	2	5	% -60
13B	Simple Assault	3	3	% 0	4	% -25	30	32	% -6.2
13C	Intimidation	4	3	% +33.3	2	% +100	22	24	% -8.3
200	Arson	0	1	% 100	0	% 0	1	0	% +100
210	Extortion/Blackmail	0	0	% 0	0	% 0	0	1	% -100
220	Burglary/Breaking and Enter	0	0	% 0	3	% 33.3	4	20	% -80
23A	Pocket-Picking	0	0	% 0	1	% 100	1	2	% -50
23B	Purse-Snatching	0	0	% 0	2	% 50	1	2	% -50
23C	Shoplifting	9	8	% +12.5	14	% -35	120	137	% -12
23D	Theft From Building	0	3	% 33.3	4	% 25	14	18	% -22
23F	Theft From Vehicle	5	2	% +150	4	% +25	49	47	% +4.25
23G	Theft of MV Parts or Access	1	0	% +100	1	% 0	39	52	% -25
23H	All other Larceny	0	1	% 100	2	% 50	11	19	% -42
240	Motor Vehicle Theft	2	4	% -50	1	% +100	27	19	% +42.1
250	Counterfeiting/Forgery	0	0	% 0	1	% 100	4	15	% -73
26A	False Pretenses/Swindle/Con	1	0	% +100	5	% -80	10	9	% +11.1
26B	Credit Card/Automatic Telle	2	3	% -33	4	% -50	10	18	% -44
26C	Impersonation	0	0	% 0	0	% 0	4	1	% +300
26E	Wire Fraud	0	0	% 0	0	% 0	1	4	% -75
26F	Identity Theft	3	10	% -70	2	% +50	91	18	% +405
270	Embezzlement	0	0	% 0	0	% 0	1	3	% -66
290	Destruction/Damage/Vandalis	21	6	% +250	7	% +200	92	74	% +24.3
35A	Drug Narcotic Violations	4	2	% +100	3	% +33.3	10	15	% -33
35B	Drug Equipment Violations	3	2	% +50	4	% -25	13	23	% -43
36B	Statutory Rape	0	0	% 0	0	% 0	1	1	% 0
520	Weapon Law Violations	0	0	% 0	0	% 0	2	3	% -33
90A	Fraud-Insufficient Funds Ch	0	0	% 0	1	% 100	2	1	% +100
90C	Disorderly Conduct	4	2	% +100	3	% +33.3	19	35	% -45
90D	Driving under the Influence	0	2	% 50	1	% 100	20	25	% -20
90F	Family Offenses, Nonviolent	2	0	% +200	0	% +200	4	2	% +100
90J	Trespass of Real Property	1	1	% 0	3	% -66	17	28	% -39
90Z	All Other Offenses	12	5	% +140	9	% +33.3	68	71	% -4.2
Report Totals:		79	59	% +33.8	82	% -3.6	703	734	% -4.2



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

MEMORANDUM

To: Anthony J. Salvatore, Town Manager

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

Date: October 4, 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 – 4 of the 6 utility poles have been moved. Experiencing delays due to weather.
- OSHA- continue with abatements and working on updating and implementing procedures.
- Highway staff – one employee started last month, second expected to start on October 10th, and the last one is scheduled to start on October 30th.
- Vehicle Maintenance staff – Assistant Mechanic position fill in September. Currently recruiting a Chief Mechanic.
- Due to weather, the reclaiming of Brooks Lane, McDonald Ave, and Carroll Place has been pushed back to first week of November to give utilities time to complete their work.
- Atrium Roof in Town Hall Lobby is being replaced. Work began on Tuesday, October 3rd.



Town of Cromwell Office of the Town Manager

Anthony J. Salvatore, Sr.
Town Manager

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

Memo

TO: MAYOR/COUNCIL

FROM: ANTHONY J. SALVATORE, TOWN MANAGER

DATE: OCTOBER 4, 2023

RE: CULTURAL DISTRICT DESIGNATION

After review and discussion with the Town Attorney, I am recommending that the formation of a Cultural District and a Cultural District Commission be established by Town Ordinance. Please see the attached the proposed ordinance. This ordinance has been reviewed by the Town Attorney.

Thank you.

CHAPTER ____

ARTICLE __: ORDINANCE PROVIDING FOR THE ESTABLISHMENT OF A CULTURAL DISTRICT

WHEREAS, the Town of Cromwell (hereinafter "Town") is fortunate to have several cultural facilities, activities and assets within its limits, both for profit and nonprofit; and

WHEREAS, the area of the Town where said cultural facilities, activities and assets are located, are in a walkable, compact area that is easy for visitors to recognize; and

WHEREAS, the area of the Town where said cultural facilities, activities and assets are located is a place where community members congregate, and visitors may enjoy said facilities, activities and assets; and

WHEREAS, Connecticut Public Act 19-143 authorizes the Town to establish a municipal Cultural District; and

WHEREAS, the Town wishes to establish a Cultural District.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CROMWELL:

§__-1. That the Code of Ordinances of the Town of Cromwell be amended by adding a section to read as follows:

- A. There is, hereby established within the Town of Cromwell, a Cultural District which shall have the following physical boundaries:

Beginning at the eastern border of Cromwell, at Connecticut River to the southern border, at Route 9, to the western border, beginning at Ranney Road, continuing to Timber Hill Road and the norther border at the Valour Green at Main Street and Prospect Hill Road.

- B. The Town shall prepare a map which shall show the boundaries of the Cultural District set forth in Subsection A of this ordinance, and shall identify and inventory all cultural assets located within said District, which assets shall include but not be limited to, all cultural facilities, artistic spaces, creative business, historic sites and location of cultural activities, both indoor and outdoor.
- C. The Town hereby establishes a Cultural District Commission to satisfy the following requirements:
1. The Cultural District Commission shall be comprised of seven (7) regular members appointed by the Town Council. The terms of appointment shall be for two (2) years. Any vacancies shall be appointed by the Town Council.

2. As reasonably possible, the membership should include a representative of the following categories: a member of the Cromwell Creative District, a member from a local cultural or arts council, a member from a historical society, museum or ethnic heritage organization; an artist who lives or works in the District, a local business owner, and a for profit creative business.
 3. The Cultural District Commission shall provide a report of activities to the Town Council no less than quarterly.
- D. Powers. The Cultural District Commission is to carry out the provisions of Public Act 19-143 in promoting the educational, cultural, economic and general welfare of the public through the marketing of arts and culture attractions, the encouragement of artists and artistic and cultural enterprises and the promotion of tourism. Additionally, the Commission shall consult and collaborate with the Town Manager and with the Commissioner of the Connecticut Department of Economic and Community Development, and regional services organization for any assistance. Under the approval of the Town Manager, the Cultural District Commission shall also apply for or solicit and accept any grants, contributions, gifts, bequests, devise, or any other donations from any source provided that all requirements of the Town Charter are followed for purposes of accepting and appropriating said funding.
- E. Duties and Procedures. In addition to the powers set forth in the paragraph above, the duties and procedures of the Cultural District Commission shall include developing goals and objectives for the district, a management plan, a cultural assets map and inventory, a marketing plan in conjunction with the Connecticut Department of Economic and Community Development and a list of goals and success measure for the district.

§__-2

- A. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.
- B. If any provision of this ordinance or the application thereof to any person or circumstances is held to be invalid, such invalidity shall not affect other provisions or applications of any other part of this ordinance that can be given affect without the invalid provisions or applications; and to this end, the provisions of the ordinance and the various applications thereof are declared to be severable.

§__-3. Effective Date

This ordinance shall take effect thirty (30) days after publication of a summary of its provisions pursuant to Town of Cromwell Town Charter Article II, Section 2.11(b).

Effective date: _____

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

Tuesday, September 5, 2023 - 5:00 p.m.

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

Also present: Town Manager Salvatore

A. CALL TO ORDER

Mayor Fortenbach called the meeting to order at 5:00 p.m.

B. NEW BUSINESS

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

Mayor Fortenbach explained to the Town Council that Councilwoman Donohue created a PowerPoint presentation that includes and summarizes the workshops and what categories their suggestions were placed in.

Leadership Development

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

Create a leadership chart starting at the top continuing down the line.

Discussion:

- *The Town Manager explained that we have an Organizational Chart of all employee positions in the budget books.*
- *He also explained that we are looking into adding the Organizational Chart to the Employee Handbooks and adding it the Shared Drive.*

Identify and distribute mission statement to Town employees

Discussion:

- *The Council asked the Town Manager to follow up with BerryDunn regarding their progress drafting the mission statement and what is needed to begin this process.*

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

Set a list of skills and outcomes the Council would like the Town Manager to learn/achieve at future training.

Discussion:

- *"Plan It" category is best because as trainings arise, the Town Manager can decide if it is something he is interested in or would like to know more about.*
- *It was suggested to propose the type of training the Town Council would like the Town Manager to receive each year during the Town Manager performance evaluation.*

Organize Leadership Training, HR to help leaders identify emerging leaders, provide leadership training to administrative employees

Discussion:

- *It was suggested to make this a part of the performance review process, HR and department heads to identify potential leaders/employees that have an interest in leadership.*
- *HR or Directors to assist and encourage employees to build their leadership skills*
- *Succession planning was also suggested*
- *The Town Manager was asked if this has historically been an issue. He said that this has not been an issue and gave examples of the Police Chief being promoted from Captain, the Finance Director promoted from Assistant Finance Director.*
- *Outside agencies have been used in the past to assist departments who were short staffed.*

Make security camera live feed accessible to the public by putting a link on the Town website

Discussion:

- *Councilwoman Donohue explained that she viewed the cameras in the Town Manager's Office. The cameras consisted of hallways, public corridors, parking lots, garages. There is no feed in personal spaces or offices.*
- *Cameras are everywhere today, in almost all places of employment, even in public, walking or driving down the street.*
- *Cameras are there for a sense of security and for safety reasons.*
- *If all employees are doing what they are supposed to do, then there should not be a problem with security cameras.*

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

Identify trainings, FOI, Roberts Rules, Ethics Training for Elected Officials

Discussion:

- Councilwoman Donohue mentioned receiving emails in the past from the Town Managers Office for these types of trainings
- This would be hard to mandate but the Town Manager's Office can continue to notify the Council of dates these trainings are available and what will be learned.
- It was suggested to have the Town Attorney write a memo for newly elected Town Council members on what the Town Council can and cannot do.

Find interested candidates to be on the Town Council

Discussion:

- It was suggested to delegate this to the community to find Town Council candidates.

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

Prepare a worst-case scenario succession plan and a strategic plan for Town Manager succession.

Discussion:

- The Town Manager already ensures that departments are covered.
- The Council can convene and name an Acting Manager per the Town Charter.
- The Town Manager historically has appointed an Acting Town Manager in his place for when he could not be available for extended periods of time.
- The day-to-day operations of the departments would be handled and managed through the Senior Executive Assistant and the department heads

Remove Security Camera Monitors from Town Manager's Office and relocate to security location to rebuild trust.

Discussion:

- Councilwoman Donohue explained that she viewed the cameras in the Town Manager's Office. The cameras consisted of hallways, public corridors, parking lots, garages. There is no feed in personal spaces or offices.
- Cameras are everywhere today, in almost all places of employment, even in public, walking or driving down the street.
- Cameras are there for a sense of security and for safety reasons.
- If all employees are doing what they are supposed to do, then there should not be a problem with security cameras.

Organizational Excellence

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

Remind all elected officials that inquires go through Town Managers Office, emphasize the importance of working through the Town Managers office instead of communicating directly with Town Staff.

Discussion:

- *The Town Manager will continue to remind the Town Council periodically that they are to go through the Town Manager's Office.*

Develop an online resource with necessary information accessible to Town employees at all times.

Discussion:

- *This is already being done via an Employee Resources Shared Folder.*
- *The documents within the shared folder are searchable.*

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

How was your experience emails/surveys after services and events, and create a procedure for business and resident feedback.

Discussion:

- *It was suggested to post signs at events with QR codes or websites encouraging attendees' feedback about their experience.*
- *The Town could explore creating a generic survey or a rate scale with check boxes for the type of event they attended (Recreation, Senior Center, Vaccine Clinic) and then have a place for comments about their experience or suggestions.*
- *The same was also suggested for departments (example: Post a sign at the Transfer Station directing to a website where residents can submit feedback about their experience or service).*

Mayor to host annual meeting with all Board and Commission to go over progress, roadblocks, etc.

Discussion:

- *This would have to be coordinated and researching would have to be done regarding how to set the agenda for an all boards and commissions meeting.*
- *Determine if this would be a presentation, a discussion, a training, etc.*

Host Annual Forum for Residents apart from Town Council meeting

Discussion:

- *The purpose of these meetings would be to hear concerns and feedback from residents.*
- *This would allow more time than the 2 minutes allotted for Citizen Comments during Regular Town Council Meetings.*
- *During these meetings the Town Council could answer questions from residents, as compared to Regular Town Council Meetings during Citizen Comments the Town Council is not allowed to reply to comments or concerns, only hear them.*

Encourage other committees to send updates for the Commission Liaison Reports Agenda Item

Discussion:

- *This was suggested because there is a spot for this on the Regular Town Council agendas.*
- *Some Council members felt that the minutes are sufficient if anyone wanted to know what was happening.*
- *There are staff liaisons for several of our boards and commissions and they make sure to pass along information if needed or if it requires staff input and involvement.*

EAP Awareness

Discussion:

- *It was suggested to advertise EAP support for all employees.*
- *This was suggested because a concern was raised regarding some employees not feeling comfortable going to Human Resources.*

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

Expand Capital Plan into a Financial Strategic Plan/Distribute Plan to Committees/Stakeholders seeking feedback

Discussion:

- *Each Department includes their plan every year in the budget/capital plan. There is a section that refers to what they have accomplished, what they plan to accomplish, etc.*
- *There are staff liaisons that already assist with this*
- *This information is all on the website and at Town Hall for the public to view.*

Personnel Committee/Past Council Members

Discussion:

- *It was mentioned that some employees do not feel comfortable going to HR, and that maybe they would feel more comfortable bringing their concerns to past council members who know the history behind some of the concerns.*

- *There is a process in every work place for this, the process must be followed, it could potentially harm the town legally if this were created.*
- *There is EAP available to employees if employees do not feel comfortable going to Human Resources.*

Regulatory Risk

Discussion:

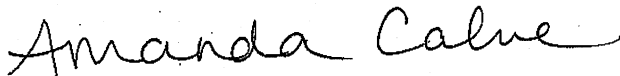
- *The Town Manager informed the Council that shortly after the BerryDunn began their work, the Town had a surprise visit from OSHA.*
- *After OSHA visits and meetings, we are now in full compliance.*
- *Town Manager stated that Public Works Director Spina is in the process of developing procedures to ensure violations or concerns are recognized and immediately brought to the attention of their supervisor or the Director of Public Works so that they can be immediately rectified.*
- *The Council expressed that all staff should know how to identify OSHA violations or potentially hazardous situations.*
- *There was a question about whether the Town had a Safety Committee. Town Manager Salvatore reminded the Council that we do have one and we are in good standing with the State Requirements.*
- *The Town Manager ensured that all complaints will be taken seriously and looked into, even if they are anonymous.*

C. ADJOURN

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

The meeting adjourned at 6:40 p.m.

Respectfully submitted,



Amanda Calve
Secretary

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

Wednesday, September 13, 2023 - 7:00 p.m.

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

Also Present: Finance Director Sharon DeVoe, Social Services Director Amy Saada, Chief Sifodaskalakis, Public Works Director Lou Spina

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

The Town Council stood to recite the Pledge of Allegiance.

C. APPROVAL OF AGENDA

MOTION made by J. Donohue and **SECONDED** by J. Henehan to move Agenda Item K.
2. Approve and Adopt Resolution for Establishment of a Cultural District up to after Item C.

All in favor.

MOTION made by J. Demetriades and **SECONDED** by J. Henehan to approve agenda as amended.

All in favor.

K. NEW BUSINESS

2. Approve and Adopt Resolution for Establishment of a Cultural District.

Eric Dillner of Shoreline Arts Alliance, Ann Grasso of the Cromwell Creative District, and Katie Daigle of the Cromwell Creative District were in attendance to present this item and answer questions of the Town Council. Please see Attachment A for all letters of support received by the CCD.

Mr. Dillner explained that having this designation will: promote tourism, create visitation, drive and expand economic growth and highlight what the town is about (history/culture). Therefore, the State of Connecticut is willing to invest money into towns that have a Cultural District. He explained that it is good for businesses of the Town to have arts and culture. He congratulated the Cromwell Creative District team on their efforts to help this come to life here in Cromwell. There was discussion and some concern about the Historical District being encompassed in some of this district. There was a question asking if there would be a detriment to the Green on Main Street and the Green on the

Holy Apostles. Mr. Dillner and the Cromwell Creative District assured that there would not be any detriment to these places. There were discussions about inserting a sentence or two into the resolution that clarifies that the Cultural District and the Historical District are two separate, distinct, and autonomous groups. There was also discussion regarding changing the word "Cultural" to "Creative" throughout the resolution. Mr. Dillner assured the Town Council that this is acceptable and the Town would still receive the Designation they are looking for. The Mayor read the Resolution below, changing the word "cultural" to "creative":

**RESOLUTION
CREATIVE DISTRICT DESIGNATION**

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

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

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

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

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

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

ADOPTED this 13th Day of September 2023.

MOTION made by J. Henehan and **SECONDED** by A. Waters to adopt and approve the resolution for Establishment of a Cultural District.

After the Mayor read the resolution, there were questions about the existing Cromwell Creative District and the Designation as a Cromwell Creative District (Cultural District). There were also questions surrounding the existing Cromwell Creative District already having a Creative Commission and when the Town receives the Designation, another Creative Commission will have to be established. The Council felt that this had to be cleared up. What will the duties and roles be of each Commission? Will they be two commissions with the same charge? Will the original Creative Commission (under the existing Cromwell Creative District) be dissolved and appointed to this newly established Creative District Commission? How will this work? The CCD said they did not want to dissolve their existing commission and they were not sure how this would affect their 501c3 status. It was decided by the Town Council that the Town Attorney needed to review this before the Town takes any action on it.

Councilman Henehan withdrew his motion. Councilman Waters rescinded his motion.

MOTION made by J. Henehan and **SECONDED** by A. Waters to table this item.
In favor: S. Fortenbach, J. Henehan, J. Donohue, P. Luna, J. Polke, A. Waters.
Abstained: J. Demetriades
Motion carried.

D. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS

1. CMS Building Committee

MOTION made by J. Donohue and **SECONDED** by J. Polke to move agenda item J. Citizen Comments to before Agenda Item E. Mayor's Update.
All in favor.

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

Ned Pendleton, 43 Spruce Lane read the attached letter to the Town Council. See Attachment B.

Alice Kelly, read the attached letter to the Town Council. See Attachment C.

Richard Anderson, 25 Chestnut Court addressed the Council and said that he would have liked to know more about the Cultural District Designation. He referenced the Veterans sacred piece of property and wanted to be sure that it would not be affected by this. He had that the State would have control of that area after the resolution is passed

and it is designated as the Cultural or Creative District. He felt as though it should have been publicized more so that more residents were aware of it and could be involved.

James Rude, 25 High Ridge Road, read the attached letter to the Town Council. See Attachment D.

Jason Solomonides, President of Sovereign Ridge HoA, read the attached letter and referenced the attached photographs. See Attachment E.

Danny, 37 Sovereign Ridge echoed the comments and concerns presented by Mr. Solomonides, President of Sovereign Ridge HoA.

Donna Bernstein, read the attached letter to the Town Council. See Attachment F.

Katie Daigle of CCD thanked the Town Council for their time and consideration of the Cultural District Designation.

E. MAYOR'S UPDATE

The Mayor submitted a written report to the Council and informed the Council and residents that tomorrow night is Cromwell's home game at 6:00 p.m. at Pierson Park

F. TOWN MANAGER'S UPDATE

- The Town Manager provided a written report to the Town Council and briefly stated that at this time he is concerned about the parking at Pierson Park for the home game tomorrow due to the rain we have been getting. The Public Works Director will make an assessment on the condition of the parking lot tomorrow and notify the public.
- He supports the endeavor of the CCD but we need to make sure we do this the right way.

G. FINANCIAL/FINANCE DIRECTOR'S UPDATE

1. Budget Report

Sharon DeVoe was in attendance to present her budget report and to answer any questions of the Town Council. She informed the Council that we are working on financing with a new bond advisor and she passed out a timeline. See Attachment G.

2. Discussion and action to approve an appropriation in the amount of \$128,513 within the General Fund Fund Balance for Senior Center Bus.

Social Services Director Amy Saada was in attendance and she explained that the reason for the decrease in the cost is because the bus company went over all the

paperwork and noticed they made an error on the type of seatbelts. She reminded the Town Council that this grant is 100% reimbursable.

MOTION made by P. Luna and **SECONDED** by J. Henehan to approve an appropriation in the amount of \$128,513 within the General Fund Fund Balance for a Senior Center Bus. **All in favor.**

3. Discussion and action to approve an appropriation in the amount of \$45,065 within the CNR Fund for Senior Center Facility Improvements.

MOTION made by A. Waters and **SECONDED** by J. Henehan to approve an appropriation in the amount of \$45,065 within the CNR Fund for Senior Center Facility Improvements. **All in favor.**

4. Tax Refunds

MOTION made by A. Waters and **SECONDED** by J. Henehan to approve Tax Refunds 1-26. **All in favor.**

MOTION made by J. Henehan and **SECONDED** by J. Demetriades to move Agenda Item K.3. To after Agenda Item G.4. **All in favor.**

K. NEW BUSINESS

3. Tax Deferral Appeal Recommendation from Senior Services Director for Resident Ann Flaherty

MOTION made J. Polke and **SECONDED** by P. Luna to approve the Senior Services Director's recommendation for a Tax Deferral Appeal for Resident Ann Flaherty. **All in favor.**

H. CHIEF OF POLICE'S UPDATE

Chief Sifodaskalakis provided the following in addition to his written report:

- On October 3rd he will be at the Senior Center for "Meet the Chief" at 9 a.m.
- He invited the Council to Starbucks on October 4th as he will be there from 11 a.m. to 1 p.m.
- He will be attending the services for the fallen Hartford Police Officer on Saturday, September 16th.
- They are still hiring for officers. They currently have 6 openings; his goal is to get to full staff.
- They currently are working on a Recruitment Video to encourage people to apply.

Councilman Polke asked several questions of Chief Sifodaskalakis regarding tinted windows, unmarked police cars and a way to encourage residents to have security cameras on their property.

I. PUBLIC WORKS DIRECTOR'S UPDATE

Public Works Director Lou Spina provided the following in addition to his written report:

- He assessed a couple spots at Sovereign Ridge where he will have Public Works do some patching. He assured the Council that there are plenty of roads that are more deteriorated than this one.
- He recognized Joe Palmieri from the Water Department and his staff for relocating the water main on West Street and Allen Road which saved the Town a significant amount of money.
- He gave extra recognition to Highway and Sewer Staff for keeping things going while the mechanic positions were vacant. They were helpful on inclement weather days, they all helped to clean the garage, and completed some minor repairs to get the crew back on the road.
- He recognized Mike Fuller who he assigns to help in the garage when the Town has vacancies in the mechanic positions. Mr. Fuller helped to keep the fleet on the road.
- He also recognized Wayne Pierson who welded the floors in two trucks that needed fabrication metal work. He added that Mr. Pierson is an excellent welder and has done a fantastic job. Both Mike and Wayne have worked together very well to keep things moving.
- He is working on getting a new radio system from Motorola. He anticipates having a quote by no later than Friday of this week.

K. NEW BUSINESS

1. This item is not being discussed as the Public Hearing was not held.

MOTION made by J. Donohue and **SECONDED** by J. Henahan to table this item.

All in favor.

4. Discussion and possible action regarding former Water District Building on Nooks Hill Road.

The Town Manager explained that he has been approached about updating the building and leasing it out. He explained that either we update and lease it out or allocate funds to knock it down. He informed the Council that one of the interested parties plans to renovate the space and lease it from the Town. Once this begins, we will determine how much to charge them monthly to lease the space.

MOTION made by J. Henahan and **SECONDED** by P. Luna to authorize the Town Manager to enter into discussions regarding leasing the former Water District Building on Nooks Hill Road.

All in favor.

L. BERRYDUNN ORGANIZATIONAL CULTURE ASSESSMENT DISCUSSION AND POSSIBLE ACTION

The Town Manager provided the Council with an email from BerryDunn stating that the Town will be charged for the development of a mission statement and that it is not included in their work plan. See Attachment H. The Council recalled Ms. Sondra Hathaway of BerryDunn informing them several times in the meeting when the Final Report was presented, that the development of a mission statement was included in this part of the project that the Town already paid for. The Town Manager said we hope to have an estimated cost from BerryDunn by Monday after they have a chance to meet internally.

The Town Manager explained that many of the recommendations the Town Council prioritized into the "Do It Now" category have already been implemented. The items the town was not currently doing, we are now working on. A brief discussion was held regarding mission statements. It was noted that the Budget Book contains mission statements for individual departments, and if BerryDunn's estimate is too much money, then we can work with our staff to create one. The Council asked the Town Manager to set up a Subcommittee Meeting for next week with BerryDunn to discuss the creation of a mission statement and Phase 2 discussion and costs.

Councilwoman Donohue created a PowerPoint that summarizes and includes checklists for the recommendations the Town Council made during the Workshops held for the Organizational Culture Assessment. See Attachment I.

M. APPROVAL OF MINUTES

1. August 9, 2023 Special Meeting Minutes

MOTION made by J. Polke and **SECONDED** by J. Henehan to approve the August 9, 2023 Special Meeting Minutes.

All in favor.

2. August 9, 2023 Regular Meeting Minutes

MOTION made by P. Luna and **SECONDED** by J. Henehan to approve the August 9, 2023 Regular Meeting Minutes.

All in favor.

3. August 15, 2023 Special Meeting Minutes

MOTION made by A. Waters and **SECONDED** by J. Henehan to approve the August 15, 2023 Special Meeting Minutes.

All in favor.

N. APPOINTMENTS

1. Appointments

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

MOTION made by A. Waters and **SECONDED** by J. Henehan to approve Appointments N. 1. A. and B. **All in favor.**

2. Reappointments

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

MOTION made by A. Waters and **SECONDED** by J. Henehan to approve Reappointments N.2. A., B. and C. **All in favor.**

3. Resignations

- a. Whitney Simmons, Youth Advisory Board

MOTION made by A. Waters and **SECONDED** by J. Demetriades to approve the resignation of Whitney Simmons from the Youth Advisory Board with regret. **All in favor.**

O. INFORMATIONAL ITEMS

The Planning and Zoning Commission will be having an Open House for the Plan of Conservation and Development (POCD) on September 21st from 6 p.m. until 8 p.m. in the Library's Belden Room. The Council is invited to attend.

P. ADJOURN

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

The meeting adjourned at 9:08 p.m.

Respectfully submitted,



Amanda Calve
Secretary