

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

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**AMENDED REGULAR MEETING AGENDA  
Wednesday, March 9, 2022 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**
- E. MAYOR'S UPDATE**
- F. TOWN MANAGER'S UPDATE**
- G. FINANCIAL/FINANCE DIRECTOR'S UPDATE**
  - 1. Budget Report**
  - 2. Tax Refunds**
  - 3. Farmers Market**
    - 3a. Discussion and action to establish a Special Revenue Fund for the Town of Cromwell Farmers Market as proposed**
    - 3b. Approval of 2022 Proposed Fees for Farmers Market**
    - 3c. Approval of stipend for Market Manager's Payment Arrangement**
  - 4. Discussion and action to appropriate \$5,000 within the CNR Fund for the conceptual architectural design work for the Community/Senior Center.**
    - 4a. Discussion and action to expand scope of work for Town Hall Facility Space Study for architectural design of Community/Senior Center.**
  - 5. Discussion and action to approve increase of wages for Seasonal Workers.**
- H. CHIEF OF POLICE'S UPDATE**
- I. PUBLIC WORKS DIRECTOR'S UPDATE**
- J. CITIZEN COMMENTS**

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

**K. NEW BUSINESS**

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

**L. APPROVAL OF MINUTES**

1. February 9, 2022 Regular Meeting Minutes
2. February 28, 2022 Public Hearing Minutes
3. February 28, 2022 Budget Workshop Meeting Minutes

**M. RESIGNATIONS**

**N. APPOINTMENTS**

1. Approval of CMS Building Committee Chairperson, Rosanna Glynn

**O. INFORMATIONAL ITEMS**

1. Henderson Field Lighting

**P. ADJOURN**

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## TOWN OF CROMWELL

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DATE: MARCH 2, 2022  
TO: ANTHONY J. SALVATORE, TOWN MANAGER  
FROM: MARIANNE SYLVESTER, FINANCE DIRECTOR  
RE: MARCH TOWN COUNCIL REPORT

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Budget reports for fiscal year 2022 have been included in the Town Council packet for the March 9<sup>th</sup> meeting. The reports reflect activity through the end of February.

Expenditures are basically in line with expectations for this point in the fiscal year. As is typical, we are monitoring a few budget areas in particular. I anticipate a request to transfer approximately \$6,000 into the Tax Collector's budget due to a court decision necessitating a refund from a prior year collection. Revenue is also on target compared to budgeted levels. Tax Collections continue to remain strong, in comparison to the past few years.

The Board of Finance set the Public Hearing on the 2023 budget for April 6<sup>th</sup> at 6:00 pm. A budget workshop will follow the Public Hearing, with a second budget workshop on April 7<sup>th</sup> at 6:00 pm. April 14<sup>th</sup> is set aside for a third budget workshop if necessary. Location of these meetings within Town Hall is still being determined (Council Chambers or The Belden/Cromwell Belden Library).

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

Thank you.

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



FOR 2022 08

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 TOWN MANAGER'S OFFICE	406,840	0	406,840	231,582.59	2,792.41	172,465.00	57.6%
002 TOWN CLERK'S OFFICE	214,289	0	214,289	135,701.45	8,577.02	70,010.53	67.3%
003 REGISTRAR OF VOTERS	80,184	0	80,184	42,304.72	7,995.92	29,883.36	62.7%
004 PLANNING COMMISSION	3,525	0	3,525	676.21	27.48	2,821.31	20.0%
005 ECONOMIC DEVELOPMENT	23,301	0	23,301	9,450.50	200.00	13,650.50	41.4%
006 BOARD OF FINANCE	1,350	0	1,350	474.74	.00	875.26	35.2%
008 CHARTER REVISION COMM	3,000	0	3,000	.00	.00	3,000.00	.0%
009 BOARD OF ASSESSMENT APPEALS	1,200	0	1,200	350.55	.00	849.45	29.2%
010 ZONING BOARD OF APPEALS	1,250	0	1,250	408.96	27.48	813.56	34.9%
011 INLAND WETLANDS	2,300	0	2,300	389.93	.00	1,910.07	17.0%
012 COMM. FOR DISABLED PEOPLE	100	0	100	.00	.00	100.00	.0%
013 DONATIONS AND DUES	48,808	0	48,808	45,690.00	3,000.00	118.00	99.8%
014 TOWN COUNCIL	41,361	0	41,361	39,751.00	.00	1,610.00	96.1%
015 LEGAL EXPENSE	227,100	0	227,100	102,064.12	109,404.38	15,631.50	93.1%
016 CENTRAL SERVICES	204,551	0	204,551	134,648.89	59,018.98	10,883.13	94.7%
017 INSURANCE EXPENSE	595,700	0	595,700	411,292.82	135,915.63	48,491.55	91.9%
018 GENERAL EXPENSE	744,002	0	744,002	731,841.81	3,000.00	9,160.19	98.8%
019 DEVELOPER/PLANNER	139,195	0	139,195	91,588.14	635.06	46,971.80	66.3%
020 FINANCE DEPARTMENT	437,765	0	437,765	279,556.64	637.68	157,570.68	64.0%
021 TAX COLLECTOR	158,183	0	158,183	102,646.03	22.04	55,514.93	64.9%
022 ASSESSOR'S OFFICE	243,706	0	243,706	158,408.42	159.99	85,137.59	65.1%
030 PUBLIC WORKS ADMIN.	292,263	0	292,263	169,342.62	10,507.72	112,412.66	61.5%
031 ENGINEERING	246,304	0	246,304	148,815.27	6,520.38	90,968.35	63.1%
032 SOLID WASTE REMOVAL	723,962	-4,000	719,962	402,061.28	228,504.92	89,395.80	87.6%
033 BUILDING INSPECTION	198,829	0	198,829	123,941.86	2,552.42	72,334.72	63.6%
034 HIGHWAY DEPT.	1,446,517	-5,500	1,441,017	902,105.36	91,828.32	447,083.32	69.0%
035 BUILDING MAINTENANCE	681,727	0	681,727	460,728.55	39,130.19	181,868.26	73.3%
036 PARKS & GROUNDS	443,993	0	443,993	208,941.51	31,769.68	203,282.01	54.2%
037 PUBLIC WORKS-OTHER	424,000	0	424,000	185,078.82	145,736.78	93,184.40	78.0%
038 VEHICLE MAINTENANCE	318,952	9,500	328,452	188,611.36	49,092.20	90,748.44	72.4%
040 POLICE DEPARTMENT	3,664,392	0	3,664,392	2,265,473.85	63,268.94	1,335,649.21	63.6%
041 EMERGENCY MANAGEMENT	19,050	0	19,050	9,123.59	1,501.41	8,425.00	55.8%
042 ANIMAL CONTROL	92,822	0	92,822	51,875.73	.00	40,946.27	55.9%
050 HEALTH DEPARTMENT	216,639	0	216,639	122,184.73	30,790.93	63,663.34	70.6%
051 HUMAN SERVICES	132,061	0	132,061	83,311.85	597.86	48,151.29	63.5%
053 SENIOR SERVICES	128,121	0	128,121	81,987.95	8,280.59	37,852.46	70.5%
054 YOUTH SERVICES	107,009	0	107,009	55,278.78	4,513.24	47,216.98	55.9%
055 TRANSPORTATION SERVICES	154,230	0	154,230	88,347.19	3,684.38	62,198.43	59.7%
060 RECREATION DEPARTMENT	276,255	0	276,255	174,215.88	9,201.32	92,837.80	66.4%
061 LIBRARY	634,469	0	634,469	393,234.59	20,150.57	221,083.84	65.2%
070 BONDED DEBT	3,651,450	0	3,651,450	729,400.00	.00	2,922,050.00	20.0%
080 EMPLOYEE BENEFITS	4,008,240	0	4,008,240	2,220,429.78	1,224,616.72	563,193.50	85.9%
090 BOARD OF EDUCATION	32,750,000	0	32,750,000	18,471,546.84	.00	14,278,453.16	56.4%
119 DEVELOPMENT COMPLIANCE	113,515	0	113,515	69,426.14	528.71	43,560.15	61.6%

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



FOR 2022 08

120	CONSERVATION COMMISSION	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
120	CONSERVATION COMMISSION	1,210	0	1,210	94.18	.00	1,115.82	7.8%
GRAND TOTAL		54,303,720	0	54,303,720	30,124,385.03	2,304,191.35	21,875,143.62	59.7%

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

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



FOR 2022 08

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
002 TOWN CLERK'S OFFICE	-294,500	0	-294,500	-300,167.64	5,667.64	101.9%
021 TAX COLLECTOR	-46,163,159	0	-46,163,159	-45,898,587.62	-264,571.38	99.4%
022 ASSESSOR'S OFFICE	-1,000	0	-1,000	-173.00	-827.00	17.3%
030 PUBLIC WORKS ADMIN.	-45,900	0	-45,900	-35,681.01	-10,218.99	77.7%
033 BUILDING INSPECTION	-350,000	0	-350,000	-201,466.00	-148,534.00	57.6%
040 POLICE DEPARTMENT	-86,800	0	-86,800	-46,549.76	-40,250.24	53.6%
042 ANIMAL CONTROL	-550	0	-550	.00	-550.00	.0%
050 HEALTH DEPARTMENT	-25,000	0	-25,000	-2,025.00	-22,975.00	8.1%
053 SENIOR SERVICES	-1,500	0	-1,500	-229.00	-1,271.00	15.3%
061 LIBRARY	-2,500	0	-2,500	-1,063.19	-1,436.81	42.5%
206 BOARDS & COMMISSIONS	-9,500	0	-9,500	-6,537.50	-2,962.50	68.8%
207 STATE OF CONNECTICUT	-5,371,399	0	-5,371,399	-2,942,286.33	-2,429,112.67	54.8%
208 MISCELLANEOUS SOURCES	-531,712	0	-531,712	-1,654,571.34	1,122,859.34	311.2%
999 FUND BALANCE	-1,420,200	0	-1,420,200	.00	-1,420,200.00	.0%
GRAND TOTAL	-54,303,720	0	-54,303,720	-51,089,337.39	-3,214,382.61	94.1%

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





## **Town of Cromwell Office of the Town Manager**

Nathaniel White Building  
41 West St  
Cromwell, CT 06416

Anthony J. Salvatore, Sr.  
Town Manager

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

**To:** Mayor/Council  
**From:** Anthony J. Salvatore, Town Manager  
**Re:** Farmers Market  
**Date:** March 2, 2022

The organizer/manager of the Farmers Market has elected not to go forward this year. As a result, I have started making plans to run it as a Town event. Therefore, I am requesting the Council approve a "Farmers Market Fund/Special Revenue Fund". (See attached).

I am proposing that the Farmers Market be a recreational program as well as an economic generator and as such, I am proposing the attached fees.

The Town's Economic Development Coordinator would be the Market Master. A person would be hired for \$500 a week for 18 weeks at a total cost of \$8,100 to run the Market with the Recreation Director. They will be Co-Market Managers. In addition to the weekly pay, the person hired would also receive a 40% of the income for all funds received over \$20,000, as an incentive to increase vendors and sponsors.

As a result, I would need separate Council motions on the following:

1. To create a Special Farmers Market Revenue Fund.
2. Approval of 2022 Proposed Fees for Farmers Market (attached).
3. Stipend for Market Manager and incentive.



**FARMER'S MARKET FUND  
SPECIAL REVENUE FUND**

The Town of Cromwell has established a special revenue fund for the purpose of sponsoring a farmer's market in the Town of Cromwell. There shall be paid into such fund all fees, charges, donations and other receipts related to the operations of activities and programs of the farmer's market. There shall also be paid into such fund any appropriations and transfers as the Town Council may, from time to time, authorize, plus any applicable interest earnings derived from the investment of fund balances. The unexpended balance of the Farmer's Market Special Revenue Fund existing at the close of any fiscal period shall remain credited to such fund and shall not lapse to the General Fund.

The Director of Recreation is responsible for recommending fees, charges, and prices intended to generate income support for the Farmer's Market Special Revenue Fund to the Town Manager. The Town Manager is authorized to approve the Recreation Department's recommendations for programs and fees, as deemed appropriate. Annually, the Town Manager shall provide the Town Council with a status of this Fund.

Expenditures from the Farmer's Market Special Revenue Fund shall follow established provisions within the Town Charter and the Town's Purchasing Policy. All such expenditures shall be used for the enhancement and development of Town parks and fields, under the direction of the Town Manager and Director of Recreation. No expenditures from this fund shall be used for capital improvements or large capital equipment without the recommendation of the Town Manager and the approval of the Town Council.

The Farmer's Market Special Reserve Fund shall remain in effect until such time as the Town Council deems it appropriate to dissolve said Fund. Any funds remaining at the time will be credited to the General Fund fund balance.



**SCOTT KIERAS**  
RECREATION Director

**SHELBY JONES**  
Program Coordinator

**ROSANNE KRAJEWSKI**  
Administrative Assistant

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## MEMORANDUM

**TO:** Anthony Salvatore, Town Manager

**FROM:** Scott Kieras, Recreation Director

**DATE:** March 2, 2022

**RE:** Town of Cromwell Farmers Market

A handwritten signature in black ink, appearing to be "SK", is written over the "FROM:" line of the memorandum.

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Attached you will the proposed Fees for the Town of Cromwell Farmers Market.

If you need further information concerning the aforementioned information do not hesitate to ask. Thank you.

2022 Proposed Fees for Farmers Market			
Description	Wages		
<b>Market Vendor Fees</b>			
Full Season	\$155.00 - \$450.00		
1/2 Season	\$155.00 - \$450.00		
Daily	\$20.00 - \$60.00		
<b>Market Sponsor Levels</b>			
To include Business logo on banners,	\$100.00 - \$1,000.00		
merchandise, press releases, totes and T-shirts			
<b>Market Merchandise</b>			
Merchandise to be sold in compliance with IRS Regulations. To include			
but not limited to hats, shirts, totes, magnets, water bottles, etc.			



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Anthony J. Salvatore, Sr.  
Town Manager

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

**To:** Mayor/Town Council  
**From:** Anthony J. Salvatore, Town Manager  
**Re:** Community/Senior Center  
**Date:** March 3, 2022

As a result of the direction given by the Town Council, I am requesting to:

1. Broaden the scope of the appropriation for the Town Hall Facility Space Study approved in Fiscal Year 2021 to provide a conceptual design for a Community/Senior Center and,
2. To increase this appropriation by \$5,000 from within the CNR Fund fund balance.

My plan then would be to expand the scope of the Town Hall Facility Space Study project and have Silver Petrocelli complete this work for \$22,000.



## MEMO

Date: March 2, 2022

**TO:** Anthony Salvatore  
Town Manager

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

**RE:** Seasonal Wages

Wages for Seasonal Town Workers are presently at \$13.95 per hour. Park Maintenance Supervisor, Mike Conant has expressed his concerns that this hourly rate is too low to draw qualified applicants.

With this said he has asked me to look into initiating a wage increase for Seasonal Workers. Upon looking into his concern, I agree with the Park Maintenance Supervisor that wages should be increased.

I would like to request that an increase to \$18.78 per hour for Seasonal Worker Wages be initiated. This hourly rate was decided upon based on an entry Level 1/Step 1 of the Town's Blue Collar pay scale. This rate of pay does not conflict with any Union Employee's Wages whereas there is no Union employee at this level. As previously discussed, the Part-Time Wage Line Item is able to support this increase if accepted.

**CC:** M. Sylvester/Finance Director

*Approved  
To go to Council  
Anthony Salvatore  
3/2/2022*



# CROMWELL POLICE DEPARTMENT

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*Denise Lamontagne*  
*Chief of Police*

## MEMO

**TO:** Anthony Salvatore  
Town Manager

**FROM:** Chief Denise Lamontagne 

**SUBJECT:** Town Council Report

**DATE:** March 1, 2022

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

Response to Aggression/Resistance: two (5 officers)

Civilian Complaints: none

Training:

- Sergeant Bengtson and Sergeant Kogut: FBI LEEDA Command Leadership Institute- completed FBI LEEDA Trilogy.
- Officer Mark Thomasson: CIT
- Officer Dean: In-Service Training.
- Officer Brooks (SRO): Student Safety Assessments
- Officer Pietraroia (SRO): Conducting School Vulnerability
- Detective Perricone: Death Investigations
- Department Wide:
  - Defensive Tactics
  - CPR (1/2 of the department. Other ½ in Fall)



# CROMWELL POLICE DEPARTMENT

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*Denise Lamontagne*  
*Chief of Police*

**TO:** Chief Denise Lamontagne

**FROM:** K-9 Officer John Carlson

**SUBJECT:** Monthly K-9 Activity February 2022

**DATE:** 03-01-2022

Beginning February 1, 2022 through February 28, 2022 I am reporting the following activities for the K-9 unit:

February 1, 2022 – K9 Quarterly Narcotics Training at K9 Unit – 8 Hours

February 2, 2022 – K9 Quarterly Narcotics Training at Yale – 8 Hours

February 3, 2022 – K9 Quarterly Narcotics Training at Bozzutos Food Warehouse – 8 Hours

February 10, 2022 – Case #22-1499 – K9 assist building search at residence which was possibly burglarized – Building cleared with negative results

February 14, 2022 – K-9 monthly patrol in-service at South Windsor – 8 Hours

February 15, 2022 – Case #22-1695 - K9 tracking assist for domestic suspect – Bane tracked to nearby parking lot – Determined suspect was picked up in vehicle

February 26, 2022 – Case #22-2151 – K9 tracking assist for suspect who violated protective order and fled the area – Bane successfully conducted a track and the suspect was ultimately located

- The Accused was arrested as a result of the incident and charged with the following:
  - Criminal Violation of a Protective Order; 53a-223
  - Criminal Trespass 1st; 53a-107

Nothing further at this time.

## Incident Statistics Report

02/01/2022 00:00 Thru 02/28/2022 23:59

Call Type Description	Total for Period
911 Hang Up Call	14
Administrative Matter	11
Alarm - All types	13
ALARM-FALSE BILLABLE	32
Animal Complaint	17
Assault, Simple	1
Assist Motorist	30
Assist Other Agency	22
Burglary	1
Car Seat Installation	1
CAR WASH	48
Civil Matter	3
Criminal Mischief / Vandalism	7
Domestic Incident	13
Drug/Narcotic Violation	1
Dumping	2
Escort	2
Family Offenses, Nonviolent	3
Fight/Disturbance	1
Fingerprinting	13
FV Protocol / P.A.	17
Harrassing Phone Calls	1
Impaired / Intox Person	2
Juvenile Incident	10
K-9 Assist	3
Larceny - From MV	5
Larceny - MV Parts/Access	11
LARCENY - FROM MV/RECORD ONLY	7
Larceny -Shoplifting	12
Larceny- Other	3
MEDICAL - OXYGEN REPLACEMENT	2
Medical Emergency	39
MV Accident	28
MV Parking Violation	3
MV Theft	2
MV Violation	80
MV VIOLATION ATTEMPTED	5
MVA NR PRIV PROP	7
Neighbor Dispute	2



## Incident Statistics Report

02/01/2022 00:00 Thru 02/28/2022 23:59

Call Type Description	Total for Period
Noise Complaint	3
Nursing Home Fax Report	3
Prescription Forgery	1
Property Check	383
Property Lost/Found	7
Property Seized	3
Record Only Call	6
Road Cond/TCS Out	21
See Complainant	53
Serve Warrant INFO	9
Suspicious Activity	34
TEST CALL	3
Threaten/Harass/Intimidation	1
Town Ordinance	14
Traffic Assignment	11
Trespassing	1
Unfounded Complaint	22
Unwanted Person	4
Well Being Check	25
<b>Total:</b>	<b>1078</b>

## Monthly NIBRS Statistics

02/01/2022 00:00 Thru 02/28/2022 23:59

Call Description		Curr Mth	Prev Mth	% Chg	Prev Year	% Chg	Year To Date	Year To Date 2021	% Chg
		02/ 2022	01/ 2022	Mth to Mth	02/2021	Mth to Yr	1/1 - 02/28/2022	1/1 - 02/28/2021	2022 / 2021
11D	Forcible Fondling	1	0	% +100	0	% +100	1	0	% +100
120	Robbery	0	1	% 100	1	% 100	1	1	% 0
13A	Aggravated Assault	2	0	% +200	0	% +200	2	0	% +200
13B	Simple Assault	5	5	% 0	0	% +500	10	5	% +100
13C	Intimidation	6	4	% +50	8	% -25	10	9	% +11.1
200	Arson	0	0	% 0	1	% 100	0	1	% -100
210	Extortion/Blackmail	0	1	% 100	0	% 0	1	0	% +100
220	Burglary/Breaking and Enter	3	0	% +300	1	% +200	3	3	% 0
23C	Shoplifting	12	17	% -29	9	% +33.3	29	27	% +7.40
23D	Theft From Building	1	5	% -80	2	% -50	6	4	% +50
23F	Theft From Vehicle	10	3	% +233	2	% +400	13	3	% +333
23G	Theft of MV Parts or Access	7	3	% +133	3	% +133	10	7	% +42.8
23H	All other Larceny	1	4	% -75	0	% +100	5	2	% +150
240	Motor Vehicle Theft	2	0	% +200	1	% +100	2	4	% -50
250	Counterfeiting/Forgery	0	1	% 100	0	% 0	1	1	% 0
26A	False Pretenses/Swindle/Con	0	0	% 0	1	% 100	0	3	% -33
26B	Credit Card/Automatic Telle	0	3	% 33.3	1	% 100	3	2	% +50
26E	Wire Fraud	0	1	% 100	0	% 0	1	0	% +100
26F	Identity Theft	0	2	% 50	3	% 33.3	2	4	% -50
270	Embezzlement	0	1	% 100	1	% 100	1	1	% 0
290	Destruction/Damage/Vandalis	14	6	% +133	3	% +366	20	6	% +233
35A	Drug Narcotic Violations	2	1	% +100	1	% +100	3	4	% -25
35B	Drug Equipment Violations	3	3	% 0	1	% +200	6	3	% +100
36B	Statutory Rape	1	0	% +100	0	% +100	1	0	% +100
40A	Prostitution	0	0	% 0	1	% 100	0	1	% -100
520	Weapon Law Violations	0	0	% 0	0	% 0	0	0	% 0
90C	Disorderly Conduct	5	6	% -16	1	% +400	11	4	% +175
90D	Driving under the Influence	0	3	% 33.3	1	% 100	3	3	% 0
90F	Family Offenses, Nonviolent	1	2	% -50	0	% +100	3	1	% +200
90J	Trespass of Real Property	6	2	% +200	0	% +600	8	4	% +100
90Z	All Other Offenses	6	3	% +100	2	% +200	9	11	% -18
Report Totals:		88	77	% +14.2	44	% +100	165	114	% +44.7

**Property Information**

Property ID 00125200  
Location 14R WINCHESTER  
Owner  
Owner Address

Map Block Lot



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

Town of Cromwell, CT makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 6/25/2021  
Data updated on a daily basis

Print map scale is approximate.  
Critical layout or measurement  
activities should not be done using  
this resource.

**TOWN OF CROMWELL  
TOWN COUNCIL  
TOWN HALL COUNCIL CHAMBERS  
41 WEST STREET, CROMWELL, CT 06416  
February 9, 2022 Regular Meeting Minutes**

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

**Also Present:** Town Manager A. Salvatore, Chief of Police D. Lamontagne, Captain Sifodaskalakis, Finance Director M. Sylvester, Public Works Director Russo

**A. CALL TO ORDER**

Mayor Spotts 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**

- Under Item G. add:

3. Approve refund of \$70 to Adam Zalinski as a result of overpayment in tax dollars due to assessment.
4. To approve use of American Rescue Plan Act Funds under revenue replacement category.

- Swap Item H and Item G.

- Remove Item N.2.b. - Appointment of Jessica Downes-Obrenovic to Board of Assessment Appeals

- Add Item N.1.b. - Appointment of Heather Jacobs to Building Committee as an Regular Member

**MOTION** made by J. Henehan and **SECONDED** by A. Waters to approve the agenda as amended.

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

***Motion carried.***

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

- Councilman Fortenbach read an update from the Board of Education Chairperson. See Attachment.

**E. MAYOR'S UPDATE**

The Mayor reported the following:

- January 20<sup>th</sup> was the Cromwell Chamber Board of Directors Meeting held virtually.

- On January 24<sup>th</sup> he attended a meeting with the Director of Finance, Town Manager, and two Board of Finance members to discuss the 2022 budget process.
- He and State Representative Christie Carpino talked to a 4<sup>th</sup> grade class via Zoom about local and state government.
- Board of Finance member, John Ireland joined him for one of his Mayor's Evening Hours. He hopes to have someone from another board and commission join him on March 3<sup>rd</sup>.
- On February 1, he virtually attended the RiverCOG Affordable Housing Conference by Sam Gold and his staff. It was an excellent presentation and he learned some very surprising statistics.
- On February 3, the Town Manager, Director of Finance, Board of Finance Chairman and Vice Chairman attended a Capital Planning Meeting. Bond Attorney, John Healy was also present. The meeting lasted for about two hours. It was very informative and well organized.

**F. TOWN MANAGER'S COMMENTS**

The Town Manager reported the following:

- After consultation with the Health Director, and looking at local and state cases, he removed the mask mandate for inside municipal buildings.
- A test kit distribution was held last week. The turn out was significantly less than the first distribution event. He informed the Council and the public that the Health Department is handing out test kits and masks if anyone needs any. They were handed out at the transfer station this past weekend.
- We have been working and continuing to work on the upcoming year's budget. We hope to have it wrapped up by early next week.
- The Warehouse withdrew their IWWA permit as a result of receiving the peer review. Time was running out before they could address any of the issues. They will be resubmitting their application in the near future.
- The apartments on Route 3 and Court Street are moving forward. The property sold, a new developer is taking over and is resubmitting an application to PZC.
- The Red Lion property is continuing talks with the developer.
- We are looking at putting a charging station at Town Hall and in the Community Field Road parking lot. They will be using a grant proposed by Eversource.
- Town Engineer Jon Harriman is looking at using the money from DOT to classify the culvert at Shadow Lane as a bridge so we can receive funding to assist with the drainage problem in that area.
- We are working with Little League regarding lighting at Henderson Field. The Town Attorney recommends we get a letter in writing stating that if Little League defaults, then the bank would not hold the Town responsible. After that happens, he will be comfortable and ready to allow them to make an application to the PZC.

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

Police Chief LaMontagne submitted a written report and presented it to the Town Council.

In addition to her written report, she added the following:

- Recruits Cyr and Sylwia are attending the Academy and are in the commuter class. They will be graduating in the beginning of August.
- On January 30<sup>th</sup>, there was a robbery at the CITGO station. All officers responded, there was great coordination, communication, and they managed to seize his car and gather a significant amount of evidence. The person was captured and it was a swift arrest. This person is a suspect in numerous other robberies.

#### H. FINANCIAL/FINANCE DIRECTOR'S UPDATE

##### 1. Budget Report

Finance Director Marianne Sylvester submitted a written report and presented it to the Council. She informed the Town Council that as of last week, we have spent \$65,000 in overtime this winter. She also informed the Council that the CCM anticipated revenue in Education Cost Sharing will be \$86,000 more in this coming year than what it was in this past year.

##### 2. Tax Refunds

**MOTION** made by A. Waters and **SECONDED** by J. Henehan to approve Tax Refunds 1-16.

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

**Motion carried.**

##### 3. Approve refund of \$70.00 to Adam Zalinski as a result of overpayment in tax dollars due to assessment.

**MOTION** made by A. Waters and **SECONDED** by S. Fortenbach to approve the \$70.00 refund to Adam Zalinski as a result of overpayment in tax dollars.

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

**Motion carried.**

##### 4. To approve use of American Rescue Plan Act Funds under Revenue Replacement Category.

**MOTION** made by S. Fortenbach and **SECONDED** by A. Waters to approve use of American Rescue Plan Act Funds under the Revenue Replacement Category.

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

**Motion carried.**

##### 5. Discussion and possible action regarding use of American Rescue Plan Act Funds for tennis courts at Watrous Park

A brief discussion was held.

Public Works Director Russo was in attendance and explained this is something we would go out to bid for. He suggested we fix the Tennis Courts at Watrous Park vs. the High School because they will be available to use during the day.

Athletic Director and resident Kelly Maher, 31 River Road is in favor of using these funds to renovate the tennis courts because they bring kids and parents to the park. Tennis is both a leisure and a competitive sport bringing kids of all ages to use the tennis courts. They will be used all day.

Lydia Murphy, Cromwell High School Math Teacher, Tennis Coach, and resident, 15D Country Squire Drive feels that the tennis court at Watrous Park needs to be renovated. It is currently a danger to the community and the players. If it is not renovated there will not be any useable courts in Town. She added that Pickleball is a growing sport and can also be played on the tennis courts.

Kelly, Number one on Tennis Singles for Cromwell High School feels that the tennis courts are vital and important to the team and community. These courts feel like home to many people and it is important that there are playable tennis courts in Town.

**MOTION** made by J. Donohue and **SECONDED** S. Fortenbach to approve the use of American Rescue Plan Act funds for tennis courts in the amount of \$900,000 to allow Public Works and the Town Manager to begin the process of going out to bid to get the courts ready for the season.

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

***Motion carried.***

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

Public Works Director Russo reported the following:

- He complimented his crew on the work they did with both storms. They worked almost 24 hours during the last storm. He kept in communication with the Superintendent throughout the storm's duration.
- Rail 99 opened his business for the crew and cooked them breakfast. He thanked and praised the owner for opening for them when everyone else was closed during the snowstorm.
- He will continue to work on the tennis courts and to work with Mike Conant on suggestions on how to get seasonal workers to the parks. They are going to come up with a plan for all fields.
- He presented his budget to the Town Manager and Director of Finance. There is a cost increase in the Public Works World, everything has increased in price.

- As far as the snow overtime, he charts the numbers and gets 3-5-year averages. He said the numbers are usually 5% of each other. Charting helps him project budget numbers for overtime.
- He would like to assist the Town Manager with the lighting proposal at Henderson Field as he has previous experience similar projects.

**J. CITIZEN COMMENTS**

Brian Grogan, 2 Gatesville Lane. He came to the meeting tonight regarding C.G.S. 12-124(a)(b). He received a notice that his house was coming up for tax sale because he owes taxes. He believes this statute will allow for his real estate taxes to be paid upon his death or transfer of the property. He is asking for the Town Council's consideration. He added that he had \$35,000 stolen from him which set him back in paying his taxes. His case was finally just resolved. He again asked to have his taxes postponed.

**K. NEW BUSINESS**

**1. Rename Allen Place to Allen Road**

Town Manager Salvatore explained to the Town Council that the road was approved in the 1930's as Allen Place. To make the name of the road consistent in all places where it is referenced, we would like to formally change it to Allen Road.

**MOTION** made by S. Fortenbach and **SECONDED** A. Waters to rename Allen Place to Allen Road.

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

**Motion carried.**

**L. APPROVAL OF MINUTES**

**1. January 12, 2022 Regular Meeting Minutes**

The following change was made: To add Shannon Hughes-Brown as a regular member appointment to the Building Committee.

**MOTION** made by P. Luna and **SECONDED** S. Fortenbach to approve the Regular Meeting Minutes of January 12, 2022 as amended.

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

**Motion carried.**

**2. January 12, 2022 Special Meeting Minutes**

**MOTION** made by P. Luna and **SECONDED** S. Fortenbach to approve the Special Meeting Minutes of January 12, 2022 as presented.



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

**M. RESIGNATIONS.**

- 1. Board of Assessment Appeals**
  - a. Angela Ryan

**MOTION** made by S. Fortenbach and **SECONDED** J. Demetriades to accept the resignation of Angela Ryan from Board of Assessment Appeals with regret.

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

**N. APPOINTMENTS**

- 1. Building Committee**
  - a. Jessica Lamb
  - b. Heather Jacobs

**MOTION** made by J. Demetriades and **SECONDED** S. Fortenbach to appoint Jessica Lamb and Heather Jacobs to the Building Committee as Alternate Members.  
**In favor:** A. Spotts, J. Donohue, J. Demetriades, S. Fortenbach, J. Henehan, P. Luna, A. Waters.  
**Motion carried.**

**O. INFORMATIONAL ITEMS**

- Councilman Demetriades informed the Town Council that LGBTQ partnered with Community Theater for the Laramie project. Custodial fees are about \$600, which is outside of their budget. They planned two fundraisers for Spring instead. The Community Theater will ask the town for an allocation for the play. They plan to approve the letter at the next meeting. Tickets will be sold for \$10 each. The proceeds will be split between the LGBTQ Commission and the Community Theater.

**P. EXECUTIVE SESSION**

**MOTION** made by P. Luna and **SECONDED** by J. Henehan to come out of Executive Session. The Board came out of Executive Session at 9:07 p.m.

**MOTION** made by S. Fortenbach **SECONDED** by J. Henehan to provide the Director of Finance a \$6,000 health benefit upon the date of her retirement.

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

**Q. ADJOURN**

**MOTION** made by S. Fortenbach and **SECONDED** by J. Henehan to adjourn.  
The meeting adjourned at 9:28 p.m.

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

**Motion carried.**

Respectfully submitted,

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

Amanda Calve  
Secretary

Good Morning - below is my report for tonight's meeting as I am unable to attend in person. Thank you!

BOE Report for Town Council Meeting Wednesday Feb. 9th

Our board met last night and approved our CHS course of study which had some newly added classes, changes to the structure of our leveled classes as well as gpa calculation. We also discussed the new CHS and CMS schedule planned for next fall which drops the 90 minute block schedule and instead we move to an 8 period drop schedule, which means there are 6 classes per day that are generally 55 minutes long with the exception of one day that has all 8 classes that meet for a shortened time. It's a rotating schedule and it varies by school. It also adds an advisory period at CHS where students can schedule a meeting with their teachers or use the time for clubs or other purposes. This information can all be found on our website in the references to the agenda.

Our board also voted unanimously to pass our 2022-2023 Proposed Board of Education Budget at 3.81% after Dr. Macri responded to a variety of questions from board members. The drivers for the increase are salaries and special education costs.

It was reported that positive covid cases are trending down in the past two weeks and the district is awaiting further guidance in relation to the anticipated end to the mask mandate.

Our board would also like to express support for the tennis court project on the town council agenda for tonight's meeting as our students do utilize them and we want them to be as safe as possible. Our CHS tennis courts are no longer usable so the district does rely on the Watrous Park courts for our student tennis players.

Our meeting can be viewed on you tube and our next meeting is scheduled for March 8th. Any changes that come out prior to then will be communicated by our district leadership.

Respectfully Submitted,

Celina Kelleher

Board of Education Chair

**TOWN OF CROMWELL  
PUBLIC HEARING  
MONDAY, FEBRUARY 28, 2022 – 4:15 P.M.  
TOWN HALL COUNCIL CHAMBERS**

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Mayor Spotts opened the Public Hearing at 4:15 p.m. and read the legal notice below into the record:

**LEGAL NOTICE  
TOWN OF CROMWELL**

The Town Council of the Town of Cromwell, Connecticut will hold a Public Hearing on Monday, February 28, 2022 at 4:15 p.m. in the Cromwell Town Hall, Council Chambers, located at 41 West Street, Cromwell, CT regarding the proposed 2022-2023 (five year) Capital Improvement Program. Citizens may direct comments regarding the proposed Capital Improvement Program to [mayor@cromwellct.com](mailto:mayor@cromwellct.com).

A copy of the Capital Improvement Program, in its entirety, is available for public inspection at the office of the Town Clerk, 41 West Street, Cromwell, Connecticut and will be posted online at [www.cromwellct.com](http://www.cromwellct.com).

Dated at Cromwell, Connecticut this 17th day of February 2022.

Allan Spotts, Mayor  
For the Town Council

Mayor Spotts then gave the opportunity for anyone from the public to speak.

**Ann Keiser of 7 Hill Lane** asked the Town Council and the Mayor to revisit the issue of the limited space for the Cromwell Senior Center and the Recreation Department. For many years we have focused on increasing businesses in our town to help support taxes. In addition, we have focused on the needs of the space available for our schools. I feel it is now time to focus on the needs of the Senior Center and the Recreation Department and find a way to create a Community Center.

Now that there is an effort to determine what will be done with the Middle School, perhaps this is an opportunity to work together to see if we can tie together an effort to fit the need of the three groups.

Mayor Spotts read the letter below from **Luella D. Landis, Chair of Senior Services Commission** into the record:

Dear Mayor Spotts and Town Council Members:

This letter is being sent to express concerns regarding the numerous space needs of the Cromwell Senior Center. It is critical that plans be made to ameliorate these conditions and that fiscal planning be given to the building of a new Community/Senior Center. Over the past years, this issue has been raised numerous times-- now is the time to act!

One of the Town Manager's goals in 2021-2022 was to address the space needs of the center, and he requested \$40,000 in last year's Capital Plan to do a space study, with the results being that we do not have adequate space where we are currently at in the Town Hall, and after buildings at Pierson Park were looked at, they were deemed too small for our needs. At this point no funds have been requested for any further action. Now is the time to act!

Were it not for the fact that there are serious medical situations within my family, I would be at tonight's meeting. Unfortunately, I cannot be there. Thanks for your consideration.

**MOTION** made by J. Donohue and **SECONDED** by S. Fortenbach and was unanimously approved to close the Public Hearing.

The Public Hearing closed at 4:20 p.m.

Respectfully submitted,



Amanda Calve  
Secretary

**TOWN OF CROMWELL  
TOWN COUNCIL  
TOWN HALL COUNCIL CHAMBERS  
SPECIAL MEETING – BUDGET WORKSHOP**

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**Monday, February 28, 2022 at 4:30 p.m.  
Meeting Minutes**

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

Also Present: Town Manager Salvatore, Finance Director M. Sylvester, Public Works Director W. Russo

**A. CALL TO ORDER**

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

**B. BUDGET WORKSHOP**

1. Discussion and Action on General Fund Budget Requests
  27. Public Works (includes all divisions) - \$4,797,205

**Motion** made by J. Demetriades and **seconded** by J. Donohue and *unanimously carried* to begin discussion regarding the Public Works Budget.

Director Russo was present to answer questions of the budget.

**Motion** made by S. Fortenbach and **seconded** by J. Henahan and *unanimously carried* to approve \$4,797,205.

27. Administration - \$279,922
28. Engineering – \$246,354
29. Solid Waste Removal/Recycling Center – \$878,220
30. Highway Department - \$1,505,106
31. Vehicle Maintenance – \$330,200
32. Building Maintainer – \$656,972
33. Parks & Grounds – \$451,431
34. Utilities – \$449,000

Town Manager Salvatore and Public Works Director Russo presented the Public Works Capital Plan Requests and answered questions of the Council.

**3. Elections Department - \$80,209**

**Motion** made by J. Demetriades and **seconded** by S. Fortenbach and *unanimously carried* to approve \$80,209.

**4. Economic Development Commission - \$21,402**

**Motion** made by S. Fortenbach and **seconded** by J. Henehan and *unanimously carried* to approve \$21,402.

**4a. Redevelopment Agency - \$900**

**Motion** made by S. Fortenbach and **seconded** by A. Waters and *unanimously carried* to approve \$900.

**5. Town Planner - \$140,299**

**Motion** made by S. Fortenbach and **seconded** by J. Henehan and *unanimously carried* to approve \$140,299.

**6. Development Compliance - \$109,799**

**Motion** made by S. Fortenbach and **seconded** by P. Luna and *unanimously carried* to approve \$109,799.

**23. Planning and Zoning Commission - \$3,525**

**Motion** made by S. Fortenbach and **seconded** A. Waters and *unanimously carried* to approve \$3,525.

**24. Zoning Board of Appeals - \$1,250**

**Motion** made by J. Henehan and **seconded** by P. Luna and *unanimously carried* to approve \$1,250.

**25. Inland Wetlands - \$1,900**

**Motion** made by P. Luna and **seconded** by A. Waters and *unanimously carried* to approve \$1,900.

**26. Conservation Commission - \$1,210**

**Motion** made by S. Fortenbach and **seconded** by J. Demetriades and *unanimously carried* to approve \$1,210.

**35. Emergency Management - \$21,050**

**Motion** made by S. Fortenbach and **seconded** by J. Henehan and *unanimously carried* to approve \$21,050.

**38. Health Department - \$205,377**

**Motion** made by P. Luna and **seconded** by S. Fortenbach and *unanimously carried* to approve \$205,377.

**The Council took a 5-minute recess at 5:45 p.m.**

**43. Recreation Department - \$277,639**

**Motion** made by S. Fortenbach and **seconded** by J. Henahan and *unanimously carried* to approve \$277,639.

**Motion** made by J. Donohue and **seconded** by S. Fortenbach to approve the 2022-2023 proposed program hourly rate increases for recreation staff to include camps, programs, and referees.

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

**Motion carried.**

**12. Donations and Dues - \$49,872**

**Motion** made by P. Luna and **seconded** by J. Henahan to approve \$49,872.

**In favor:** A. Spotts, S. Fortenbach, J. Donohue, J. Henahan, P. Luna, and A. Waters

**Abstained:** J. Demetriades

**Motion carried.**

**13. Legal Expenses - \$232,100**

**Motion** made by S. Fortenbach and **seconded** by J. Henahan and *unanimously carried* to approve \$232,100.

**14. Central Services - \$210,401**

**Motion** made by P. Luna and **seconded** by S. Fortenbach and *unanimously carried* to approve \$210,401.

**15. Insurance Expense - \$607,610**

**Motion** made by J. Demetriades and **seconded** by S. Fortenbach and *unanimously carried* to approve \$607,610.

**17. Town Council - \$42,130**

**Motion** made by S. Fortenbach and **seconded** by P. Luna and *unanimously carried* to approve \$42,130.

**18. Board of Finance - \$1,350**

**Motion** made by S. Fortenbach and **seconded** by P. Luna and *unanimously carried* to approve \$1,350.

**20. Charter Revision Commission - \$3,000**

**Motion** made by A. Waters and **seconded** by S. Fortenbach and *unanimously carried* to approve \$3,000.



**21. Board of Assessment Appeals - \$1,200**

**Motion** made by S. Fortenbach and **seconded** by J. Henehan and *unanimously carried* to approve \$1,200.

**22. Committee to Support Disabled People - \$100**

**Motion** made by P. Luna and **seconded** by J. Henehan and *unanimously carried* to approve \$100.

**2. Any other Budget Matters**

None.

**C. ADJOURN**

**Motion** made by J. Donohue and **seconded** by J. Demetriades and *unanimously carried* to adjourn.

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

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

Amanda Calve  
Secretary



## **Town of Cromwell Office of the Town Manager**

Nathaniel White Building  
41 West St  
Cromwell, CT 06416

Anthony J. Salvatore, Sr.  
Town Manager

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

### **MEMORANDUM OF UNDERSTANDING REGARDING HENDERSON FIELD LIGHTING PROJECT**

This Memorandum of Understanding ("MOU") is made by and between the Town of Cromwell, Connecticut ("Town"), acting herein through its Town Manager, and the Cromwell Little League ("CLL"), acting herein through \_\_\_\_\_ its \_\_\_\_\_ (collectively hereafter the "Parties").

**WHEREAS**, the Town of Cromwell owns Henderson Field.

**WHEREAS**, CLL would like to install lighting at Henderson Field (the "Lighting Project").

**WHEREAS**, CLL will be seeking financing for the Lighting Project from Key Bank, N.A.

**WHEREAS**, the Town is willing to allow CLL to install the Lighting Project pursuant to the following terms:

1. Upon installation, the lights become the property of the Town and the Town shall have ultimate authority over their utilization;
2. CLL shall have the responsibility for maintenance and repair of the lights;
3. CLL shall receive all necessary permits and approvals for the Lighting Project prior to commencement of any installation;
4. The lights shall be of an optimal environmentally sound and low impact design and shall be installed in a manner that light does not reflect on abutting properties; and
5. CLL shall hold harmless and indemnify the Town for all claims relating to the lights, including but not limited to personal injuries and property damage of any kind whatsoever and/or any default in payment terms with Key Bank.

**NOW WHEREFORE**, in consideration of the foregoing, the Parties hereto mutually agree to the foregoing terms and have set their hands this \_\_\_\_\_ day of February 2022.

\_\_\_\_\_  
Anthony Salvatore  
Town Manager  
Town of Cromwell  
Duly Authorized

\_\_\_\_\_  
Cromwell Little League  
Town of Cromwell  
Duly Authorized