

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

**REGULAR MEETING AGENDA
Wednesday, December 14, 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**
 - 1. CMS Building Committee
 - a. Review of Cromwell Middle School New Building placement and layout with possible action to approve the extension of current school property line to include area within parcel "C" of the Watrous Park property map.
- 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. 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. Review and approve Library Policy Manual
- L. APPROVAL OF MINUTES**
 - 1. November 9, 2022 Regular Meeting Minutes

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

M. RESIGNATIONS

1. Joseph Fazekas, Economic Development Commission
2. Joseph Fazekas, Redevelopment Agency

N. APPOINTMENTS/REAPPOINTMENTS

Reappointments:

1. Conservation Commission

- a. Scott Lamberson (D), regular member for a term expiring 1/2026
- b. John Whitney (D), regular member for a term expiring 1/2025

2. Economic Development Commission

- a. Richard Nobile (R), regular member for a term expiring 3/2026
- b. Jay Polke (R), regular member for a term expiring 3/2026
- c. Marilyn Teitlebaum-Dworkin (D), regular member for a term expiring 3/2025

3. Inland Wetlands and Watercourses Agency

- a. Joseph Corlis (D), regular member for a term expiring 12/2026
- b. Wynn Muller (R), regular member for a term expiring 12/2026
- c. Peter Omicioli (R), regular member for a term expiring 12/2026

4. Redevelopment Agency

- a. Robert Donohue (R), regular member for a term expiring 12/2025
- b. Richard Nobile (R), regular member for a term expiring 12/2025

5. Planning and Zoning Commission

- a. Robert Donohue (R), regular member for a term expiring 12/2023

O. INFORMATIONAL ITEMS

P. EXECUTIVE SESSION

1. Sale of Town Property (*action is possible*)

Q. ADJOURN

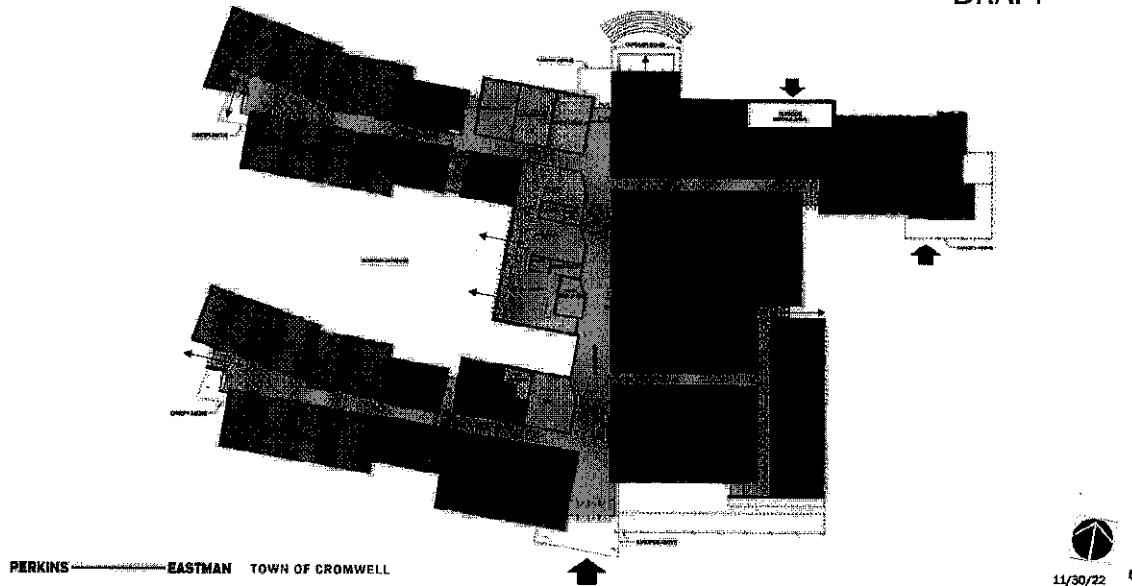


Town Council Report
December 14, 2022
As of 12/6/22

The Building Committee and Perkins Eastman further developed the new Cromwell Middle School building layout and is on track to finish the Schematic design phase at the end of the year.

FIRST FLOOR PLAN

DRAFT



Once the schematic design is complete, the project manager and architect will prepare a project price estimate to help inform decision making for the next phase of the project.

The Building Committee interviewed Construction Management firms last week and the selected firm will be brought on to the project by the end of the year. The committee also selected a Commissioning Agent, Sustainable Engineering Solutions.

The committee completed a tour of North Haven Middle School last Thursday, which is a Perkins Eastman design.

There is an agenda item for tonight's meeting to approve the extension of the current school property line to include area within parcel "C" of the Watrous park property map.

The Town Manager did review the land use agreements of the property and it is acceptable to use the parcel for the school.

We appreciate your continued support of this project. It has been an incredibly productive 2022 and we look forward to breaking ground in 2023!

Respectfully Submitted,
Rosanna Glynn
Chair, CMS Building Committee

Calve, Amanda

From: Rosanna Glynn <rcglynn77@gmail.com>
Sent: Tuesday, December 6, 2022 11:24 AM
To: Butkus, John
Cc: Steve Fortenbach; Salvatore, Anthony; Shannon Hughes-Brown; Heather Jacobs; Joe Culotta (j.culotta@perkinseastman.com); Calve, Amanda
Subject: Re: Land use verbiage
Attachments: Site parcel acreage calcs.pdf; ATT00001.txt

Ok so simple agreement verbiage by the TC to use the land should be sufficient.

Amanda - please add this item to the TC agenda for next week.

1. Review of CMS New Building placement and layout with possible action to approve the extension of current school property line to include area within parcel "C" of the Watrous park property map.

Thanks!

Rosanna Glynn

> On Dec 6, 2022, at 10:59 AM, Butkus, John <John.Butkus@arcadis.com> wrote:

> Rosanna:

> I am not aware of any specific language that would be required. The four parcels we wish to receive clearance for were articulated in the recent backup information for the SCG-053 form. If the town's action refers to the parcels by the designations that were provided to us, that would be the best I can envision. See the attached map. Parcels A, B, C and D are what we are speaking of.

> Jack

>

>

> John J. Butkus, AIA | Licensed Architect CT / NH | CT Building

> Official (Ret) Senior Program Manager Arcadis U.S., Inc.

> 241 Main Street, Second Floor North | Hartford, CT | 06106 | USA

> Direct 860-503-1510 Mobile +1 860 682 2034

>

> www.arcadis.com

>

>

> -----Original Message-----

> From: Rosanna Glynn <rcglynn77@gmail.com>

> Sent: Tuesday, December 6, 2022 10:34 AM

> To: Butkus, John <John.Butkus@arcadis.com>; Steve Fortenbach

> <S.Forte1977@icloud.com>; Anthony Salvatore

> <asalvatore@cromwellct.com>; Shannon Hughes-Brown

> <shannon.m.hughes@gmail.com>; Heather Jacobs

> <heatherjacobs328@gmail.com>

> Subject: Land use verbiage

>

> Jack

>

> At the town council meeting next week, Perkins Eastman and I will present the proposed middle school layout and request authorization to use the Watrous Park land for BoE use. Is there any specific verbiage that needs to be used, and voted on, that will be required by the state? I want to make sure this is clean from the start. If you have recommend verbiage, please forward along.

>

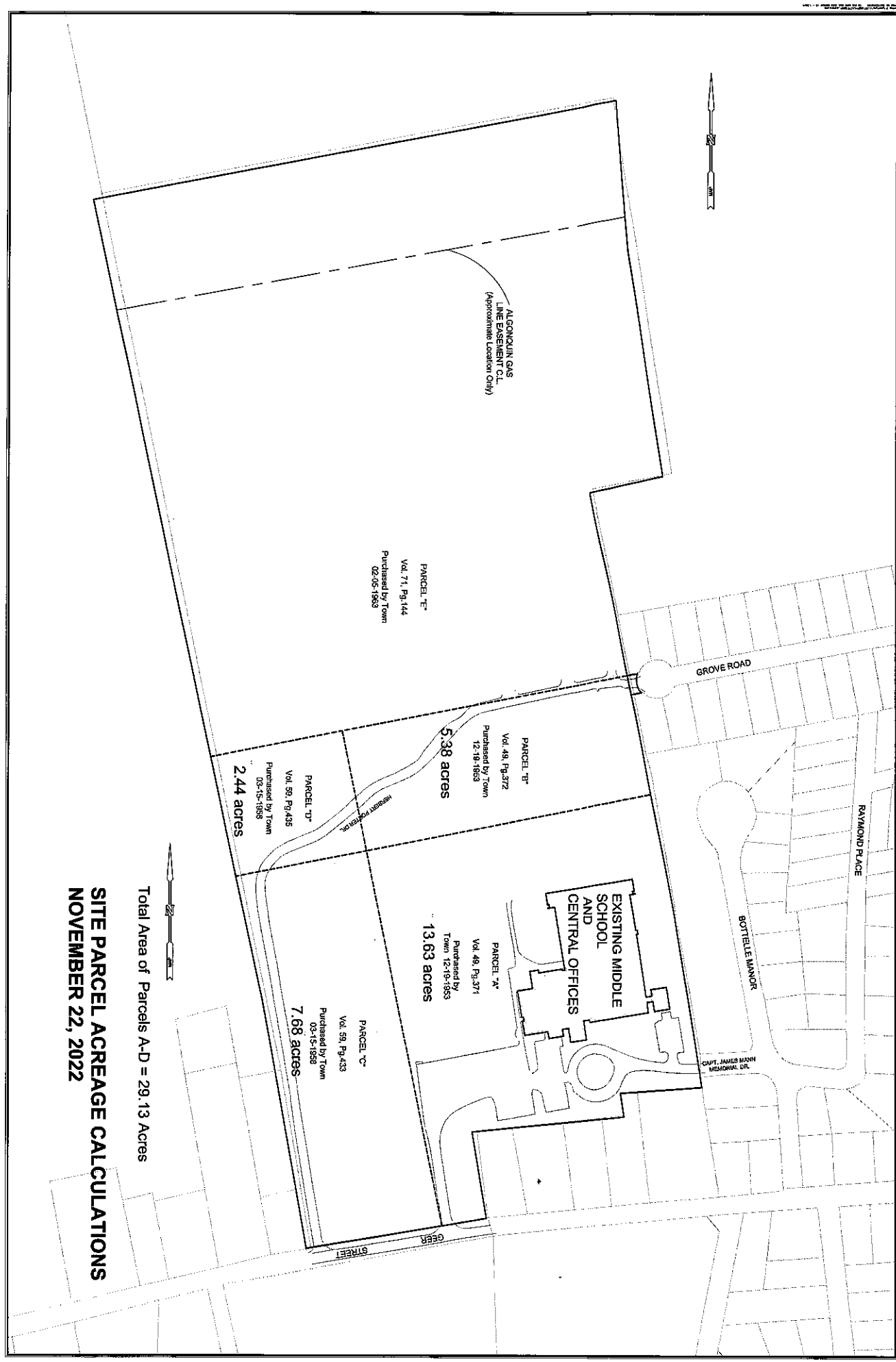
> Thank you!

> Rosanna Glynn

> CMSBC Chair

> 860-830-6548

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ALGONQUIN GAS
LINE EASEMENT C.L.
(Approximate Location Only)

PARCEL "E"
Vol. 71, Pg. 144
Purchased by Town
02-05-1963

PARCEL "B"
Vol. 48, Pg. 372
Purchased by Town
12-18-1953

PARCEL "D"
Vol. 59, Pg. 435
Purchased by Town
03-15-1958

PARCEL "A"
Vol. 48, Pg. 371
Purchased by
Town 12-18-1953

PARCEL "C"
Vol. 59, Pg. 433
Purchased by Town
03-15-1958

GROVE ROAD

RAYMOND PLACE

BOTTLELLE MANOR

CAPT. JAMES MANN
MEMORIAL DR.

GEER STREET

Total Area of Parcels A-D = 29.13 Acres

SITE PARCEL ACREAGE CALCULATIONS
NOVEMBER 22, 2022

Memo

To: Town Manager Salvatore
From: Kara Canney
Date: 12/7/2022
Re: Cromwell Belden Public Library Report

Statistics for the month of November

Door Count: 3,888

Circulation: 7,582

Programs: 35 **Attendance:** 400

Downloads: (Overdrive, Hoopla, Kanopy) 855

Computer Sessions: 247

Study Rooms: 95 hours/76 People

Staffing: New LTA started on Monday, December 5th. Still down two part-time library assistants.

Collection Development: Our non-traditional collections are expanding. We currently offer various lawn games, backyard movie kits, metal detectors and many others, but the two new kits that will be rolled out soon are an Ooni pizza oven and a homemade pasta kit. This collection was made possible by the Community Foundation of Middlesex County and the Peach Pit Foundation.

Christmas and Hanukah books were gift wrapped and presented with bows for circulation (12 days of Christmas and 8 nights of Hanukah). All 16 Christmas kits were borrowed on the day we announced them and only a few Hanukah kits remain.

Outreach/Partnerships: The library brought their lights and backdrop to the Mayor's Tree Lighting. We thank the Recreation Department for including us again. The event is always organized, well attended and fun.

Programming: On 12/8 The New Haven Pizza school will be holding a demonstration on how to make authentic New Haven style pizza in your home oven.

We used our green screen to shoot Holiday family photos. This is our second year offering this completely booked event.

Our intro to 3D printing events have been very well attended and beginning in January, the public will be able to have items 3D printed for them.

Noon Year's Eve will take place on 12/31 with a Countdown to Noon for all that want to celebrate.

Other: The library green house is actively growing bulbs and flowers. Seeds for the children's garden will be planted this February/March. The green house was purchased with funds from a Lowes Hometown grant.

Santa is on the roof of the library! And he landed in his helicopter. The building maintenance department was very generous in securing the inflatable.

1st Amendment Audits are becoming more frequent in CT libraries and town halls. Recently an employee in Ridgefield was charged with disorderly conduct for swatting a file folder in the face of a videographer. My staff is aware and prepared for an audit.

Senior Center

Grant Updates:

Awarded grant for \$2880.00 for Tai Ji Quan Moving for Better Balance (our second award to run a second class). This class meets 2x a week for 26 weeks. Class started 11/29/22

Applied for a grant through the Community Foundation of Middlesex County Grant for new Electronic Bingo machine and display board- awaiting award announcement

Awarded 100% funding from CT DOT for a new 16 passenger wheelchair bus earlier this year. Awaiting delivery but its delayed to at least summer of 2023 due to part shortages.

Remaining December Special Senior Center Program Updates:

The Senior Center Drama Club is performing, "Scrooge...A Comedy??" on December 15th in the Gym. We invite all of the Town Council to come out and see them! We have 65 signed up so far to attend!

The Great Senior Bake Off will crown the best baker in Cromwell. All are welcome to stop by for the tasting and voting on December 30th at 1:00pm.

Youth Services

Grant Updates:

Received an increase of \$7,246 for our FY23 DCF Grant award for a total of \$29,783

Received an increase in JRB funding for FY23. \$7,750 was awarded to support our JRB needs and growth.

Cromwell Youth Services was selected for the Big Brothers and Big Sisters pilot program by the Connecticut Youth Services Association and we are beginning to refer youth in need of mentors. We were awarded 4 spots for a 1-3 year mentorship.

Program Updates:

Warm the Children- 34 Youth received Warm Clothes through the Warm the Children program that Youth Services administered

Restorative Youth Diversion (Juvenile Review Board)- 6 current cases.

Diaper Bank- Youth Services started a Diaper Bank for Low Income Cromwell residents. Applications are coming in and donations being accepted for diapers.

Family Fun Fridays – Youth Services has hosted four free family engagement nights between September and December. Over 70 youth and their families enjoyed dinner and a fun art therapy workshop. Spending quality time together promotes communication, builds self-esteem, and improves mental health.

Many programs going on, please follow them on Facebook and Instagram to have up to date program info.

Human Services

Energy Assistance Program is seeing a significant increase in applicants. We have processed 106 applications since October and we are booked for appointments through January! Program runs October through April to help with winter heating costs.

Food Drives- Knights of Columbus ongoing food drive runs through December 17th. Food can be donated to The Cromwell Scout Center Saturdays 9am-3pm, M, T, F 1:00-5:00pm.

Holiday Programs

72 Children are being served by our Adopt a Family holiday gift program

104 Families received Thanksgiving food baskets

112 Families are picking up Holiday food baskets next week

Transportation

Our current fleet: As of 11/30/2022

#1 – 2011- 96,879 miles- This just had the new engine installed

#2 – 2012- 150,632 miles- this one is off the road currently awaiting parts/services

#6 – 2018- 55,798 miles- this one is the Portland Shared Bus (only have this bus every 2 weeks)

#7 –2018- 70,605 miles

#9 – 2019- 45,788 miles

On the 2 weeks that we don't have the Shared Bus, we borrow Recreation's van as we only have 3 vehicles.

DOT states useful Life of 16 passenger bus is 5 years or 150,000 miles, whichever comes first. So we are coming up to being beyond our life with most! We have been approved for a 100% DOT grant for a new bus and we will apply for the next round of funding, but with the age and mileage, we may have to look at adding to capital projects.




SCOTT KIERAS
RECREATION Director

SHELBY JONES
Program Coordinator

ROSANNE KRAJEWSKI
Administrative Assistant

MEMORANDUM

TO: Steve Fortenbach, Mayor of Cromwell

FROM: Scott Kieras, Recreation Director 

DATE: December 7, 2022

RE: Recreation Department Updates

Below is an update of information from our Department:

- ❖ Pavilion Rentals concluded on November 12th for the season. We had a total 67 rentals at Pierson Park and 64 rentals at Watrous Park between 3/1/22 – 11/12/22.
- ❖ Field Rentals concluded November 29th for the season (CHS Football). The following is the breakdown of how many dates were permitted to CHS, Cromwell base user groups, Outside user groups, etc. between 3/1/22 – 11/29/22.

CHS: 570

CMS: 525

Pierson: 525

ECS: 105

Riverport Park: 46

Watrous Park: 760

WIS: 1053

- ❖ Since January 1, 2022 we created and ran 82 different types of Recreational Programs. Of the 82 programs, some had multiple sessions, weeks, etc. which increase the total number of programs offered during this duration. For example, Camp Cromwell, our summer camp ran a total of 7 weeks. Yoga ran a total of 10 sessions since January 1st. We continue to research new program offerings for our residents and keep our programs fresh and consistent with neighboring communities.

- ❖ On a Town of Cromwell Farmers Market Vendors recommendation, we have created the 1st Annual Town of Cromwell Farmers Market Craft Fair on Saturday, December 10th. This Craft Fair will run from 9:00 AM – 2:00 PM in our Town Hall Gymnasium. Cost for table is \$35.00 dollars. We currently have 47 vendors booked with 6 vendors on the waitlist. We will have food trucks in the parking lot which will also bring in additional revenue. We are also exploring the option of adding additional tables in the hallway outside of gymnasium. I anticipate revenue of at least \$1,840.00 from this event. All monies will be added to the Town of Cromwell Farmers Market revolving account to start next season with positive seed money. In less than 1 months' time, we have marketed, promoted, recruited vendors, food trucks, etc. Because of this, with an early start in January I am confident we can grow our Town of Cromwell Farmers Market in a similar way.
- ❖ We had our Mayors Tree Lighting on Monday, December 5th. We had a great turnout and had representatives from the following town agencies:

Recreation
Library
Youth Services
Police
Fire
Parks
Building Maintenance
Cromwell Historical Society
Cromwell Children's Coalition
Cromwell Arts Alliance
Cromwell Girl Scouts
National Honor Society
Town Council members



This continues to be a great event. We will continue to research new ideas to make this Town Event even better next season.

If you need further information concerning the aforementioned information do not hesitate to contact my office. Thank you.

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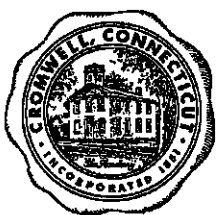
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Town of Cromwell

Office of the Town Manager

TOWN MANAGER'S REPORT

Date: December 6, 2022

To: Members of the Town Council

From: Anthony J. Salvatore, Town Manager

Subject: Town Manager's Report for 12/14/2022 Town Council Meeting

- We are moving along with Climate/Culture Study. A contract with BerryDunn has been finalized and signed. Please see the attached memo from Marianne for more information.
- We are continuing to move forward with the Cromwell Middle School Project. On December 6th, Perkins Eastman presented the Site Plan for Town Staff for comment.
- Bay Crane completed the project at 60 River Road. Ultimately, it took a total of 5 days for a fee of \$14,500. This fee also included payment for restoration of the site.
- On Veterans day, I spoke at the Cromwell High School Breakfast, Cromwell Middle School Assembly, and the American Legion event that was held in the Town Hall Gym.
- I attended the swearing-in of Fire Chief Brade on November 19th
- Marianne's last day was November 25th. A retirement luncheon was held on Monday, November 21st for Marianne. There was a great turn out. Thank you to everyone who attended!
- The Mayor's Tree lighting was postponed to Monday, December 5th. Recreation did a great job coordinating the event and I commend all Town Staff who participated. There was a great turn out.
- We had a meeting regarding the Farmers Market. A Farmers Market Craft Fair will be held on December 10, 2022. All vendor spaces were filled. We anticipate a great turn out.

TOWN OF CROMWELL

DATE: DECEMBER 2, 2022
TO: ANTHONY J. SALVATORE, TOWN MANAGER
FROM: MARIANNE SYLVESTER
RE: ORGANIZATIONAL CULTURE ASSESSMENT

A contract with BerryDunn has been finalized and signed. The Town Manager, Sherry McGuire, and myself met with representatives from the firm to fully discuss the scope of the project, identify stakeholders, and set up a project schedule. Additionally, data collection options were discussed and input on survey questions was provided. The Mayor was invited, but was unable to attend.

The Town Manager will issue a project kick-off announcement on December 7th, informing all employees of the project and process. Surveys will be distributed shortly thereafter, with follow-up interviews in January. We anticipate a prioritized list of key recommendations to be completed by the end of March.

Updates to the Town Council will be provided as more information is available.

TOWN OF CROMWELL

DATE: DECEMBER 6, 2022
TO: ANTHONY J. SALVATORE, TOWN MANAGER
FROM: SHARON DEVOE, FINANCE DIRECTOR
RE: DECEMBER TOWN COUNCIL REPORT

I am submitting budget reports for fiscal year 2023 for the Town Council meeting on December 14th. The reports reflect activity through the end of November.

There are no areas of concern at this point in the fiscal year, although we continue to keep an eye on both expenditures and revenues in general.

We received a draft of our annual comprehensive financial report. The report is currently being reviewed by the Finance Department and our independent auditors. The final report will be available mid-December. In your packet is a memo regarding Long Range Capital planning.

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

Thank you.

TOWN OF CROMWELL, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2023-05

JOURNAL DETAIL 2022-1 TO 2023-13

| | ORIGINAL APPROP | TRANSFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |
|---------------------------------|--------------------|-----------------------|-------------------|--------------|------------|---------------------|-------------|
| 001 GENERAL FUND | | | | | | | |
| 001 TOWN MANAGER'S OFFICE | 387,846 | 1,537 | 389,383 | 146,672.73 | 2,081.37 | 240,628.46 | 38.2% |
| 002 TOWN CLERK'S OFFICE | 215,953 | 0 | 215,953 | 78,999.86 | 17,372.38 | 119,580.76 | 44.6% |
| 003 REGISTRAR OF VOTERS | 80,209 | 104 | 80,313 | 38,386.31 | 7,805.50 | 34,120.71 | 57.5% |
| 004 PLANNING COMMISSION | 3,525 | 0 | 3,525 | 754.95 | 508.86 | 2,126.19 | 35.9% |
| 005 ECONOMIC DEVELOPMENT | 22,302 | 0 | 22,302 | 459.99 | .00 | 21,842.01 | 2.1% |
| 006 BOARD OF FINANCE | 1,350 | 0 | 1,350 | 75.00 | .00 | 1,275.00 | 5.6% |
| 008 CHARTER REVISION COMM | 3,000 | 0 | 3,000 | 147.10 | .00 | 2,852.90 | 4.9% |
| 009 BOARD OF ASSESSMENT APPEALS | 1,200 | 0 | 1,200 | 103.00 | .00 | 1,097.00 | 8.6% |
| 010 ZONING BOARD OF APPEALS | 1,250 | 0 | 1,250 | 160.72 | 95.25 | 994.03 | 20.5% |
| 011 INLAND WETLANDS | 1,900 | 0 | 1,900 | 556.00 | .00 | 1,344.00 | 29.3% |
| 012 COMM. FOR DISABLED PEOPLE | 100 | 0 | 100 | .00 | .00 | 100.00 | .0% |
| 013 DONATIONS AND DUES | 49,872 | 0 | 49,872 | 42,337.00 | 7,000.00 | 535.00 | 98.9% |
| 014 TOWN COUNCIL | 42,130 | 0 | 42,130 | 36,258.50 | 4,255.00 | 1,616.50 | 96.2% |
| 015 LEGAL EXPENSE | 232,100 | 0 | 232,100 | 49,577.70 | 154,840.30 | 27,682.00 | 88.1% |
| 016 CENTRAL SERVICES | 210,401 | 0 | 210,401 | 113,461.11 | 92,546.16 | 4,393.73 | 97.9% |
| 017 INSURANCE EXPENSE | 607,610 | 0 | 607,610 | 304,001.16 | 276,522.24 | 27,086.60 | 95.5% |
| 018 GENERAL EXPENSE | 754,002 | 0 | 754,002 | 746,345.65 | 2,383.50 | 5,272.85 | 99.3% |
| 019 DEVELOPER/PLANNER | 140,299 | 0 | 140,299 | 60,747.03 | 723.48 | 78,828.49 | 43.8% |
| 020 FINANCE DEPARTMENT | 443,179 | 1,557 | 444,736 | 181,148.00 | 1,218.26 | 262,369.96 | 41.0% |
| 021 TAX COLLECTOR | 159,943 | 0 | 159,943 | 59,875.48 | 169.08 | 99,898.44 | 37.5% |
| 022 ASSESSOR'S OFFICE | 246,990 | 723 | 247,713 | 102,540.35 | 1,725.05 | 143,447.92 | 42.1% |
| 030 PUBLIC WORKS ADMIN. | 279,922 | 610 | 280,532 | 104,054.90 | 20,124.18 | 156,353.10 | 44.3% |
| 031 ENGINEERING | 246,354 | 0 | 246,354 | 93,744.34 | 10,343.62 | 142,266.04 | 42.3% |
| 032 SOLID WASTE REMOVAL | 878,220 | 0 | 878,220 | 254,719.72 | 478,752.27 | 144,748.01 | 83.5% |
| 033 BUILDING INSPECTION | 210,771 | 0 | 210,771 | 81,301.14 | 4,233.31 | 125,236.55 | 40.6% |
| 034 HIGHWAY DEPT. | 1,505,106 | 0 | 1,505,106 | 393,688.27 | 356,085.37 | 753,332.36 | 49.8% |
| 035 BUILDING MAINTENANCE | 656,972 | 0 | 656,972 | 263,372.70 | 66,083.31 | 327,515.99 | 50.1% |
| 036 PARKS & GROUNDS | 451,431 | 0 | 451,431 | 159,578.54 | 38,212.05 | 253,640.41 | 43.8% |
| 037 PUBLIC WORKS-OTHER | 449,000 | 0 | 449,000 | 183,102.51 | 219,313.09 | 44,584.40 | 90.1% |
| 038 VEHICLE MAINTENANCE | 330,200 | 0 | 330,200 | 56,551.88 | 93,847.91 | 179,800.21 | 45.5% |
| 040 POLICE DEPARTMENT | 3,837,472 | 1,665 | 3,839,137 | 1,512,993.64 | 53,742.86 | 2,272,400.42 | 40.8% |
| 041 EMERGENCY MANAGEMENT | 21,050 | 0 | 21,050 | 5,719.36 | 4,977.32 | 10,353.32 | 50.8% |
| 042 ANIMAL CONTROL | 95,414 | 0 | 95,414 | 41,843.98 | .00 | 53,570.02 | 43.9% |
| 050 HEALTH DEPARTMENT | 205,377 | 83 | 205,460 | 84,113.54 | 36,738.08 | 84,607.97 | 58.8% |
| 051 HUMAN SERVICES | 137,217 | 634 | 137,851 | 54,368.07 | 69.44 | 83,413.20 | 39.5% |
| 053 SENIOR SERVICES | 136,972 | 0 | 136,972 | 52,871.38 | 9,708.57 | 74,392.05 | 35.7% |
| 054 YOUTH SERVICES | 107,755 | 69 | 107,824 | 33,616.66 | 4,094.08 | 70,112.91 | 45.0% |
| 055 TRANSPORTATION SERVICES | 152,064 | 250 | 152,314 | 57,000.66 | 5,943.92 | 89,369.38 | 41.3% |
| 060 RECREATION DEPARTMENT | 277,639 | 0 | 277,639 | 117,571.06 | 9,973.73 | 150,094.21 | 45.9% |
| 061 LIBRARY | 653,393 | 1,400 | 654,793 | 264,934.90 | 22,591.52 | 367,266.18 | 43.9% |

TOWN OF CROMWELL, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

JOURNAL DETAIL 2022 1 TO 2023 13

| | ORIGINAL APPROP | TRANSFRS/ADJUSTMTS | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |
|-----------------------------|-----------------|--------------------|----------------|---------------|--------------|------------------|----------|
| 070 BONDED DEBT | 3,429,499 | 0 | 3,429,499 | 457,725.00 | .00 | 2,971,774.00 | 13.3% |
| 080 EMPLOYEE BENEFITS | 4,208,128 | -8,531 | 4,199,597 | 1,430,518.85 | 1,100,831.73 | 1,668,246.23 | 60.3% |
| 090 BOARD OF EDUCATION | 33,996,415 | 0 | 33,996,415 | 9,726,148.99 | .00 | 24,270,266.01 | 28.6% |
| 119 DEVELOPMENT COMPLIANCE | 109,799 | 0 | 109,799 | 43,095.61 | 982.16 | 65,721.23 | 40.1% |
| 120 CONSERVATION COMMISSION | 1,210 | 0 | 1,210 | .00 | .00 | 1,210.00 | .0% |
| TOTAL GENERAL FUND | 55,982,541 | 99 | 55,982,640 | 17,437,243.33 | 3,105,894.95 | 35,439,501.75 | 36.7% |
| GRAND TOTAL | 55,982,541 | 99 | 55,982,640 | 17,437,243.33 | 3,105,894.95 | 35,439,501.75 | 36.7% |

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

TOWN OF CROMWELL, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

JOURNAL DETAIL 2022 1 TO 2023 13

| ORIGINAL APPROP | TRANSFRS/ADJUSTM'S | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |
|-----------------|--------------------|----------------|--------------|---------|------------------|----------|
|-----------------|--------------------|----------------|--------------|---------|------------------|----------|

001 GENERAL FUND

| | | | | | | | |
|---------------------------|-------------|---|-------------|----------------|-----|----------------|--------|
| 002 TOWN CLERK'S OFFICE | -372,000 | 0 | -372,000 | -163,888.56 | .00 | -208,111.44 | 44.1% |
| 021 TAX COLLECTOR | -47,894.122 | 0 | -47,894.122 | -28,034.399.08 | .00 | -19,859,722.92 | 58.5% |
| 022 ASSESSOR'S OFFICE | 500 | 0 | -500 | -20.50 | .00 | -479.50 | 4.1% |
| 030 PUBLIC WORKS ADMIN. | -45,900 | 0 | -45,900 | -15,223.91 | .00 | -30,676.09 | 33.2% |
| 033 BUILDING INSPECTION | -350,000 | 0 | -350,000 | -185,599.02 | .00 | -164,400.98 | 53.0% |
| 040 POLICE DEPARTMENT | -99,800 | 0 | -99,800 | -16,672.71 | .00 | -83,127.29 | 16.7% |
| 042 ANIMAL CONTROL | -550 | 0 | -550 | .00 | .00 | -550.00 | .0% |
| 050 HEALTH DEPARTMENT | -25,000 | 0 | -25,000 | -3,405.00 | .00 | -21,595.00 | 13.6% |
| 053 SENIOR SERVICES | -500 | 0 | -500 | -350.00 | .00 | -150.00 | 70.0% |
| 061 LIBRARY | 0 | 0 | 0 | -425.02 | .00 | 425.02 | 100.0% |
| 206 BOARDS & COMMISSIONS | -9,500 | 0 | -9,500 | -10,217.50 | .00 | 717.50 | 107.6% |
| 207 STATE OF CONNECTICUT | -5,627,265 | 0 | -5,627,265 | -1,818,751.44 | .00 | -3,808,513.56 | 32.3% |
| 208 MISCELLANEOUS SOURCES | -578,404 | 0 | -578,404 | -348,535.35 | .00 | -229,868.65 | 60.3% |
| 999 FUND BALANCE | -979,000 | 0 | -979,000 | .00 | .00 | -979,000.00 | .0% |
| TOTAL GENERAL FUND | -55,982,541 | 0 | -55,982,541 | -30,597,488.09 | .00 | -25,385,052.91 | 54.7% |

| | | | | | | | |
|-------------|-------------|---|-------------|----------------|-----|----------------|-------|
| GRAND TOTAL | -55,982,541 | 0 | -55,982,541 | -30,597,488.09 | .00 | -25,385,052.91 | 54.7% |
|-------------|-------------|---|-------------|----------------|-----|----------------|-------|

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

TOWN OF CROMWELL

DATE: NOVEMBER 28, 2022
TO: ANTHONY J. SALVATORE, TOWN MANAGER
FROM: MARIANNE SYLVESTER
RE: LONG RANGE CAPITAL PLANNING

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.

In August 2022, the committee met to review several projects that have come up in this manner. In attendance at this meeting, in addition to committee members, were Lou Spina (Public Works Director), Jon Harriman (Town Engineer), and Tommy Litwinczyk (BOE Facilities Director).

The following projects were discussed:

- CHS sports fields
- School roofs and other facility issues, including Edna C. Stevens School
- Road, sewer, sidewalk infrastructures
- Community/Senior Center
- Improvements to Pierson Park (grant-funded)

In addition, the new middle school was discussed with regard to the impact this project will have on the budget.

On October 25, 2022, the committee met again and the Town's underwriter, John Healy with Mesirow Financial, attended. Mr. Healey provided insight into the costs of borrowing and strategy for funding the new middle school project and the multi-sports field/school roof replacement projects. Grant opportunities may be available for some of the projects as discussed.

The Town was also granted American Rescue Plan Act funds totaling \$4,095,660. The available balance now stands at \$1,590,660. These funds must be committed by 12/31/2024 and fully expended by 12/31/2026. The Town Council voted to use the "Revenue Replacement" category for these funds,

providing the greatest flexibility for spending. Several projects continue to be considered; however, due to the fact that this is a “one-time revenue source”, use must be carefully weighed against all other options.

Projects currently being considered include, but are not limited to:

- Public Works radio system
- Stormwater infrastructure improv. (areas currently being evaluated)
- Road improvements, potentially related to stormwater, drainage, sanitary sewer, and water issues
- Fleet vehicle replacements
- Other facility, park, or infrastructure projects

As always, funding sources for projects and other unanticipated needs must be evaluated and planned carefully. Another Long-Range Capital Planning committee meeting is scheduled for December 20th.

| Posted Refund Transaction (s) | | TOWN OF CROWWELL | Int Date: 11/30/2022 | | Date: 11/30/2022 | Page: 1 | | | | |
|-------------------------------|--|------------------|--|--|------------------|--------------------|--------------|--------------|--------------------|--------------|
| Condition(s) : | Name | | Prop Loc/Vehicle Info. | | Paid Date | Tax | Int | L/F | Total Adjusted | Overpaid Tax |
| Bill | Address | | UniqueID/Reason | | | | | | | |
| Dist/Susp/Bank | Address | | | | | | | | | |
| 2021-03-0050052 | ACAR LEASING LTD 4001 EMBARCADERO DR ARLINGTON TX 76014-4106 | | 2019/26NAXUEVXK6227922 50052 | | 11/7/2022 | 451.13 601.48 | 0.00 0.00 | 0.00 0.00 | 451.13 601.48 | -150.35 |
| M001 | | | Sec. 12-129 Refund of Excess Payments. | | | | | | | |
| 2021-03-0055689 | HONDA LEASE TRUST 1919 TORRANCE BLVD TORRANCE CA 90501 | | 2020/5J8TCZH6XLL006532 55689 | | 10/19/2022 | 85.82 1,033.85 | 0.00 0.00 | 0.00 0.00 | 85.82 1,033.85 | -948.03 |
| M011 | | | Sec. 12-129 Refund of Excess Payments. | | | | | | | |
| 2021-03-0055776 | HUYNH TOAN T 495 RIVER ROAD GLENMONT NY 12077-4309 | | 2011/2T2BK1BA3BC115209 55776 | | 8/17/2022 | 294.44 353.49 | 0.00 0.00 | 0.00 0.00 | 294.44 353.49 | -59.05 |
| TOTAL | 3 | | | | | 831.39 1,988.82 | 0.00 0.00 | 0.00 0.00 | 831.39 1,988.82 | -1,157.43 |



CROMWELL POLICE DEPARTMENT

Denise Lamontagne
Chief of Police

MEMO

TO: Anthony Salvatore
Town Manager

FROM: Chief Denise Lamontagne 

SUBJECT: Town Council Report

DATE: December 1, 2022

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

Response to Aggression/Resistance: one (two officers)

Civilian Complaints: none

Training:

- Sergeant Maslauskas: NTIM: Responder Training Course
- Officer Chieffo, Camputaro, and Thomasson: COLLECT Recertification Training.
- Captain Sifodaskalakis, Sergeant Parsons, Officer Alassiri, Officer Dean, and Officer Camputaro: American Heart Association's CPR, AED, & Basic Life Support.
- Dispatcher Pangaro: Public Safety Telecommunicator Training
- Chief Lamontagne, Captain Sifodaskalakis, and Sergeant Penn: Active Shooter Preparedness Webinar
- Sergeant Parsons, Sergeant Penn, Officer Houghton, Officer Chieffo, Officer Perlini, Detective Tolton, Officer Brooks, and Officer Camputaro: CIRMA Virtra training (Decision Making and De-escalation).

Officer Nathan Cyr did not complete his Field Training Program and has separated from the department.

Dispatcher Pangaro has completed her dispatcher training and is on her own.

We did not hire any qualified candidates to send to the academy in December. We have begun a new testing cycle. We have a continuous recruitment effort for certified officers, however, we do not typically attract certified officers.

Incident Statistics Report

11/01/2022 00:00 Thru 11/30/2022 23:59

| Call Type Description | Total for Period |
|-------------------------------|------------------|
| 911 Hang Up Call | 9 |
| Administrative Matter | 16 |
| Alarm - All types | 10 |
| ALARM-FALSE BILLABLE | 20 |
| All Other Offenses | 3 |
| Animal Complaint | 32 |
| Assault, Aggravated | 1 |
| Assist Motorist | 17 |
| Assist Other Agency | 35 |
| Burglary | 2 |
| CAR WASH | 23 |
| Civil Matter | 1 |
| Counterfeit/Forgery | 1 |
| Credit Card/ATM Fraud | 1 |
| Criminal Mischief / Vandalism | 2 |
| Dis Conduct/BOP | 1 |
| Domestic Incident | 6 |
| DUI | 2 |
| Dumping | 1 |
| Escort | 3 |
| Extortion/Blackmail | 1 |
| False Pretenses/Swindling | 1 |
| Fingerprinting | 18 |
| FV Protocol / P.A. | 8 |
| Identity Theft | 4 |
| Impaired / Intox Person | 6 |
| Juvenile Incident | 16 |
| K-9 Assist | 4 |
| Larceny - From Building | 1 |
| Larceny - From MV | 2 |
| Larceny - MV Parts/Access | 3 |
| Larceny -Shoplifting | 25 |
| Larceny- Other | 4 |
| Medical Emergency | 49 |
| MEDICATION DISPOSAL BOX | 1 |
| Missing Person | 1 |
| MV Accident | 35 |
| MV Parking Violation | 6 |
| MV Theft | 5 |

Incident Statistics Report

11/01/2022 00:00 Thru 11/30/2022 23:59

| Call Type Description | Total for Period |
|------------------------------|------------------|
| MV Violation | 77 |
| MV VIOLATION ATTEMPTED | 7 |
| MVA NR PRIV PROP | 15 |
| Noise Complaint | 5 |
| Nursing Home Fax Report | 1 |
| Oper/Promo/Gamb | 1 |
| Property Check | 417 |
| Property Lost/Found | 7 |
| Property Seized | 2 |
| Record Only Call | 6 |
| Report of Gunshot | 1 |
| Road Cond/TCS Out | 13 |
| See Complainant | 45 |
| Serve Warrant INFO | 5 |
| Suspicious Activity | 52 |
| TEST CALL | 4 |
| Threaten/Harass/Intimidation | 3 |
| Traffic Assignment | 31 |
| Unfounded Complaint | 19 |
| Untimely Death | 1 |
| Unwanted Person | 12 |
| Well Being Check | 32 |
| Total: | 1132 |

Monthly NIBRS Statistics

11/01/2022 00:00 Thru 11/30/2022 23:59

| Call Description | Curr Mth | Prev Mth | % Chg | Prev Year | % Chg | Year To Date | Year To Date 2021 | % Chg |
|---------------------------------|-----------|-----------|--------------|-----------|--------------|------------------|-------------------|----------------|
| | 11/ 2022 | 10/ 2022 | Mth to Mth | 11/2021 | Mth to Yr | 1/1 - 11/30/2022 | 1/1 - 11/30/2021 | 2022 / 2021 |
| 100 Kidnap/Abduction | 0 | 0 | % 0 | 0 | % 0 | 1 | 0 | % +100 |
| 11A Forcible Rape | 0 | 0 | % 0 | 0 | % 0 | 2 | 0 | % +200 |
| 11D Forcible Fondling | 1 | 0 | % +100 | 0 | % +100 | 7 | 4 | % +75 |
| 120 Robbery | 1 | 1 | % 0 | 1 | % 0 | 3 | 4 | % -25 |
| 13A Aggravated Assault | 1 | 0 | % +100 | 0 | % +100 | 6 | 1 | % +500 |
| 13B Simple Assault | 4 | 4 | % 0 | 6 | % -33 | 40 | 46 | % -13 |
| 13C Intimidation | 3 | 0 | % +300 | 3 | % 0 | 26 | 44 | % -40 |
| 200 Arson | 0 | 0 | % 0 | 0 | % 0 | 0 | 1 | % -100 |
| 210 Extortion/Blackmail | 0 | 0 | % 0 | 0 | % 0 | 1 | 0 | % +100 |
| 220 Burglary/Breaking and Enter | 1 | 6 | % -83 | 1 | % 0 | 28 | 22 | % +27.2 |
| 23A Pocket-Picking | 0 | 0 | % 0 | 0 | % 0 | 2 | 0 | % +200 |
| 23B Purse-Snatching | 0 | 0 | % 0 | 0 | % 0 | 2 | 0 | % +200 |
| 23C Shoplifting | 16 | 10 | % +60 | 12 | % +33.3 | 163 | 127 | % +28.3 |
| 23D Theft From Building | 3 | 2 | % +50 | 2 | % +50 | 24 | 19 | % +26.3 |
| 23F Theft From Vehicle | 1 | 12 | % -91 | 5 | % -80 | 60 | 26 | % +130 |
| 23G Theft of MV Parts or Access | 3 | 13 | % -76 | 5 | % -40 | 68 | 47 | % +44.6 |
| 23H All other Larceny | 2 | 0 | % +200 | 1 | % +100 | 21 | 12 | % +75 |
| 240 Motor Vehicle Theft | 5 | 7 | % -28 | 1 | % +400 | 31 | 20 | % +55 |
| 250 Counterfeiting/Forgery | 1 | 1 | % 0 | 0 | % +100 | 17 | 6 | % +183 |
| 26A False Pretenses/Swindle/Con | 2 | 2 | % 0 | 2 | % 0 | 13 | 15 | % -13 |
| 26B Credit Card/Automatic Telle | 0 | 2 | % 50 | 1 | % 100 | 20 | 12 | % +66.6 |
| 26C Impersonation | 0 | 1 | % 100 | 0 | % 0 | 2 | 3 | % -33 |
| 26E Wire Fraud | 1 | 0 | % +100 | 0 | % +100 | 5 | 4 | % +25 |
| 26F Identity Theft | 1 | 4 | % -75 | 0 | % +100 | 23 | 12 | % +91.6 |
| 26G Hacking/Computer | 0 | 0 | % 0 | 0 | % 0 | 0 | 1 | % -100 |
| 270 Embezzlement | 0 | 0 | % 0 | 1 | % 100 | 3 | 5 | % -40 |
| 290 Destruction/Damage/Vandalis | 4 | 16 | % -75 | 2 | % +100 | 94 | 49 | % +91.8 |
| 35A Drug Narcotic Violations | 0 | 1 | % 100 | 3 | % 33.3 | 16 | 16 | % 0 |
| 35B Drug Equipment Violations | 1 | 0 | % +100 | 3 | % -66 | 24 | 14 | % +71.4 |
| 36B Statutory Rape | 0 | 0 | % 0 | 0 | % 0 | 1 | 0 | % +100 |
| 40A Prostitution | 0 | 0 | % 0 | 0 | % 0 | 0 | 4 | % -25 |
| 520 Weapon Law Violations | 0 | 1 | % 100 | 0 | % 0 | 4 | 5 | % -20 |
| 720 Animal Cruelty | 1 | 0 | % +100 | 0 | % +100 | 1 | 1 | % 0 |
| 90A Fraud-Insufficient Funds Ch | 0 | 0 | % 0 | 0 | % 0 | 1 | 1 | % 0 |
| 90C Disorderly Conduct | 2 | 3 | % -33 | 8 | % -75 | 40 | 32 | % +25 |
| 90D Driving under the Influence | 2 | 3 | % -33 | 2 | % 0 | 30 | 28 | % +7.14 |
| 90F Family Offenses, Nonviolent | 0 | 3 | % 33.3 | 0 | % 0 | 6 | 9 | % -33 |
| 90J Trespass of Real Property | 1 | 5 | % -80 | 6 | % -83 | 34 | 46 | % -26 |
| 90Z All Other Offenses | 4 | 1 | % +300 | 6 | % -33 | 76 | 60 | % +26.6 |
| Report Totals: | 61 | 98 | % -37 | 71 | % -14 | 895 | 696 | % +28.5 |



CROMWELL POLICE DEPARTMENT

Denise Lamontagne
Chief of Police

TO: Chief Denise Lamontagne

FROM: K-9 Sergeant John Carlson

SUBJECT: Monthly K-9 Activity November 2022

DATE: 11-30-2022

Beginning November 1, 2022 through November 30, 2022 I am reporting the following activities for the K-9 unit:

November 6, 2022 – Case #22-12475 – K9 tracking assist for suspicious male – Bane conducted a short track with negative results.

November 14, 2022 – Case #22-12751 – K9 tracking assist from a stolen vehicle/motor vehicle crash in East Hartford – Bane conducted a track to a nearby wooded area with negative results.

November 17, 2022 – Case #22-12888 – K9 narcotics search of Portland High School – Negative results during search.

November 21, 2022 – K-9 Monthly patrol in-service at Rocky Hill Veterans Home– 8 Hours

November 23, 2022 – Case #22-13167 – K9 demonstration at Cromwell High School Football game.

Nothing further at this time.

**John and Deborah Schmaltz
4 Northbridge
Cromwell, CT 06416**

November 2, 2022

Denise Lamontagne
Chief of Police
Cromwell Police Department
5 West Street
Cromwell, CT 06416

Dear Chief Lamontagne;

Last evening, my wife had motor vehicle incident on Golf Club Road that involved a collision with an animal. After I arrived at the scene, it was unknown of what may have caused the damage to her vehicle. I contacted the police department for assistance in determining what may have caused the damage.

The police officers who responded, Officers Luigi Camputaro, Officer Robert Haughton and Sergeant William Kogut were of great assistance to my wife and me. All of the officers who responded were very polite and professional. They conducted a thorough investigation and were able to locate animal fur and blood in the area of impact on the roadway. This effort provided evidentiary information in confirming that an animal had been struck. Humanely, they also searched extensively for the wounded animal.

It should be reassuring to our community that your officers performed police services to highest professional and investigative standards. Your departments' daily efforts is sincerely appreciated.

Be Safe,

John and Deb

Chief Lamontagne

From: Barry, Lauren <lbarry@cromwell.k12.ct.us>
Sent: Monday, November 21, 2022 12:44 PM
To: Chief Lamontagne
Cc: Brooks, Mitch; Pietraroia, Peter; Det. Tolton
Subject: Message of Gratitude

Good Afternoon Chief Lamontagne,

I am writing to let you know how much we appreciate the hard work of Officer Brooks, Officer Pietraroia, and Detective Tolton. They are all tremendous resources to us here at Woodside and are an integral part of our team. Last week brought multiple unique and urgent incidents to our attention. Both SROs were willing to jump in at a moment's notice to help us keep student and staff safety a priority. When incidents required further assistance, they seamlessly helped us to communicate with other necessary agencies. As some of the incidents required further involvement, Detective Tolton jumped right in as a resources to both families and school staff. The professionalism and willingness to help demonstrated by these officers and detective is worth recognition. I know that they have had a direct, positive impact on the youth of Cromwell. I am grateful to be able to work with them and they are valued every day, but especially during this past week!

Thank you ALL for everything you do for the Cromwell community,

Lauren Barry
Assistant Principal
Woodside Intermediate School

Chief Denise Lamontagne,

The purpose of this letter is to recognize Officer Alassiri for his exceptional performance in response to a call on November 17, 2022: Case # 22-12893. The scope of performance in this case includes both his calm and professional approach to the incident as well as its expeditious resolution.

The background of this incident begins with the assumed theft of my wallet in the Cromwell, CT Walmart parking lot at approximately 12:15PM on the above mentioned date. Officer Alassiri responded to the call, listened to my version of events and advised me to immediately head home to confirm my wallet was not there and, if not to, begin locking out all credit and debit cards. During this time he would review security footage and then meet me at my house to discuss next steps. A short period later Officer Alassiri arrived at my home and confirmed that he observed an individual walk off with my wallet after I became distracted and dropped it in the course of a brief conversation with that individual regarding their request for money. He was not able to make clear identification at that time. With Officer Alassiri's support in the course of canceling my bank cards we discovered a fraudulent charge had already been made at the local CVS. He quickly gathered the remaining information he needed from me so he could follow up on the lead assuring me he would be in touch later in the day.

After locking down the fraud threat my focus shifted to replacing my driver's license and getting to the bank. I had travel plans the next day involving flights so I needed to prepare; something I shared with Officer Alassiri. He was clearly empathetic to my circumstances.

Officer Alassiri returned later in the afternoon to follow up and to my surprise he had recovered my wallet. His commitment to pursuing that lead and the manner in which he pursued it delivered the much appreciated result. In short, it was excellent police work.

As a Cromwell citizen I am pleased to recognize Officer Alassiri as an exceptional representative of the Cromwell Police Department and its mission; "to make the Town of Cromwell a safe and desirable place to live, work or visit".

Sincerely,

Edward J. Gonzalez
17 Wooded Heights Dr.
Cromwell, CT 06416



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: December 7, 2022
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:

- 1) Submissions for the drainage study have closed and are under review. Vendor should be selected soon.
- 2) West Street sidewalk project – Town Engineer is coordinating with utility companies.
- 3) Multi Use Field Study – being advertised. Submissions due in January.
- 4) Curbside leaf collection began Monday, November 14th. We are currently finishing the central district of town and heading west. Weather depending, we hope will make a second pass thru town when complete.
- 5) Chief Mechanic started in mid-November. In addition, an Assistant Mechanic started on December 5th.

Memo

APPROVED to
GO to Council
Anthony J. Ippolito
12/2/2022

To: Town Manager Salvatore
From: Kara Canney
cc: Amanda Calve
Date: 12/2/2022
Re: Library Policy Manual

Staff of the library and members of the library commission formed a subcommittee to update and refresh the Cromwell Belden Public Library's Policy Manual. I respectfully submit them to Town Council per section 4.12 of the Town Charter for their approval.

Thank you in advance for reviewing and approving.


Kara Canney

Cromwell Belden Public Library

Policy Manual

Updated 2022

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The mission of the Cromwell Belden Public Library is to provide a free place to discover, create, enjoy, share and inspire lifelong learning.

I. CROMWELL BELDEN LIBRARY GOALS AND OBJECTIVES

The goals and objectives of the Cromwell Belden Public Library shall be:

- A. To serve the community as a place where inquiring minds can find new and reliable information and experiences.
- B. To acquire and make available materials to address the public need to:
 - a. become well informed.
 - b. locate answers to important questions.
 - c. cultivate the imagination and creative expression.
 - d. develop skills for career and vocational advancement.
 - e. enjoy leisure by means of reading and other media services.
- C. To provide access to ever-changing technology for Library users and efficient operation of Library services.
- D. To seek continually to identify, anticipate, and respond to changing community needs.
- E. To support the collection and preservation of materials of historic interest and value to Cromwell.

Committee Recommendation: 07/20/2022

II. LIBRARY ACCESS POLICY

- A. The Library will provide equal access to library services for all individuals and shall not discriminate upon the basis of race, color, religion, gender, national origin/ancestry, age, disability, marital status, sexual orientation or any other legally protected status.
- B. The use of the Library may be denied for due cause. Such causes may be failure to return materials or pay penalties, destruction or theft of library property, disturbance of other patrons, or any other objectionable conduct on the Library premises.
- C. There will be no person-to-person solicitations permitted on the Library premises. Space may be provided for materials and information at the discretion of the Library Director and in keeping with Library policies.
- D. The Library Director is responsible for scheduling the use of Library space, in accordance with policies established by the Town Manager (see Appendix). Event space within the Library may be available for meetings and activities of Cromwell non-profit civic, cultural, and educational organizations. Priority in scheduling will be given to Library programs and Library-sponsored activities. Permission to use Library space does not constitute an endorsement by the Town or the Library of any group's beliefs, policies, or activities.

Committee Recommendation: 08/24/2022

III. SERVICES OF THE LIBRARY

- A. The Library will select and organize, for easy access, those books and materials which best meet the needs of the community.
- B. The Library Staff will provide guidance and assistance for people to obtain the information and/or materials they seek.
- C. The Library will initiate programs, exhibits, displays, etc., to encourage the use of Library materials.
- D. The Library will cooperate with other community agencies and organizations as it is able.
- E. The Library will attempt to secure information beyond its own resources by use of:
 - 1. Library Consortium
 - 2. Inter-Library Cooperation
 - 3. The Connecticut State Library
- F. Patrons of the Cromwell Belden Public Library will have priority access to all materials owned by the Library. The Library may lend materials to other Connecticut libraries when they are not immediately available at the borrowing library.
- G. The Library will cooperate with, but cannot perform the functions of, school or other institutional libraries which are designed to meet curricular needs.
- H. The Library will attempt to meet the needs of special groups of individuals who may be unable to utilize the Library building.
- I. Library services may be added, discontinued, or modified based on community need and as determined by the Library Director.
- J. In communication with the Town Manager, the Library Director may change the hours and services of the Library as needed.

Committee Recommendation: 07/20/2022

IV. LIBRARY MATERIALS POLICY

The Cromwell Belden Public Library strives to provide a collection of materials that will:

1. Promote the free exchange of the diversity of human thought.
2. Serve as a center of reliable information.
3. Provide the resources for self-education.
4. Present opportunities for relaxation and recreation.

The following are officially adopted as part of this statement:

The Library subscribes to the "Library Bill of Rights" of the American Library Association (see appendix).

The Library subscribes to the "Freedom to Read" statement prepared by the American Library Association and the American Book Publishers' Council (see appendix).

The Library subscribes to the "Freedom to View" statement drafted by the Educational Film Library Association's Freedom to View Committee, and adopted by the Educational Film Library Association (see appendix).

SCOPE OF LIBRARY MATERIALS

The Library will provide materials which help to meet its objectives or mission. Materials may include but are not limited to: books, equipment, databases, periodicals, pamphlets, newspapers, films, music scores, maps, recordings, and digital materials.

Materials which are no longer useful in the light of the stated objectives of the Library will be systematically removed from the collection according to accepted professional practices. Such materials will be disposed of in accordance with Town of Cromwell policies and at the discretion of the Library Director or the Library Director's designee(s).

SOURCES USED TO SELECT LIBRARY MATERIALS

Sources used for the selection of materials will include book reviews, pertinent bibliographies, requests made by Library patrons, and demonstrated usage, within the restrictions of the budget.

GENERAL GUIDELINES IN THE SELECTION OF LIBRARY MATERIALS

1. The Library does not attempt to acquire textbooks or other curriculum-related materials except as such materials also serve the general public.

2. Because the library serves a public embracing a wide range of ages, educational backgrounds, and reading skills, it will always seek to select material of varying complexity.
3. Gift materials will be subject to the same standards for inclusion, classification, housing, circulation, and weeding as are purchased materials.

CENSORSHIP OF LIBRARY MATERIALS - STATEMENT

The selection of any given material is not an endorsement by the Library of the viewpoint expressed. Selections are not made on the basis of any anticipated approval or disapproval by the public, but solely on the merits of the work in relation to the building of a collection, and in serving the needs of Library users. The Library may provide materials representing conflicting points of view concerning controversial issues.

While the Library is aware that one or more persons may take issue with the selection of any items, the Library is not required to remove from the shelves items purchased in accordance with the policy outlined here, nor will Library materials be marked in such a way as to show approval or disapproval. All Library materials will stand on open shelves equally accessible to all patrons, except to protect a valuable item from damage or theft, or to hold aside items placed on reserve.

LIBRARY MATERIALS FOR CHILDREN - STATEMENT OF RESPONSIBILITY

The responsibility for Library material used by children resides with the parent or guardian of each individual child. Selections of material for the Library will not be inhibited by the possibility that items may come into the possession of children.

REQUESTS FOR REMOVAL OF LIBRARY MATERIAL

In order for the Library Director to consider a request for the removal of Library material, the patron will first be required to fill out the Cromwell Belden Public Library "Request for Reconsideration of Library Materials" form (see appendix). The Library Director will issue a judgment based on this request. The patron has the right to appeal this decision to the Library Commission, and further appeal any additional decisions to the Town Manager and then to the Town Council. The decision for or against removal made by the Town Council will be considered final.

DUPLICATE COPIES

The Library does take into consideration the number of reserved requests placed on a single title, in order that duplicate copies may be purchased if required.

REPLACEMENT

It is not the Library's policy to automatically replace all material when lost or worn out. Adequate coverage of a subject, other similar materials in the collection, and demand for the specific title or subject are considered when making the decision to replace a lost or damaged item.

MATERIALS DE-SELECTION PROCESS (WEEDING)

To keep the collection up to date, and to make room for new materials, the materials in the Library's circulating collections will be re-evaluated regularly, with decisions made whether to dispose of, repair, or replace materials. Weeding of items will be directed by the Librarians in their respective departments. Materials may be checked against industry standard catalogs, accepted professional practices relating to weeding methods and guides, consortium and state level catalogs, and other resources. Materials will also be evaluated based on their individual value to the Library's collection and to the needs of the community.

RELATIONS WITH OTHER LIBRARIES

1. Inter-Library Loan: The Library cannot purchase all materials requested but will attempt to extend its resources through cooperation with other libraries and active use of inter-library loan.
2. Library Consortium: As a member of a large library consortium, the Library is in a unique position to more easily acquire items on loan via the consortium-level shared catalog. Whenever possible, the Library will prioritize Cromwell patrons' requests for Cromwell Library materials.
3. Public School System: The Library attempts to be aware of materials owned and used by the local schools; however, development of curriculum-related materials is not the responsibility of the Cromwell Belden Public Library.

Committee Recommendation: 3/28/2022

V. SPECIAL FORMATS POLICY

The Library may have materials that lie outside the existing loan and fine structure. The Library will make this loan period and fine information accessible to the public (see appendix).

Committee Recommendation: 12/06/2021

VI. GIFTS POLICY

The Cromwell Library Commission adopts the following policies regarding gifts to the Library.

- A. Books and other materials will be accepted on the condition that the Library Director has the authority to make whatever disposition he or she deems advisable (see policy on Library materials).
- B. Gifts of money, real property and/or stock will be accepted if conditions attached thereto are acceptable to the Library Director and in accordance with town policy.
- C. Personal property, art objects, portraits, antiques, and other museum objects will be accepted at the discretion of the Library Director and only in accordance with town policy.

Adopted 1/10/1994

Revised 10/16/2006

VII. PUBLIC COMMUNICATIONS POLICY

The primary public communications goals of the Library are:

1. To inform the community at large of the Library's objectives and services.
2. To encourage and increase active participation by the community in the varied services offered by the Library.

PROCEDURES FOR MEDIA COMMUNICATION

1. Materials to be used by the media will be approved by the Library Director, with the exception of common or routine programming and events promotion.
2. All publicity about the Cromwell Belden Public Library shall originate within the Library.

PROCEDURES FOR PUBLIC COMMUNICATION

The following will be a means for the general public to offer their ideas covering the operations of the Library:

1. The form "Request for Reconsideration of Library Materials" will be made available to anyone having a complaint regarding materials which the Library distributes (see appendix).
2. The general public may present in writing to the Library Director a suggestion or complaint on the appropriate form (see appendix).

Committee Recommendation: 03/07/2022

VIII. LIBRARY CARD POLICY

- A. Any Cromwell resident, at least fourteen (14) years of age, may receive a Library card free of charge upon completing a registration form and presenting proof of identity and residency.
 - a. Cromwell student ID shall suffice as proof of residency for those residents between the ages of fourteen (14) and eighteen (18) years of age.
 - b. In the event that a Cromwell resident under the age of eighteen (18) attends a school outside the bounds of Cromwell, Library staff shall work with the student to determine a satisfactory proof of address.
- B. Children under the age of fourteen (14) may obtain a Library card at whatever age the parent or guardian deems appropriate.
 - a. The parent or guardian shall assume financial responsibility for fines incurred.
 - b. Proof of residency by the parent or guardian shall be required at the time of registration.
 - c. The child to whom the card belongs must be present during the registration process.
- C. Students at Holy Apostles College and Seminary must present a college I.D. or other proof of residency to obtain a Library card. Students are issued a card for one year.
- D. Educators working in Cromwell may obtain a Cromwell Teacher Card to be used to access Cromwell materials and/or keep items checked out for a professional setting separate from items checked out on a personal account. Teacher cards are issued for one year. In order to obtain a Teacher Card, educators must:
 - a. Present proof of employment by Cromwell Public Schools or by a childcare facility in Cromwell.
 - b. Agree to only use the Teacher Card at the Cromwell Belden Public Library.
 - c. Agree to only use the Teacher Card to check out materials for use in their classroom(s).

Committee Recommendation: 07/20/2022

IX. FINES AND REPLACEMENTS POLICY

The Cromwell Belden Public Library agrees with the American Library Association policy statement that the "imposition of monetary library fines creates a barrier to the provision of library and information services." Therefore, the Cromwell Belden Library does not impose late fees on the majority of its circulating collection.

A. Fines relating to Library Items:

1. Items in the general collections of the Cromwell Belden Public Library are free to use and will not incur fines if returned past their due date, except where explicitly noted otherwise. Exceptions to this "fine-free" policy may include collections of particularly valuable materials and/or collections of materials that are in very high demand with the public. See appendix for a full schedule of fees and fines.
2. The Library Director has the right to adjust which collections fall outside of the "fine-free" policy as determined by the changing needs of the Library and its community.
3. Changes to the overall fines and fees structure will be approved by the Town Council upon the recommendation of the Library Director, the Library Commission, and the Town Manager.

B. Replacement of Library Items:

1. Patrons will be billed for the replacement cost of each item not returned to the Library. At the discretion of the Library Director and/or Librarians, patrons may instead replace damaged or missing items with a new copy of the same material.
2. Patrons will not be refunded for materials paid for and later found; all paid bills are final.
3. Patron accounts and privileges may be curtailed or withdrawn if total bills on the account exceed levels set and agreed upon by the library consortium.
4. After sixty days, accounts may be turned over for collection. The charge for such collection will be passed on to the patron.

Committee Recommendation: 07/20/2022

X. EXHIBITS, BULLETIN BOARDS, AND DISTRIBUTION OF MATERIALS POLICY

It is the policy of the Library, as part of its mission, to provide information through both displays and exhibits provided by community agencies or individuals. Though the Library may be providing space for a display or an exhibit, this does not indicate endorsement of the position promoted by the exhibit or display.

- A. Exhibits will be permitted at the discretion of the Library Director or designee.
- B. All exhibitors are required to fill out a registration and release form (see appendix) and follow all associated procedures. The Library Director or designee must approve any exceptions.
- C. The Library will make a reasonable effort to protect materials displayed or exhibited but cannot be responsible for damages or loss. Exhibitors should provide their own insurance to cover any loss or damage to materials. The Library will not provide storage for the property of organizations or for individuals displaying at the Library.
- D. Material may be posted on bulletin boards only after review and approval by the Library Director and/or Librarians. Only local and not for profit organizations may display material on bulletin boards.

Committee Recommendation: 12/06/2021

XI. SOLICITATIONS POLICY

- A. The Library does not permit soliciting within the building, except at the discretion of the Library Director and as outlined by section 178-1 of the Cromwell Town Charter.

Committee Recommendation: 12/06/2021

XII. LIBRARY PROGRAMS POLICY

The Cromwell Belden Public Library offers programs intended to further the Library's mission to be a cultural, educational, and informational resource for the Cromwell community. Programs are intended as a means for the community to share experiences, focus on special interests, and exchange information.

1. The Library will endeavor to present a wide variety of programs geared towards a diverse audience, reflective of our diverse world. Programming schedules and types of programs offered will also be influenced by community input. Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program by the Library, any Library personnel, or by the Town of Cromwell.
2. Every attempt will be made to accommodate all who wish to attend a program. Attendance may be limited, however, when safety or the success of a program requires it. In some cases, the nature of a program may require a limited attendance based on age, especially programs intended for children and teens that are geared to their interests and developmental needs.
3. The Library does not offer programs that support or oppose any political candidate or ballot measure. However, election information, such as candidates' forums that include invitations to all recognized candidates, may be offered.
4. The Library does not offer programs that support or oppose a specific religious conviction.
5. The Public Library is founded on the premise that its programs, materials, and services are equally accessible to all citizens who pay for this public agency through taxes. Anyone involved in presenting programs or exhibits at the Library must observe the "free and open" premise, and refrain from selling or soliciting.
6. All programs will be coordinated through the Youth Services department (programs for children and teens) and the Adult Services departments (programs for adults), both of which will approve and assist with program selection and schedules, publicity efforts, and evaluation.

Committee Recommendation: 12/20/2021

XIII. STUDY ROOM POLICY

The Cromwell Belden Public Library provides study rooms for the purpose of quiet study and group work. Three rooms are available for use in the Library. The Maselli Room is available for groups of 5-8 individuals. Study Room 1 and Study Room 2 are available for groups of 4 or fewer individuals. Study rooms are available on a first-come, first-served basis for a maximum of 2 hours per day.

Those wishing to use a study room must present a valid Library card OR a phone number and ID to Library staff, and must agree to the following rules and regulations, which are subject to temporary change based on the needs of the Library and its community:

- Patrons must sign up for a room at the Reference desk in person, or by phone, on the day the room is needed. Room reservations will be held for 15 minutes past the start of the time reserved.
- Repeated no-shows by individuals reserving the room may lead to a loss of reservation privileges, at the discretion of the Library.
- The rooms must be vacated 15 minutes before the Library closes.
- As in accordance with Library policy, covered beverages are permitted in study rooms; bringing meals into the Library and into the study room is prohibited.
- The Library is not responsible for equipment, supplies, materials or any other items owned by an individual or group used in the study rooms. Personal items may not be stored in the study rooms.
- The Cromwell Belden Public Library reserves the right to ask patrons to leave the Library; suspension of study room privileges may also result if the Library's policies are violated, or at the discretion of the Library Director.
- While the use of study rooms by private tutors, coaches, and similar is allowed, individuals must not advertise the Library as their place of business, nor may they advertise in such a way as to appear affiliated with or sponsored by the Library. Failure to abide by this requirement may lead to the revocation of study room access.

Committee Recommendation: 12/20/2021

XIV. HISTORICAL ROOM POLICY

The Historical Room of the Cromwell Belden Public Library exists to store, display, preserve, and make accessible books and other materials reflecting the history of Cromwell, Middlesex County, or Connecticut, as well as materials describing the history of the present Library and its collection.

In addition to general Library policies, the following policies apply specifically to the Historical Room:

1. The Library Director will direct the acquisition of books, materials, and furnishings to be placed in the Historical Room. The Library Director may transfer items from the circulating collection or add items donated to the library as gifts.
2. The contents of the Historical Room are available to anyone engaged in study of the history of Cromwell, Middlesex County, or of the Belden Library Association. Visitors wishing to use materials in the Historical Room must secure permission from the Library Director or other authorized library employees.
3. Books and other materials in the Historical Room may not be borrowed or circulated and should not leave the Historical Room unless temporarily authorized by Library staff. Since many of the historical materials are delicate and difficult to replace, only authorized Library staff may make photocopies of historical materials for Library patrons.
4. Only designated Library staff will have access to keys to the locked cabinets in the Historical Room.

Committee Recommendation: 07/20/2022

XV. LIBRARY CODE OF CONDUCT

The Cromwell Belden Public Library provides free and open access to its resources and services. Visitors to the Library are expected to respect the rights of other Library patrons, Library staff, and Library space and property. The Cromwell Belden Public Library requires that all visitors act in a manner that does not go against the Library's code of conduct:

- Conversation, at a normal level, is permitted. Loud noise and profanity are considered inappropriate behavior. Cell phone use should not interfere with other's use of the Library.
- Proper attire including shoes and shirts is required.
- Non-alcoholic beverages are permitted in covered containers. Food, except at special functions, may only be consumed outside of the Library building.
- Visitors should not move Library furniture from its designated area.
- Sleeping and/or lying down is not permitted.
- In accordance with Connecticut state law, children under the age of 12 are required to have a responsible family member or caregiver in attendance.
- Service animals are welcome. Pets and comfort animals are not permitted.
- The Library is not responsible for personal items that are lost, stolen, or damaged on the premises. Personal items are not to be left unattended.

The following are strictly prohibited in the Library and on its grounds:

- Smoking, vaping, alcohol, or illegal drugs anywhere on the premises.
- Littering.
- Making unreasonable use of the rest rooms, including laundering clothes and bathing.
- Damaging, defacing, or misusing any Library materials or property. This includes disabling Library equipment, changing the hardware or software settings on a Library computer, or using a Library computer for a purpose other than that designated by the Library.
- Weapons of any kind.
- Bringing bicycles or scooters inside of the Library. Skates, skateboards and similar items may not be worn and must be carried while inside the Library. Library property is not to be used for recreational biking or skating.
- Soliciting, petitioning, canvassing, or selling any goods or services.
- Disorderly conduct or any behavior which disrupts use of the Library or interferes with the Library's operation. Such conduct includes verbal or physical abuse; harassing or threatening behavior; using obscene or abusive language or gestures; and displaying, broadcasting, and/or webcasting content that is inappropriate in a library setting.
- Any other unlawful behaviors not otherwise defined.

Visitors who do not follow the Library's Code of Conduct may be asked to leave and may lose their Library privileges, under the General Statutes of Connecticut (see appendix). Visitors who break the law may also be arrested and/or subject to other legal action.

Committee Recommendation: 08/24/2022

XVI. UNATTENDED MINORS POLICY

The Cromwell Belden Public Library welcomes and encourages children to visit the Library, use Library resources and services, and attend Library events. Staff members are available to assist children in using the Library. However, the Library is not able to provide short- or long-term child-care, or to be responsible for unattended children. The well-being and safety of young children left alone is a serious concern. The Library is a public building, open to all members of the public. Children on their own are vulnerable. It is not the Library's intention to seek out unattended children, but rather to have a reasoned response prepared when a problem presents itself. For these reasons, the following policy has been established:

Parents/caregivers are responsible for the conduct of their children/minors at all times while on Library premises. The Cromwell Belden Public Library staff assumes no responsibility for the safety, care, or supervision of children/minors. All children/minors are expected to follow the Library's Code of Conduct.

Children Under the Age of Twelve (12)

- All children under twelve (12) years of age must have a parent/caregiver in the immediate vicinity of the child.
- Children ages eight (8) to eleven (11) years of age may attend Library programs appropriate to their age without the parent/caregiver in the room provided the parent/caregiver remains within the Library facility for the duration of the program and immediately joins the child at the conclusion of the program.

Children Ages Twelve (12) and Older

- Children ages twelve (12) years and over may use the Library on their own, if their parent/caregiver deems them responsible. If problems arise, they may still be asked to leave the Library.

The Library is not responsible for unattended children outside of the building. Should a Library staff member encounter unattended children in the building, they will follow a set of established procedures as listed in the staff manual.

Committee Recommendation: 03/28/2022

XVII. REQUESTS FOR INFORMATION POLICY

- Information about the borrowing habits of patrons is protected by Connecticut State Statute. Library staff will not provide personal information, except as required by applicable State and Federal laws.
- Library staff will provide information without charge on any reasonable request by patrons, or refer them to an alternative source. Patrons may be responsible for charges incurred by the Library while in the process of obtaining specific information. Examples are photocopying, printing, and postage of certain Inter-Library loan materials.

Committee Recommendation: 12/06/2021

XVIII. LIBRARY TECHNOLOGY USE POLICY

All users of Library technology and Library internet are expected to use these resources in a responsible and respectful manner, consistent with the behavior expected when interacting with all other library materials and services. Responsible, ethical use of these resources includes the following:

- Using resources for educational or informational or legal recreational purposes only, not for unauthorized, illegal or unethical purposes.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system; and by not damaging or altering software components of any network or database.
- Respecting the privacy of others using these resources by not interfering with their use.
- Making only authorized copies of copyrighted or licensed software or data.
- Refraining from sending, receiving or displaying inappropriate materials, which may be reasonably construed as obscene.

The Library is not responsible for damage to technology provided by patrons.

Use of Library technology may be time-limited, at the discretion of the Library Director.

Committee Recommendation: 08/24/2022

APPENDICES

- A. The Library Bill of Rights
- B. The Freedom to Read Statement
- C. The Freedom to View Statement
- D. The General Statutes of Connecticut, Sections 11-32 and 11-35
- E. Town of Cromwell Policy for Use of Municipal Meeting Rooms
- F. Form: Request for Reconsideration of Library Materials
- G. Form: Suggestions
- H. Form: Exhibit Release
- I. Fines and Fees Information

A. LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

B. THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers

and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life.

Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee;
amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression

The Association of American University Presses

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

C. THE FREEDOM TO VIEW STATEMENT

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

D. THE GENERAL STATUTES OF CONNECTICUT: SECTIONS 11-32 AND 11-35

From Section 11-32: Such library and reading room shall be free to the use of the inhabitants of the city, subject to such reasonable rules and regulations as the board of trustees may adopt in order to render the use of the library and reading room of the greatest benefit. Such board may exclude from the use of such library and reading room any person who willfully violates such rules, and may extend its privileges to persons residing in this state outside the city upon such terms and conditions as it may prescribe.

Section 11-35: **Penalties for injuries.** The city council of such city may pass ordinances imposing suitable penalties for damaging the grounds or other property of such library and for damaging or failing to return any book belonging to such library. Each library director or board of trustees, having charge or control of such library or property, shall post in one or more conspicuous places connected there with a printed copy of this section.

E. TOWN OF CROMWELL: POLICY FOR USE OF MUNICIPAL MEETING ROOMS

1. Since the facilities to be used are public property, rooms will be available for meetings and activities of Cromwell non-profit civic, cultural, and educational organizations.
2. Out-of-town groups will be allowed only on occasions when the building is NOT scheduled for local use, and the intended use by such group will directly benefit the citizens of Cromwell.
3. Permission to use these facilities does not constitute an endorsement by the Town of any group's beliefs, policies, or activities.
4. Priority will always be given to Official Town Business when there are conflicts of time and space.
5. Town Hall Facilities are normally available Monday through Saturday from 8:30 a.m. to 11:00 p.m. (8:30 a.m. to 10:30 p.m. for the Town Hall Gym) exclusive of Legal Holidays.
6. Applicants will be responsible for holding the Town of Cromwell harmless from any liability claim arising from the use of any area. Any applicant not affiliated with the Municipal Function shall provide a certificate of insurance in the amount of one million (\$1,000,000) dollars.
7. The Town Manager is responsible for scheduling and approving the use of any meeting room. Building Use Forms are available in the Town Manager's Office. The Town Manager reserves the right to reject any application or to cancel the privilege of use by any group if, in the Town Manager's opinion, said group might cause undue hardship on staff or the facility.
8. No smoking, consumption of alcoholic beverages or drugs will be allowed in the building.
9. Applications for meeting room use must be submitted to the Town Manager NO LESS than four (4) weeks prior to the event. Annual reservations must be renewed prior to January 31st of each year. Exceptions will only be granted for Official Town Business.
10. Applicants using meeting rooms shall be responsible for providing proper supervision and payments of costs arising from any damages or loss during such use.
11. Furnishings for the meeting rooms will be that only provided by the Town. The Town will not be responsible for equipment, supplies, or materials provided by the applicant.
12. Clean-up from serving refreshments will be the responsibility of the applicant.
13. Soft soled shoes and sneakers will be required during scheduled use of the Town Hall Gym.
14. Applicants using meeting rooms when custodial staff is not scheduled shall be required to have and to pay such fees incurred, for the attendance of a custodian on an overtime basis.

Request for Reconsideration of Library Materials

Cromwell Belden Public Library
39 West Street
Cromwell, CT 06416

Form must be fully completed and signed in order to be considered valid. Acknowledgement of receipt will be sent within 7-10 business days, followed by information on action taken and/or next steps.

Item type: _____

Title: _____

Author: _____

Publisher: _____

Request initiated by: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Library card barcode number: _____

Do you represent:

☐ Yourself

☐ An organization (name: _____)

☐ Other group (name: _____)

To what in the work do you object? (Please be specific. Cite pages.) _____

Did you read the entire work? _____ If the answer is no, what parts did you read?

Have you read the Cromwell Belden Public Library's Materials Policy? _____

What do you feel might be the result of reading this work? _____

For what age group would you recommend this work? _____

What do you believe is the theme of this work? _____

Are you aware of any judgments of this work by literary critics? _____

What would you like the Cromwell Belden Public Library to do about this work? _____

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

Signature: _____ Date: _____

Form Received By: _____ Date: _____

Director Signature: _____ Date: _____

Initial Action Taken: _____ Date: _____

Suggestion Form

Cromwell Belden Public Library
39 West Street
Cromwell, CT 06416

Form must be fully completed and signed in order to be considered valid. Acknowledgement of receipt will be sent within 7-10 business days, followed by information on action taken and/or next steps.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Library card barcode number: _____

Suggestion Type (Circle One):

Library Materials Library Facilities Library Technology Library Events Other

Suggestion: _____

Signature: _____ Date: _____

Form Received By: _____ Date: _____

Director Signature: _____ Date: _____

Initial Action Taken: _____ Date: _____

Exhibit Release Form

Cromwell Belden Public Library
39 West Street
Cromwell, CT 06416

DISPLAY AREA _____

FOR

MONTH _____ YEAR _____

EXHIBIT RELEASE

I, the undersigned, hereby agree to place the following works of art or other material in the Cromwell Belden Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said library from the responsibility for loss, damage, or destruction while they are on the Library premises.

Exhibit Location: _____

Start Date: _____ End Date: _____

Description of Materials to be Exhibited: _____

Signature: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Staff Signature: _____ Date: _____

I. LIBRARY FINES AND FEES INFORMATION

- A. The Cromwell Belden Public Library does not charge fines for overdue materials, except in the case of certain special formats. However, patrons are expected to return materials by their due dates to ensure that all Library users have equitable access to materials.
- B. Materials are considered overdue if not received by the date due. Materials returned in the book drop when the Library is not open are considered to have been returned on the last open day of the Library.
- C. Patrons are responsible for all materials and equipment checked out on their Library card (including items from other libraries). Patrons are required to pay for material and equipment which is irretrievably lost or has been damaged while checked out to them. The price charged for material which is lost or damaged is based upon the price originally paid by the Library to obtain the item.

CIRCULATION & FEE SCHEDULE

| Collection | Circulation Period | Overdue Fee Per Day | Maximum Overdue Fee | Renewable?* |
|-----------------------|--------------------|---------------------|---------------------|-------------|
| Print Materials | 21 Days | - | - | Yes |
| Individual DVDs | 7 Days | - | - | Yes |
| Individual Music CDs | 21 Days | - | - | Yes |
| Individual Audiobooks | 21 Days | - | - | Yes |
| DVD Binge Boxes | 14 Days | - | - | No |
| Yard Games | 7 Days | \$10.00 | \$100.00 | No |
| Adventure Kits | 7 Days | \$10.00 | \$50.00 | No |

*Items marked as renewable may still not be able to renew, if another patron is waiting for them.

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

Wednesday, November 9, 2022 - 7:00 p.m.

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

Absent: J. Demetriades

Also Present: Town Manager Salvatore, Chief LaMontagne, Captain Sifodaskalakis, Public Works Director Lou Spina, Town Engineer Jon Harriman, Finance Director Marianne Sylvester, Assistant Finance Director Sharon DeVoe

A. CALL TO ORDER

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

Mayor Fortenbach called for a moment of silence for Gail Richey. She passed away. Mayor Fortenbach informed the Council that she served on many boards and commissions in Town, most recently on the Board of Finance.

B. PLEDGE OF ALLEGIANCE

The Town Council stood to recite the Pledge of Allegiance.

C. APPROVAL OF AGENDA

Motion made by J. Henehan and **seconded** by J. Donohue to add Item #2 under New Business as Discussion and possible action to adopt new proposed ordinance: Ordinance limiting the number of cannabis establishments that distribute cannabis products for recreational and medical use.

Deputy Mayor Henehan and Councilwoman Donohue withdrew their motion and second. Motion and second withdrawn.

Motion made by J. Henehan and **seconded** by J. Donohue to amend the agenda add Item #2 under New Business as "Discussion and possible action to adopt new proposed ordinance: Ordinance limiting the number of cannabis establishments that distribute cannabis products for recreational and medical use", add Item #6 under Financial as "Review and approve request for an appropriation of \$17,192.63 from CNR which will be 100% reimbursed for DUI Law Enforcement Grant."

In favor: S. Fortenbach, J. Donohue, J. Henehan, P. Luna, J. Polke, A. Waters
Opposed: None.
Motion carried.

D. POLICE COMMENDATIONS

Police Chief LaMontagne was in attendance to present awards.

A Letter of Commendation was presented to Sargent Kogut as he was assigned oversight of calling hours and funeral services. Sargent Kogut coordinated with Berlin, Cromwell, and Middletown Police Departments to allow for a very large procession to travel 9 miles through the three towns. His actions in coordinating the events surrounding Mayor Allan Spotts death went above and beyond for the family, friends and the community.

Chief LaMontagne presented Detective Elizabeth Jones with two Medals of Outstanding Service. The first medal was for successfully completing a lengthy investigation on July 3, 2019 she was assigned investigation into a pharmacist. The pharmacist tampered with patients' medications. He tried to hide his tampering and avoid detection, he tampered with at least 165 vials. Det Jones length investigation led to the arrest and his prosecution by the United States Attorney's Office. Det Jones excelled through the investigative process.

The second medal awarded to Detective Jones for always leading the way promoting the Cromwell Police Department. She is always looking for new ideas to help the community. Several of her efforts include: starting a food pantry at the Police Department, holiday toy drives, school supply drives, an Easter bunny event, and a Santa Claus meet and greet event. She also promotes fundraisers for No Shave November and Breast Cancer Awareness Month.

Sargent Carlson and Bane were in attendance. Last month Bane and Sargent Carlson won the K-9 Olympics in Connecticut. Bane is the #1 Dog and Sargent Carlson is the #1 Dog Handler in Connecticut. Mayor Fortenbach congratulated them and thanked them for making Cromwell proud.

E. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS

1. CMS Building Committee Update

Rosanna Glynn was in attendance to present the Building Committee Update to the Town Council. She informed the Council that the entrance and drop off is still in progress and the floor plan is still being developed. They anticipate changes. She stated tonight we need to clarify verbiage from the resolution made to ensure that

the State understands that the Town Council intended that the Board of Education Offices be part of this project.

Motion made by P. Luna and **seconded** by A. Waters, **Resolved:** Concerning the resolution made on December 8, 2021 designating a "building committee" and the resolutions made on May 11, 2022 concerning authorization for the Superintendent of Schools "to apply to the Commissioner of Administrative Services" for a grant and authorizing "at least the preparation of schematic drawings and...specifications", the Council affirms the intent of these actions was to authorize both the new Middle School and the co-located Board of Education Central Office components of the project.

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

Opposed: None.

Motion carried.

F. MAYOR'S UPDATE

Mayor Fortenbach reported the following:

- He conducted a business visit at the Computer Store. It was a great visit. The owner is a resident in town and he is looking to expand as his store is growing. He looks forward to conducting more business visits in the future.
- We had a 70% turn out for Election Day which is excellent!

G. TOWN MANAGER'S UPDATE

The Town Manager provided a written report to the Town Council. In addition to his report he provided:

- A memorandum from the Public Health Coordinator regarding Seasonal Vaccination Clinics. See Attachment A.
- A memorandum from the Recreation Director regarding the Farmers Market and a Farmers Market Holiday Craft Fair. See Attachment B.

Councilman Waters addressed the Town Manager about seeing many panhandlers at the offramps and by Walmart. He asked if it is legal or if there is something that can be done about it. The Town Manager replied that it is legal as we do not have an ordinance to prohibit it. He said if it interferes with traffic then the Police Department may get involved.

H. APPROVAL OF TOWN MANAGER'S APPOINTMENT OF FINANCE DIRECTOR

The Town Manager informed the Town Council that he provided a description of Sharon DeVoe's qualifications in their addendum items. The Town Manager explained that Sharon has the qualifications and she has also been endorsed by the Finance Director. See Attachment C. The Town Council expressed they were sad

that Marianne is leaving but happy for her that she is retiring. The Mayor thanked her for her hard work and dedication. Mayor Fortenbach and Councilwoman Donohue congratulated Sharon DeVoe and told her that she does a great job and will do great work.

Motion made by J. Donohue and seconded by J. Polke to approve the Town Manager's appointment of Sharon DeVoe as Finance Director.

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

Opposed: None.

Motion carried.

I. FINANCIAL/FINANCE DIRECTOR'S UPDATE

1. Budget Report

Assistant Finance Director Sharon DeVoe was in attendance to present the Budget Report to the Town Council. She thanked the Town Council for approving the Town Manager's appointment and thanked Marianne for being a great boss and mentor. Councilwoman Donohue expressed how pleased she is that we were able to hire internally for the position of Finance Director. Councilwoman Donohue commended Marianne for training someone to take her place when she retires. It was requested that the Town Council receive a list of what was discussed during the Long-Range Capital Planning meeting for next month's Town Council meeting. Assistant Finance Director DeVoe assured the Council they will have a list for the next meeting.

2. Tax Refunds

Motion made by A. Waters and seconded by J. Donohue to approve Tax Refunds 1-9.

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

Opposed: None.

Motion carried.

3. Discussion and possible action to allocate \$200,000 from ARPA Funds for Henderson Field Lighting as requested by Cromwell Little League.

Town Manager Salvatore explained that this has been talked about for years. It started with Cromwell Little League Fundraising. They received all the proper permits but then realized how long it would take for them to fundraise enough money. They turned to the Town for support. He informed the Council that we have a Memorandum of Understanding with Cromwell Little League; they will be required to pay for the electricity for the lights if the request is approved by the Town Council and Board of Finance.

Councilman Henehan expressed that this has been something talked about and needed for a long time but he would like to be sure that we have a system in place for maintenance of the lights. The Town Manager and Town Engineer Jon Harriman replied that maintenance on the lights is part of the quote that was provided to the Town Council.

Councilwoman Donohue expressed that she has an issue with this only because this was not something on the ARPA Fund list. She stated that she would like to see a priority list for ARPA funds so that when these requests come to the Town Council they can have a discussion and see where it fits on the prioritized list.

Motion made by J. Polke and **seconded** by J. Henehan to allocate \$200,000 from ARPA Funds for Henderson Field Lighting as requested by Cromwell Little League.

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

Opposed: J. Donohue

Motion carried.

4. Discussion and possible action to appropriate \$200,000 within the CNR Fund for a two-stage project for the Multipurpose Field Project at Cromwell High School.

Town Engineer Jon Harriman was in attendance to present his memorandum and to answer any questions of the Town Council. Councilwoman Donohue asked the Town Council to keep in mind that the Town wants a Community/ Senior Center while we are looking at fields.

Motion made by J. Henehan and **seconded** by J. Polke to appropriate \$200,000 within the CNR Fund for a two-stage project for the Multipurpose Field Project at Cromwell High School.

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

Opposed: None.

Motion carried.

5. Discussion and possible action to set fee for proposed set up loading of barge at 60 River Road as recommended by Town Manager.

The Town Manager informed the Council that he was approached by Bay Crane with a request to use 60 River Road. See Attachment D. Town Manager Salvatore recommended to the Town Council to set the fee to use the property at \$5,000 for three (3) days and \$1,500 per day if it takes longer than the anticipated three (3) days.

The Town Council asked questions regarding insurance requirements and if the Town Manager researched the fee charged for a similar request from years prior. The Town Manager informed the Town Council that the Town will require an insurance binder and that he did look into the fee from a previous similar request.

Motion made by J. Henehan to set the fee at \$5,000 for the set up and loading of the barge at 60 River Road as recommended by the Town Manager.

Councilman Henehan withdrew his motion. Motion withdrawn.

Motion made by J. Henehan and seconded by J. Donohue to set the fee at \$5,000 for the set up and loading of barge at 60 River Road for the anticipated three days. If the proposed operation exceeds three days, the set fee shall be \$1,500 per day.

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

Opposed: None.

Motion carried.

6. Review and approve request for an appropriation of \$17,192.63 from CNR which will be 100% reimbursed for DUI Law Enforcement Grant.

Motion made by J. Donohue and seconded by P. Luna to approve \$17,192.63 to be taken from CNR and then be 100% reimbursed to the Town for the DUI Law Enforcement Grant.

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

Opposed: None.

Motion carried.

J. CHIEF OF POLICE'S UPDATE

Police Chief LaMontagne was in attendance to present her update to the Town Council. In addition to her report she informed the Council that they have one applicant they are moving forward, currently they are doing a background check on the individual. The Police Department is re-advertising as they need one more officer.

The Town Manager and Chief LaMontagne informed the Town Council that they met with the Police Union and looked at the potential of a schedule change. The reason for this schedule change is a result of the Police Department having a difficult time attracting applicants because of their schedule which is 5/3 and rotates every week.

Chief LaMontagne explained that the Sargent has been approved for administrative purposes to get the Police Department accredited. The Town Manager expressed his support for this decision.

Chief LaMontagne also informed the Town Council that a memo was provided regarding Streets and Sidewalks under Informational Items on this agenda. A brief discussion took place.

K. PUBLIC WORKS DIRECTOR'S UPDATE

Public Works Director Lou Spina provided a written report to the Town Council. In addition to his report he provided the following updates:

- We have hired a new Chief Mechanic. He will begin employment on Tuesday, November 15th.
- They closed out the Community Garden.
- They completed a brush grind at the transfer station to make room for leaves and brush.
- The Sewer Administrator is retiring after 39 years of service. He encouraged the Council to be sure to wish him well if they see him.
- A new engine was put in the Senior Center bus and it is back in service.

L. CITIZEN COMMENTS

None.

M. NEW BUSINESS

1. Review and Approve 2023 Meeting Schedule

There was discussion about changing the November 8, 2023 meeting to November 13, 2023 as it will be the day after election day and an Organizational Meeting will be held the following Monday, November 13, 2023.

Motion made J. Donohue and **seconded** P. Luna to approve the 2023 Town Council Meeting schedule, moving the November 8 meeting to November 13, 2023.
In favor: S. Fortenbach, J. Donohue, J. Henahan, P. Luna, J. Polke, A. Waters
Opposed: None.
Motion carried.

N. APPROVAL OF MINUTES

1. October 12, 2022 Regular Meeting Minutes

Motion made by J. Donohue and **seconded** by J. Henahan to approve the minutes of the October 12, 2022 Regular Meeting.
In favor: S. Fortenbach, J. Donohue, J. Henahan, P. Luna, J. Polke, A. Waters
Opposed: None.
Motion carried.

O. RESIGNATIONS

None.

P. APPOINTMENTS AND REAPPOINTMENTS

2. Appointments

- a. **Board of Finance**, Julia L. Aurigemma (R), alternate member for a term expiring 11/2023.

See Attachment E for Julia L. Aurigemma's Application.

Motion made by A. Waters and **seconded** by J. Polke to appoint Julia L. Aurigemma (R) to the Board of Finance as an alternate member for a term expiring 11/2023.

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

Opposed: None.

Motion carried.

Q. INFORMATIONAL ITEMS

1. Streets and Sidewalks

Town Manager Salvatore explained that the Town Council received support material in their packets for this item.

2. Memorandum of Agreement regarding Police Schedule

Town Manager Salvatore explained that the Town Council received support material in their packets for this item.

R. ADJOURN

Motion made by J. Donohue and **seconded** by J. Henahan to adjourn.

All in favor. Motion carried.

The meeting adjourned at 8:47 p.m.

Respectfully submitted,



Amanda Calve
Secretary



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

TO: Anthony J. Salvatore
Town Manager

FR: Salvatore Nesci
Public Health Coordinator *[Signature]*

RE: Seasonal Vaccination Clinics

DATE: November 4, 2022

As you know, the Cromwell Health Department has promoted 3 vaccination clinics at the Town Hall since September in cooperation with the Cromwell Stop & Shop Pharmacy. We have been providing vaccinations for seasonal influenza, COVID-19 (initial and booster shots), pneumonia, shingles and TDAP.

To date, we have provided shots, and in most cases multiple shots, to over 600 residents in excess of over 900 shots.

Aside from thanking Stop and Shop Pharmacy for their tremendous cooperation, I would like to extend the department and the towns' sincere gratitude to our base of volunteers that come out and help us run our clinics year after year, even at the height of the pandemic. I would also be remiss if I did not thank our entire health department staff for their professionalism in helping plan and run our clinics. Lastly, I want to give a special thanks to our public works department/building maintenance staff for their hard work setting up and taking down of all the tables and chairs time after time before and after each clinic. They do a great job!

As COVID-19 and seasonal influenza cases continue, we too continue to monitor the status. If needed we will continue throughout the winter to provide more opportunity for town residents to come to us for their vaccination needs. Residents have come to know and trust our town to provide this needed service and health department staff is happy and ready to host more clinics when needed.



SCOTT KIERAS
RECREATION Director

SHELBY JONES
Program Coordinator

ROSANNE KRAJEWSKI
Administrative Assistant

MEMORANDUM

TO: Anthony Salvatore, Town Manager

FROM: Scott Kieras, Recreation Director

DATE: November 9, 2022

RE: Farmers Market Recap and Farmers Market Holiday Craft Fair Information

The Farmers Market concluded 9/30/22. I am recommending we have a meeting with the appropriate departments to discuss the following items:

- ❖ Length of market. My recommendation will be Memorial Day (May 26th – September 1st).
- ❖ Market Day Supervisor. I believe John Whitney has done a good job of setting up, communicating with vendors and cleaning/locking up facility during the market. Discussions will be heard by all people attending meeting as to what direction we feel we need to go forward.
- ❖ Marketing of Market. My recommendation would be for our department to take over this task which consists of getting sponsors, highlighting vendors, Facebook and Instagram posts on a weekly basis. Communicating with Vendors and having them properly vetted by Town is also included. Booking Food Truck Vendors early in year so we are not limited with variety of offerings.
- ❖ Discussion on fees, adopting a budget and recommendations of increased attractions to the Market. Examples of these are Yard games for kids to allow parents to stay longer. A Town of Cromwell Farmers Market Table highlighting our Market, with raffle prizes, giveaways, etc.

In summary, I believe we need to start planning earlier in the year. After a year under our belt, we will learn from this previous season and make improvements to next

season to increase foot traffic, positive word of mouth, vendors attraction and more. Ideas will be discussed at our meeting.

On a Vendors recommendation, we have created the 1st Annual Town of Cromwell Farmers Market Craft Fair on Saturday, December 10th. This Craft Fair will run from 9:00 AM – 2:00 PM in our Town Hall Gymnasium. Cost for table is \$35.00 dollars, with a max of 40 tables. We are currently have less than 5 tables left to be completely sold out. We will have food trucks in the parking lot which will also bring in additional revenue. We are also exploring the option of adding additional tables in the hallway outside of gymnasium. I anticipate revenue of at least \$1,500.00 from this event. All monies will be added to the Town of Cromwell Farmers Market revolving account to start next season with positive seed money. In less than 1 months' time, we have marketed, promoted, recruited vendors, food trucks, etc. Because of this, with an early start in January I am confident we can grow our Town of Cromwell Farmers Market in a similar way.

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



Sharon DeVoe, Assistant Finance Director

Sharon DeVoe graduated from Bryant University with a Bachelor of Science degree in Accounting. Sharon also is a Certified Connecticut Municipal Officer (CCMO). Prior to coming to the Town of Cromwell Sharon worked for the City of Bristol as Deputy Treasurer. In that capacity she performed banking and treasury functions along with debt service management, cash flow analysis, and the administration of three retirement plans.

In 2015 Sharon DeVoe was hired as Assistant Finance Director for the Town of Cromwell. In this role she assisted all departments with their annual budgets, worked on major projects which included the issuance of bonds, performed all banking and treasury functions, which included three banking transitions and supervised Finance staff in cash management, payroll, revenue and accounts payable. Over the past eight years Sharon worked closely with the Finance Director on all financial matters. Recently she has been working with the School Building Committee on selection of the Architect, Project Manager, Commissioning Agent and Construction Manager. She also worked closely with the Project Manager to develop the budget and cash flows for the New Middle School and the BOE Central Offices.

BAY CRANE

CONNECTICUT

"Northeast's Leader in crane rental and specialized transportation solutions"

37 Nettleton Avenue, North Haven, CT 06473 Tel: 203-785-8000

Cromwell Cable Reels

Dimensions: 59'6"L x 10'9"W x 11'8"H weighing 325,000 lbs

Setting up a 12 Line Goldhofer THP next to rail siding in the parking lot at 309 Main Street in Cromwell, CT

We will have a tractor, 12 Line, Jack & Slide, and a Boom Truck or Lull onsite

We will use a Jack & Slide Operation to take the reel off the rail car and this will take approximately 6-12 Hours

We will then travel North on Main Street, turn right onto Wall Street, turn right onto River Road and turn left into Cromwell Landing (Map reflecting route below)

We will perform this move early in the morning, once loaded.

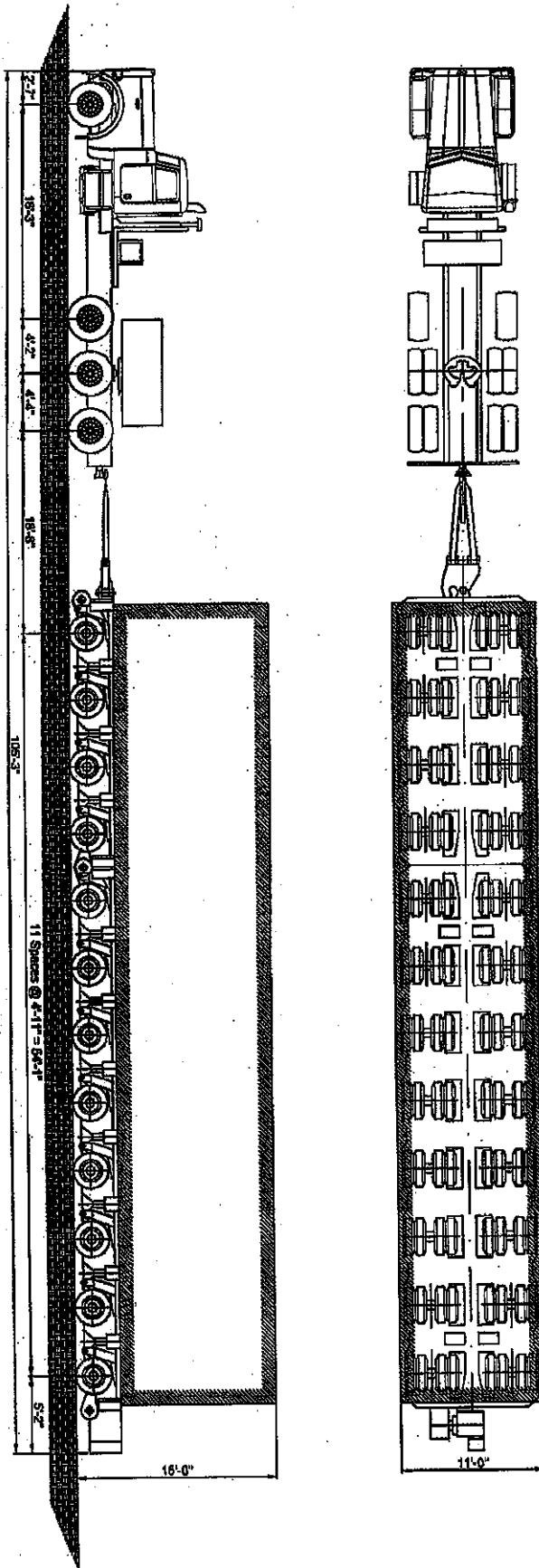
At Cromwell Landing we will use two cranes to pick the reel off the trailer and onto the Barge. (2) Liebherr LTM 1650 Hydraulic Cranes will be used.

We estimate the crane portion will take approximately (3) Days- One day to set up the cranes, one day to do the pick, and one day to break down the crane.



| Overall Dimensions of Transport | |
|---------------------------------|----------------|
| Length: | 105 ft - 3 ins |
| Width: | 11 ft - 0 ins |
| Height: | 15 ft - 0 ins |
| Weight | |
| Tractor: | 29,000 lbs |
| Counterweight: | 40,000 lbs |
| Towbar: | 1,000 lbs |
| 22 Axle THP: | 96,000 lbs |
| Power Motor: | 3,000 lbs |
| Load: | 325,000 lbs |
| G.V.W.: | 494,000 lbs |

| Axle Load & Tire Rating | | | | | | | | |
|-------------------------|--------|--------|--------|--------|--------|--------|--------|--------|
| Axle | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Load | lbs | lbs | lbs | lbs | lbs | lbs | lbs | lbs |
| Load | 14,000 | 17,000 | 18,000 | 18,000 | 35,417 | 35,417 | 35,417 | 35,417 |
| Axle Rating | 20,000 | 20,000 | 23,000 | 23,000 | 57,672 | 57,672 | 57,672 | 57,672 |
| Axle | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | lbs | lbs | lbs | lbs | lbs | lbs | lbs | lbs |
| Load | 35,417 | 35,417 | 35,417 | 35,417 | 35,417 | 35,417 | 35,417 | 35,417 |
| Axle Rating | 57,672 | 57,672 | 57,672 | 57,672 | 57,672 | 57,672 | 57,672 | 57,672 |





Town of Cromwell Board & Commission Application Form

Name: Julia L. Aurigemma

Address: (Home) 7 Brittany Circle

Telephone: 860 635 2053

E-mail Address: Jaurig@snet.net Occupation: Attorney, Retired Judge

If you are not currently a registered voter in Cromwell, please register in the Town Clerk's office to serve on a board or commission. If you are registered, please check off your party affiliation below. Thank you.

Party affiliation: ☐ Democrat ☒ Republican ☐ Unaffiliated

Board or Commission of Interest: Finance

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

I have handled commercial matters both as an attorney
and as a Superior Court Judge and believe I
could contribute to the Town

Please include three (3) References with your application.

| Name | Address | Phone Number |
|------------------|-----------------------------|--------------|
| Jacqui Keithan | 20 Brittany Circle Cromwell | 860 635 3501 |
| Vivian MacAlpine | 25 Brittany Circle Cromwell | |
| Karen Zakski | 23 Brittany Circle Cromwell | |

Signature: [Signature] Date: 11-6-22

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