

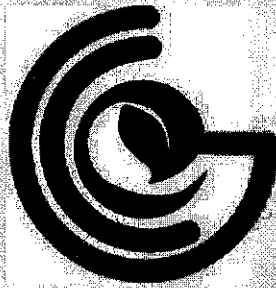
**TOWN OF CROMWELL
TOWN COUNCIL
TOWN HALL COUNCIL CHAMBERS
41 WEST STREET, CROMWELL, CT 06416**

**REGULAR MEETING AGENDA
Wednesday, August 9, 2023 at 7:00 p.m.**

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. APPROVAL OF AGENDA**
- D. EXECUTIVE SESSION**
 - 1. Ratify Police Sworn Union Contract (*action is possible*)
 - 2. Ratify Police Non-Sworn Union Contract (*action is possible*)
- E. PRESENTATION FROM GUARANTEED CLEAN ENERGY**
- F. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS**
 - 1. CMS Building Committee
- G. MAYOR'S UPDATE**
- H. TOWN MANAGER'S UPDATE**
- I. FINANCIAL/FINANCE DIRECTOR'S UPDATE**
 - 1. Budget Report
 - 2. Approve an interdepartmental transfer to Central Services from Employee Benefits in the amount of \$2,000.
 - 3. Tax Refunds
- J. CHIEF OF POLICE'S UPDATE**
- K. PUBLIC WORKS DIRECTOR'S UPDATE**
 - 1. Drainage Study Presentation
- L. CITIZEN COMMENTS** (*limited to 2 minutes per speaker, please be respectful*)
- M. NEW BUSINESS**
 - 1. Discussion and possible action to amend the Retirement Plan Ordinance, § 54-16 and § 54-22

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

- N. TOWN RESPONSE AND DISCUSSION REGARDING BERRYDUNN'S FINDINGS AND RECOMMENDATIONS**
- O. APPROVAL OF MINUTES**
 - 1. July 12, 2023 Regular Meeting Minutes
 - 2. July 18, 2023 Special Meeting Minutes
- P. APPOINTMENTS**
- Q. INFORMATIONAL ITEMS**
- R. ADJOURN**



SUSTAINABILITY ADVISOR ENGAGEMENT AGREEMENT

Guaranteed Clean Energy (GCE) as fiduciary advisors will create a strategic energy & sustainability plan from a holistic standpoint focused on energy impact and incentive maximization. GCE will begin by conducting energy evaluations to identify and determine qualifying improvements for energy efficiency, generation, and sustainability measures. The intent is to identify energy projects that upgrade several aspects of the organization's energy infrastructure, with no out-of-pocket costs to the organization, including as many incentives as possible. The Development process will include, but is not necessarily limited to, the below deliverables, scope of work, & incentives.

ORGANIZATION INFORMATION

ORGANIZATION NAME

EIN/TAXID:

CONTACT PERSON(S):

PHONE/EMAIL

CONTACT PERSON(S):

PHONE/EMAIL

MAILING ADDRESS:

PROPERTY ADDRESS:

(IF DIFFERENT FROM PROPERTY ADDRESS)

PROPERTY OWNER/LEGAL ENTITY NAME

EST.# PEOPLE AT FACILITIES

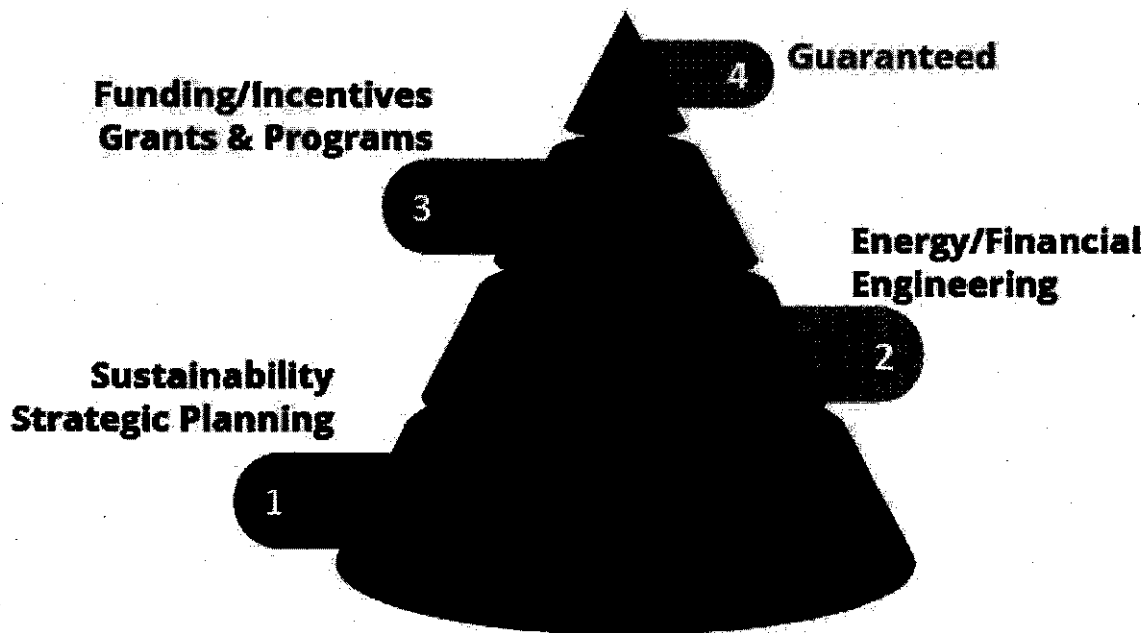
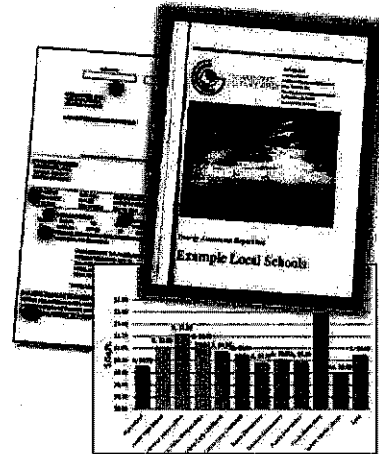


GUARANTEED
CLEAN ENERGY

DELIVERABLES:

AS PART OF OUR RETAINER, GCE WILL DELIVER:

1. Comprehensive Energy & Sustainability Strategic Plan
2. On-site Engineering & Evaluation of facilities
3. Review of energy conservation measures
4. Cataloging of most energy assets & equipment
5. Analysis of energy maintenance/costs
6. Utility bill analysis and structure





GUARANTEED
CLEAN ENERGY



GUARANTEED
CLEAN ENERGY



Name: Smart Organization Inc.

PROJECT TYPE/LINE ITEM	GCE	NET	GCE	NET	GCE	NET
LIGHTING	\$145,106	\$325,780	\$145,106	\$372,746	3.2	3.2
ELECTRICAL LOAD BALANCE	245,736	\$49,578	245,736	\$11,732	5.1	5.1
SENSORS/ LOAD SHEDDING	810,852	\$137,925	810,852	\$139,394	5.2	5.2
BUILDING ENVELOPE	55,880	\$8,114	55,880	\$8,320	6.4	6.4
SOLAR WINDOW FILM	77,825	\$10,907	77,825	\$11,823	6.5	6.5
SECURITY FILM	127,555	N/A	127,555	N/A	N/A	N/A
HVAC CONTROLS / AUTOMATION	72,218	\$94,429	72,218	\$113,104	6.1	6.1
DATA MONITORING SYSTEM	129,690	\$0	129,690	\$0	2.0	2.0
SMART SENSORS	127,426	\$29,754	127,426	\$42,096	2.0	2.0
WATER CONSERVATION	178,758	\$7,557	178,758	\$7,557	9.9	9.9
ROOFING	178,680	\$5,423	178,680	\$30,423	25.5	25.5
SOLAR GENERATION	198,750	\$2,321	198,750	\$2,321	7.7	7.7
TOTAL INCENTIVES	\$372,746		\$372,746			

GCE provides the engineering and financial grade energy reporting for you to address energy projects that make sense.

7. "Energy Efficiency" system design & recommendations

8. "Energy Generation" design & sizing

9. Financial grade energy reporting, as applicable

10. Grant writing to facilitate the organization's receipt & use of funds for projects

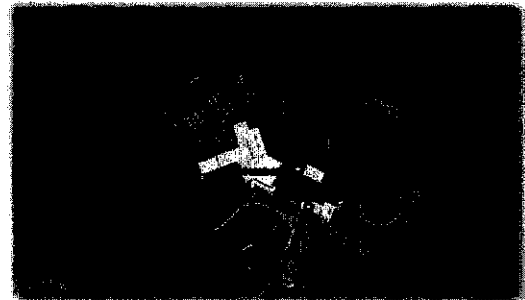
11. Identifying incentive processes and the implementation of processes for organization

12. Holistic executable energy plan

13. Funding sources identified

14. Project Management through completion of the agreed upon scope

15. Advice and assistance regarding vendor selection processes including following federal and state code and administration of paperwork and RFPs





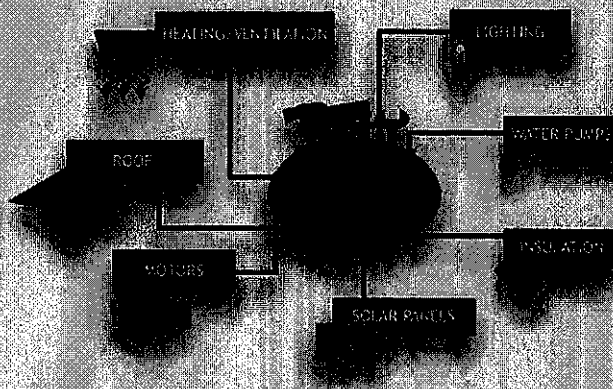
GUARANTEED
CLEAN ENERGY

SCOPE OF WORK FOR ENGINEERING EVALUATION:

GCE will identify energy savings measures during onsite engineering evaluations as well as communication with the organization's operations, buildings, and staff. GCE will also pursue needs and wants identified and communicated by the organization, but will minimally focus on the following items for evaluation:

ENERGY EFFICIENCY

- LED Lighting
- Lighting Sensors
- Lighting controls
- Load Balancing/ Surge Suppression
- Peak/Load Shedding
- Economizers
- Energy Data Monitoring
- HVAC Equipment (RTUs, Chiller)
- Thermostat controls
- Pumps and Compressors
- Refrigerant
- Building Envelope
- Insulation/Thermal Mass
- Smart automation systems



- Refrigeration
- Stadium Lighting
- Window Film
- Light Ventilation and Sterilization
- Smart Surfaces
- Smart Scoreboards & billboards
- Natatorium management & coverings
- Water Conservation
- Other energy conservation measures

CLEAN ENERGY GENERATION

- Solar Energy
- Combined Heat-and-Power
- Energy Storage
- Wind
- Other Renewable Energy

ALTERNATIVE FUEL VEHICLE

- Electric
- Propane
- Natural Gas
- Hydrogen



SOLAR



HEATING & A/C



WINDOWS & DOORS



LIGHTING



ROOFING



INSULATION



WATER SAVING



HURRICANE



LANDSCAPING



GUARANTEED
CLEAN ENERGY

TRUSTED ADVISORY ROLE

GCE will prepare an energy audit, analyses, engineering, planning, strategy and financial systems & recommendations for the organization's use and consideration, and will prepare and present a presentation to the organization's decision making body regarding its findings and recommendations.

GCE will focus is to develop a project that results in no out-of-pocket costs to the organization. In its analyses and when presenting to the decision making body & /or administration, GCE will expressly acknowledge and represent that identified energy efficiency measures will result in no out-of-pocket costs to the organization or, if GCE proposes improvements that result in out-of-pocket costs, a detailed analysis of such costs.

EXAMPLE INCENTIVES, GRANTS, AND REBATES

GCE will consider at least the following federal energy incentives programs that may be available for your organization. GCE will draft an analysis of available incentives, as well as an incentive package tailored for the organization's needs and desires, as part of the provided energy audit. GCE will apply for each incentive authorized by the District, including any related grant writing, applications, financial paperwork, engineering qualifications, or other similar services necessary to receive identified grants and incentives. In many cases estimated incentives are not locked until each program has confirmed the application and/or the measure has been installed.



ITC Federal
Investment tax credit



State Tax
Credits



Cash
Rebates



Sreco Solar Renewable
Energy Certificates



PBIS Performance-
Based Incentives



GUARANTEED
CLEAN ENERGY

RETAINER ENGAGEMENT

GCE requires a retainer fee to begin the onsite development and facility analysis. Retainer fees must be paid at least one (1) day in advance of engineering team visiting the site(s).

It is understood that the cost of engineering and developing a holistic energy strategy is significantly more than the cost of the upfront retainer, and that GCE is investing into your project significantly over and above the expense of the retainer fee.

Building or properties require a deposit of \$2,500 for every 1,000,000 square feet.

Building or properties under 999,999 square feet require a deposit of \$2,500.

Building or properties over 1,000,000 square feet require a deposit of \$5,000.

Building or properties over 5,000,000 square feet require a deposit of \$12,500.

Building or properties over 7,500,000 square feet require a deposit of \$20,000.

Properties that are within a 45-minute drive of each other, and are owned by the same organization are considered to be the same project, and can use one retainer fee.

If multiple properties are owned and spread out more than a 45-minute drive, a reasonable and mutually agreed additional cost for the retainer fee will be required. (Typical request is direct travel cost to each additional location, if needed airfare and rental car, plus \$150/day per person.) All retainer fees and expenses are discounted from any completed Guaranteed Clean Energy project and will be reimbursed upon the completion of a project.

ADVISORY POLICIES AND PROCEDURES STRUCTURE

GCE will comply with the following Policies and Procedures Before insure GCE remains focused on client value

PROJECTS WILL BE EVALUATED BY GCE ADVISORS IN 4 MAIN STAGES

- | | |
|--|---|
| 1) Master Energy Planning | 2) Energy Feasibility Assessment |
| 3) Design and Enhanced Bidding Process | 3) Funding, Incentives and Implementation |

IF APPLICABLE, BIDDING PROCESS AND VENDOR RECOMMENDATIONS WILL BE BASED ON THE FOLLOWING:

- | | |
|---|--|
| • Compliance with applicable federal, state, and local law | • Overall value of the energy measure |
| • Experience and references | • Ability to deliver in proper timelines and working hours |
| • Overall comfort that the savings will be able to be measured and guaranteed | • Organization recommendation and past/current experience with vendors |



GUARANTEED
CLEAN ENERGY

PROGRAM GUARANTEE

GCE projects are backed by guaranteed energy savings with underwritten guaranteed insurance policies written by institutional grade insurance companies. Any differences in guaranteed energy savings presented in agreement and actual energy savings garnered is paid out in 12-month cycles by check.

The guarantee only applies to energy savings portions of projects only and does not include operational savings. After adjusting for load and factor variances, comparison of the usage per day between the projection period and the verification period show the effect of the completion of measures implemented. The verification approach used in this report complies with the International Performance Measurement & Verification Protocol, Option C. Any new contract changes to your utility bills must be verified with GCE for the first 3 years of your project before signing to verify any contractual language that would adversely impact your savings realized regarding swing charges or other energy reduction or energy generation related services.

All new equipment installations creating average annual kWh usage of 10,000 kWh or more must be submitted to GCE for filing with insurance coverage to balance usage and cash flow numbers.

PROGRAM COMPLETION EXPECTATIONS, PARTICIPATION, AND AGREEMENT

GCE will be operating on a minimal retainer fee, and spending significant amounts of time, money, and other capital over and above the retainer fee cost to create the energy strategy for the customer. Due to the nature of the GCE relationship as advisors it is vital to be transparent, upfront, and to itemize all recommendations in detail with our clients. By operating in this structure, it is important that the organization appreciate the sincere effort to reduce upfront cost to organization by GCE.

1. If GCE completes an energy feasibility study, financial grade audit and identifies incentives and does NOT show the district a project that is financially viable, then GCE is responsible for the costs incurred during the entire engagement. In this circumstance, the organization has no responsibility to pay GCE any further fees.

2. When an organization moves forward with any "substantial" (substantial is defined as 33% or more of the total proposed project that is cash flow positive to the organization) project the cost of the energy feasibility and engineering services are completely waived. At this point GCE is only paid upon the success of the project, which is outlined in the below Disclosure Section, numbers 7 and 8. There will be no payment by the organization moving forward of any cost per sq. ft.

If GCE performs advisory services and demonstrates a project that is financially cash flow positive, (including delivery of feasibility studies, engineering efforts, and financial pathway) that requires less than 3% of the cost of the total project to be out of pocket, then the organization is only subject to payment to GCE for the advisory services rendered.

a. In the event of this action by the organization to NOT move forward with "substantial" measures with GCE, the organization is responsible and agrees to pay GCE market rate of \$18/sq. foot for the financial grade energy audit and reporting delivered.

b. In this circumstance to NOT move forward, upon complete payment to GCE, the organization would then own the engineering and audits performed by GCE, and may move forward with any other advisor or companies using the GCE evaluation. The organization agrees it may not use any of the information delivered by GCE until full payment is rendered to GCE for its completed effort.



GUARANTEED
CLEAN ENERGY

DISCLOSURE STATEMENT: PLEASE THOROUGHLY READ AND SIGN THE FOLLOWING:

1. All information in this agreement and the attached exhibits is true and complete to the best of my/our knowledge and is submitted for review by GCE to extend energy advisory services, energy strategy, development, engineering, and funding to the organization.
2. The information contained in this agreement and throughout the GCE engineering process is confidential. All proprietary financial, technical, and business strategy information that is shared remains confidential as it is exempted from disclosure under public records law.
3. The organization agrees to comply with Federal and State laws which prohibit discrimination based on race, color, sex, culture, social origin, sexual orientation, condition, or political or religious ideas.
4. The undersigned agrees to notify GCE within 5 business days in writing if any of the information that is the basis of GCE proposals becomes inaccurate or misleading in any respect. This includes items such as run times of energy consumption, new equipment, or HVAC setpoints. Any negotiated changes to your utility bills must be confirmed with GCE before signing any new agreement for the first 3 years of your project before signing to verify overall impact to project and rates intended or unintended.
5. As a condition of considering the agreement and once the project is installed, GCE and its agents are granted the right to inspect the organization's facilities. Verification will be done during normal business hours with no special requirement of staff outside of the organization's policies or procedures for confirmation of energy projects or any additional energy consumption or misuse.
6. The organization has the right to terminate participation in any individual energy measures during the feasibility stage that do not offer a reasonable (cash flow positive) payback over the life of the funding mechanisms. As referenced above in section "Program Completion Expectations, Participation, and Agreement," Item 2a, there is a requirement to move forward with a "substantial" amount of a financially feasible project to have the energy audit fee waived.
7. GCE advisory fees of the total mutually agreed master project are cost plus 8% margin from the client. All development costs incurred by GCE, will be spent from GCE proceeds, and not added to the cost of the project for the organization. Hard costs such as permits, bonding, and insurance coverages are included as part of the project.
8. GCE will also be compensated by any contractors or bidders with a standard of 5% margin to reflect the engineering, design, administration, project management and other responsibilities that will be done in coordination with the vendor. GCE may be paid more or less than this margin depending on the type of services required.
9. An organization may choose to select service providers or to use recommended GCE service providers. In order to prevent significant lost engineering time, as well as fair review of the contractors it is required to disclose all possible vendors upfront to GCE. GCE will follow all public requirement regarding code, public bidding, and/or organization required procedures. An organization has complete control to select service providers that after shared diligence are not the recommended vendors by GCE. When selecting providers not recommended by GCE, it is understood that those projects will/may not be guaranteed. All contractors/solution providers that client would like to consider must be disclosed to GCE before or within two weeks after the onsite facility evaluation. The organization must disclose all information directly to GCE and comply with the same standards as all other vendors. This is to ensure apples to apples comparisons are completed.



GUARANTEED
CLEAN ENERGY

10. Financing for GCE projects is provided through multiple programs and mechanisms to identify a valuable solution based on requirements and measures implemented. GCE makes no profit on financing. Organizations may also use their own funding sources. The organization must disclose all finance information directly to the GCE and comply to the same standards as all other finance options.

11. The Applicant authorizes GCE, and any GCE approved financing lenders or energy lending programs to make inquiries to verify the accuracy of the statements made and to determine the Applicant's creditworthiness (including, but not limited to, regular and investigative reports, credit reports, financial statements and other documents submitted by Applicant(s) in connection with this agreement).

12. Applicant understands that this signed agreement does not constitute a commitment on part of GCE or its finance lenders to extend credit or to guarantee receipt of grants. Not all applied for energy projects will qualify for off balance sheet financing, non-debt obligations, grants, or incentives funding.

13. When the project is completed or during installation, GCE and its agents may use approved photographs of facilities in its annual report, newsletters, slide presentations, website, social media, or other materials.

14. Organization agrees to allow GCE to place signage (provided by GCE) at the site during the construction or installation of the project.

**AS AN AUTHORIZED AGENT OF THE ORGANIZATION, I HEREBY SUBMIT THIS
AGREEMENT FORM. ALL INFORMATION SUBMITTED ON OR WITH THE AGREEMENT IS
ACCURATE TO THE BEST OF MY KNOWLEDGE.**

ORGANIZATION NAME

REPRESENTATIVE PRINTED NAME

TITLE

REPRESENTATIVE SIGNATURE

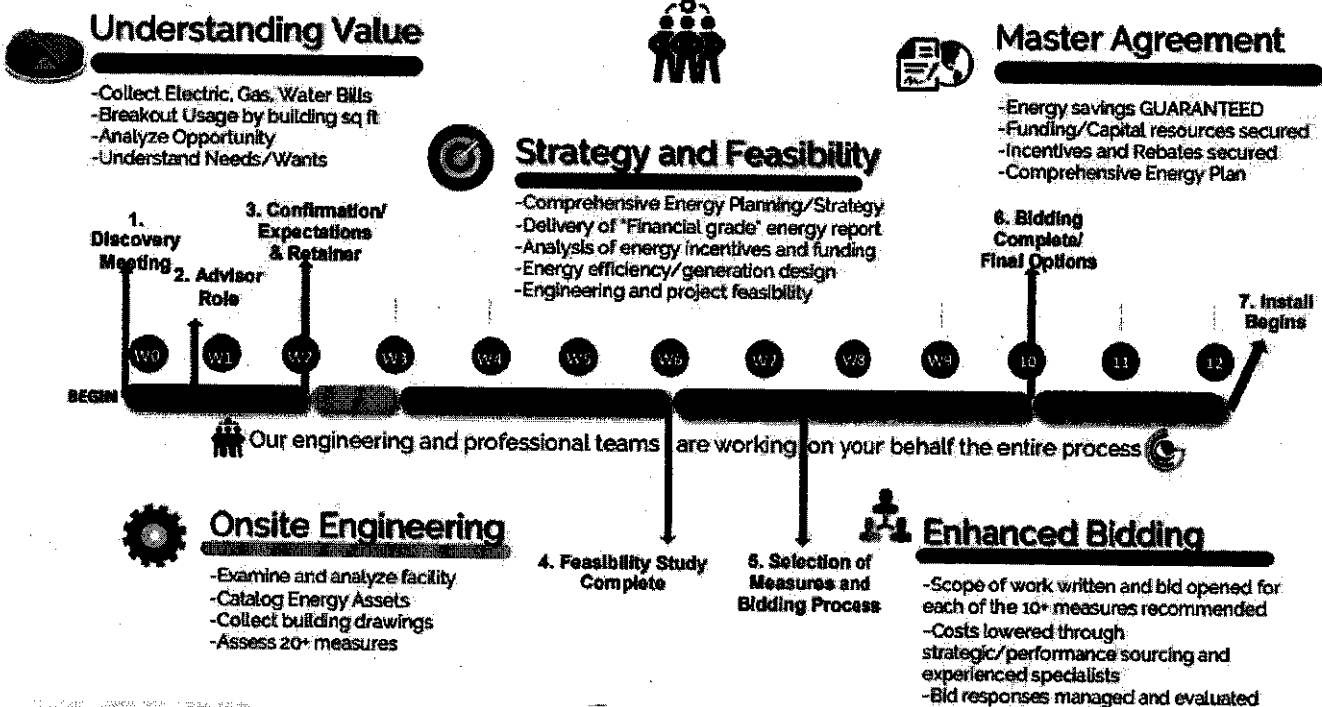
DATE



GUARANTEED
CLEAN ENERGY

TIMELINE & TEAMWORK

You receive a team of specialists committed to building your energy strategy for months as the best overall value and project is determined working together.





GUARANTEED
CLEAN ENERGY

GCE ENERGY PROJECT CHECKLIST

Organization Name: _____ Date: _____

Immediate Items: required to schedule GCE Energy Evaluation

- ☐ Complete & Sign GCE Energy Engagement Agreement/Retainer Form
- ☐ Review and Finalize Project Wishlist
- ☐ Submit (Check or Credit Card) Energy Evaluation Retainer Fee

Secondary Items: please send these ASAP, GCE will need these before the on-site visit

- ☐ 12 Months of Utility Bills -OR- Utility account manager contact info:

- ☐ Electric
- ☐ Gas
- ☐ Water

Name: _____

Phone: _____

Email: _____

- ☐ List of facilities with approximate square footage and address

Schedule On-Site visit: please contact your representative, or list 2 available dates for our engineering team to visit your facilities.

Preferred Visit Dates: _____ or _____

On-Site Items: these will be covered during our on-site visit with a GCE representative

- ☐ Utility Cost Reduction Letter of Authorization Form (1st page)
- ☐ Utility Cost Reduction Agreement (2nd page of Letter of Auth. Form)
- ☐ Utility Cost Recovery Agreement
- ☐ Existing energy contract: 1. Terms 2. Expiration 3. Supplier
- ☐ Facility Blueprints
- ☐ Attach and email most recent Energy Audit (if Applicable)
- ☐ Any bids for project measures (If Applicable)
- ☐ Three Years of Financial Information (if Applying for financing)
- Income Sheet, -Balance Sheet -Interim Financial statements

Please fill out: _____ (organization name)

understands the timeline importance of the above documentation, if not submitted by _____ (date), full project schedules are subject to change.

Please email items to your representative or directly to the GCE team: cbittner@guaranteedcleanenergy.com

MUNICIPAL SUSTAINABILITY



GUARANTEED
CLEAN ENERGY

FINANCE, ENGINEERING & INCENTIVES

GCE as a fiduciary advisor helps local governments identify and create upgrade capital through energy engineering and incentive programs (especially IIJA and IRA Acts) that encourage sustainability, education, and stewardship. GCE's mission is to provide an experienced team to governments to help financially achieve sustainable upgrades as we sit on your side.

Your project will be:

1. Funded, sustainable, and holistically engineered
2. Financially sound with incentives, trust, and no money out of pocket
3. No liability on the community...Guaranteed.



You will have access to our award-winning (2021 #1 Cleantech Startup, StartUp City Magazine) energy platform for local governments to **holistically design and involve community** in sustainable energy projects as a system making "Clean Energy less expensive than the Grid."



GUARANTEED
CLEAN ENERGY

Top
CLEANTECH
COMPANIES - 2021
Awarded by
STARTUPCITY

Simply put, we create energy capital and help you spend the capital wisely.

As fiduciary advisors, we are a new approach, with a new strategy, to solve energy problems that are way too old.

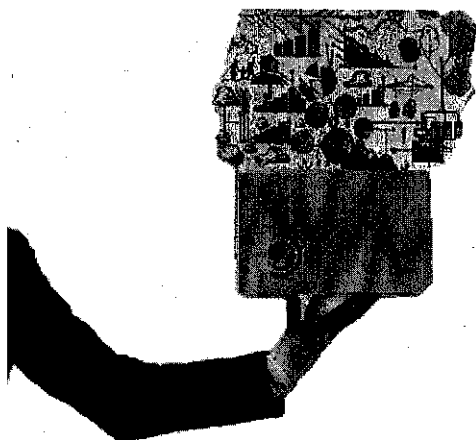


HOLISTIC ENERGY STRATEGY

Instead of tackling energy measures little by little, we create a financial-grade analysis of how we can tackle the entirety of a local government's energy needs all while creating millions in capital for energy infrastructure with no out-of-pocket costs. You have *full control and transparency over the process*, as we build a compelling strategy to set your projects apart in the 30+ incentive programs that you qualify for. You deserve the funding, but your staff likely doesn't have the time, resources, or expertise to apply, and we are specialists at finding the max value.

GUARANTEED ENERGY SAVINGS

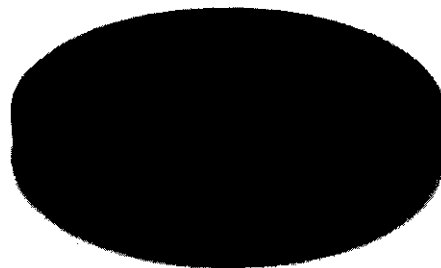
Our savings guarantees are backed by a 3rd party, A-rated insurance policy that removes all liability and cashflow risk from your organization. You should never have to risk your community's budget or your career on doing the right thing.



WE SOLVE THE 3 BIG ENERGY PROJECT CONCERNS

1. Lack of quality **funding** sources for energy projects
2. Lack of **time** and immersed experience
3. Lack of **trust** that exact or better savings will occur

Three Main Problems



■ Trust ■ Experience & Time ■ Funding



REFERENCES & TESTIMONIALS

We investigated working with some of the energy savings businesses out there, but the most important aspect of us partnering with GCE was their professionalism and commitment to walking us through every step of the process. They came numerous times to meet with my staff and Board, establishing a great rapport with all stakeholders. Guaranteeing the savings, and delivering on what seemed initially to be too good to be true actually happened.

- Keith Hartbauer
Superintendent Brownsville Area Schools

Forward thinking separated GCE in our eyes and saved us costs extensively. After an initial master plan, we discovered how much energy we could save looking at the project holistically. Months of planning, grant writing and calculations by GCE proved to have a significant impact. We received way more incentives, and saved way more energy than we would have on our own and we couldn't be happier.

- Josh Stubenvoll
Facilities Manager - Mt. Healthy City

GCE was a pleasure to work with. These guys were professional, simple, and built us a program that was financially responsible.

The results were better than expected and we are pleased to have been one of many schools that made this decision to address clean energy.

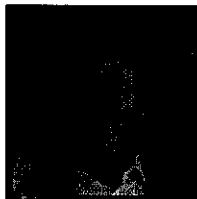
- Rocky Lambert
Trasurer - Western Local School District

A PERSONAL MESSAGE

Energy projects used to mean that you had to sacrifice financially to be doing the "right thing." We have now reached a technological point in energy development where upgrades make sense for **people, planet, and profit**. I am extremely proud to be part of a team/system that allows people to make the "right decision" without having to sacrifice anything other than hard work and planning.



Andrew Bittner
Founder/CEO
Guaranteed Clean Energy (GCE)



Watch our
GCE Intro Video
to learn more

*Clickable PDF





Building Committee

CROMWELL MIDDLE SCHOOL

Town Council Report

Aug. 9, 2023

As of 8/1/23

Last month the CMS and Central Office Building Project received site plan approval from the Planning and Zoning Commission. The approval included conditions to incorporate feedback from town staff. Perkins Eastman and Newfield Construction are actively working to incorporate all this feedback.

The team has been actively reviewing color palettes for both the exterior and interior finishes in the school. These discussions will continue through August.

Perkins Eastman finished the construction documents July 28. This is the final design phase. The project then moves into document review and approvals with construction bidding to begin in October. Another estimate will be prepared based on the Construction Documents.

The project remains on track for construction to begin in January 2024.

Respectfully Submitted,
Rosanna Glynn
Chair, CMS Building Committee



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

Memo

TO: Town Manager/Town Council
FROM: Amy Saada, Director of Human Services
DATE: 8/2/23
RE: Human Services Director Report

- New Hire! Olivia Lesprier will be starting on Monday August 7th as our new Outreach/Program coordinator.
- The Senior Center Flooring is complete and is such an improvement!
- All staff have completed Mandatory Reporter Training. A new law went into effect on July 1st adding to the list of mandatory reporters to include Dial-A-Ride drivers and all staff of senior centers.

Some **Senior Center Programs** for August:

- 8/8- History of Symphonic Music and the Romantic Era
- 8/9- Stop in to our 2nd Hydration Station and stay for a Snack & Learn with Cromwell PD on Fraud/Scams!
- 8/11- Ice Cream Social by Apple Rehab
- 8/16- We are taking 32 Seniors to the Yard Goats game!
- 8/22- Lunch & Learn- on Live-in Home Care services and others services available to keep you in your home
- 8/24- Celebrity Makup Artist, Joby Rogers will be here for a special event on makeup lessons for aging skin!

Human Services/Youth Services Updates

- 8/2- Staff will be at Walmart doing a Back to School Drive to collect items for our Back to School Program
- 8/10 Kin Care Connection - The Cromwell Kin Care Connection is a place for caregivers raising a relative's child(ren) to gather, network, and support one another. Dinner is served and childcare is provided. Our next meeting is Thursday, August 10th
- 8/11- Farmers Market Voucher Distribution- vouchers are for low income to use at local Farmers Markets.
- 8/11- Youth Services will be at the Farmers Market with the **Responsible Play van**- (responsible gaming/gambling)
- 8/18- Youth Services will be at the Farmers Market with the **Change the Script van** – (public awareness campaign to help communities deal with the prescription drug and opioids misuse crisis)



SCOTT KIERAS
RECREATION Director

SHELBY JONES
Program Coordinator

ROSANNE KRAJEWSKI
Administrative Assistant

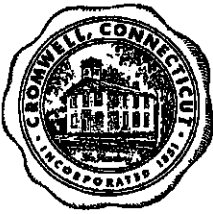
MEMORANDUM

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

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

- ❖ Town of Cromwell Farmers Market is still in session. Although the weather has not cooperated on Friday's throughout the summer, we have managed to only cancel 2 dates up to this point. We have added 2 makeup dates to the end of the market schedule which was well received by our sponsors, vendors and patrons. Entertainment, food trucks and special giveaways have been outstanding all season long.
- ❖ Summer Concert / Movie Schedule have been very popular. Attendance has been strong and the weather has been good.
- ❖ Work has finished with the Varsity Softball and Baseball fields. Also included was work on McCrossin, Bareau and Franklin Fields. All these fields will be an added attraction not only to Cromwell user groups but the residents as well. Lou Spina and Mike Conant were instrumental with all these fields enhancements.
- ❖ Summer Camps are coming to an end. To date, Camp Cromwell has been completely full. Travel Camp has been well received. We offered a total of 3 weeks of travel camp. Looking ahead to next season, I would assume we will add additional days to the weeks (3 days a week to 5 days) and the possibility of added weeks (3 weeks to 4, 5 or 6 weeks.
- ❖ As usual, all of our summer sports camps have been well attended and popular. We will continue these next summer as well as exploring other camp options.

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



Town of Cromwell

Office of the Town Manager

TOWN MANAGER'S REPORT

Date: August 2, 2023
To: Members of the Town Council
From: Anthony J. Salvatore, Town Manager
Subject: Town Manager's Report for 8/9/2023 Town Council Meeting

- We are continuing to work with BerryDunn. The Organizational Culture Assessment Final Report and Prioritized Recommendations was presented, emailed to Town Employees and placed on the Town of Cromwell's website on July 18th after the Special Town Council meeting.
- We have completed negotiations with both Police and Non-Sworn Police Unions.
- We conducted interviews for the position of Executive Assistant in Human Resources. We selected a candidate to offer the position to and she accepted. Her first day of employment will be Monday, August 7, 2023.
- I met with Bond Advisor John Healy, Bond Council Glenn Rybacki and Finance Director Sharon DeVoe to discuss options to acquire funding for construction of the new middle school.
- I met with Chief Sifodaskalakis on a number of occasions to discuss the open position of Captain.
- Town Engineer Harriman, Public Works Director Spina and I, among others met with OSHA to discuss violations and fines.
- The Employee Handbook was printed, distributed and added to our Employee Resources folder on the Shared Drive.
- The West Street Sidewalk Project is slated to begin the week of August 7th.
- We continue to work on the following initiatives:
 - Town Planner – Charging Stations at municipal parking lot and Town Hall
 - Engineering – Pierson Park Economic Development and Various Commercial and Residential Projects

TOWN OF CROMWELL

DATE: AUGUST 2, 2023
TO: ANTHONY J. SALVATORE, TOWN MANAGER
FROM: SHARON DEVOE, FINANCE DIRECTOR *Sharon*
RE: AUGUST TOWN COUNCIL REPORT

I am submitting budget reports for fiscal years 2023 and 2024 for the Town Council meeting on August 9th. The reports reflect activity through the end of July.

The Finance office continues to work with departments to pay final invoices for the 2023 fiscal year. Our auditors have been requesting information to review including payroll, personnel, purchasing, and investment documents. The new fiscal year has not presented any unusual challenges at this point.

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

FY 2023 Revenue



FOR 2023 13

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMENTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
001 GENERAL FUND						
002 TOWN CLERK'S OFFICE	-372,000	0	-372,000	-342,355.77	-29,644.23	92.0%
021 TAX COLLECTOR	-47,894,122	0	-47,894,122	-48,682,244.54	788,122.54	101.6%
022 ASSESSOR'S OFFICE	-500	0	-500	-99.50	-400.50	19.9%
030 PUBLIC WORKS ADMIN.	-45,900	0	-45,900	-60,523.51	14,623.51	131.9%
033 BUILDING INSPECTION	-350,000	0	-350,000	-366,746.15	16,746.15	104.8%
040 POLICE DEPARTMENT	-99,800	0	-99,800	-92,817.39	-6,982.61	93.0%
042 ANIMAL CONTROL	-550	0	-550	-32,295.00	-550.00	.0%
050 HEALTH DEPARTMENT	-25,000	0	-25,000	-925.00	425.00	129.2%
053 SENIOR SERVICES	-500	0	-500	-3,112.90	3,112.90	185.0%
061 LIBRARY	0	0	0	-15,314.05	5,814.05	100.2%
206 BOARDS & COMMISSIONS	-9,500	0	-9,500	-5,891,072.96	263,807.96	161.2%
207 STATE OF CONNECTICUT	-5,627,265	0	-5,627,265	-1,480,886.95	902,482.95	104.7%
208 MISCELLANEOUS SOURCES	-578,404	0	-578,404	-979,000.00	-979,000.00	256.0%
999 FUND BALANCE	-979,000	0	-979,000			.0%
TOTAL GENERAL FUND	-55,982,541	0	-55,982,541	-56,968,393.72	985,852.72	101.8%

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

FY 23 expanded lines

ACCOUNTS FOR: GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
001 TOWN MANAGER'S OFFICE	387,846	1,723	389,569	380,639.56	.00	8,929.74	97.7%
002 TOWN CLERK'S OFFICE	215,953	3,137	219,090	214,203.96	4,531.80	354.72	99.8%
003 REGISTRAR OF VOTERS	80,209	3,104	80,313	74,353.68	58.40	5,900.44	92.7%
004 PLANNING COMMISSION	3,525	0	3,525	2,680.09	.00	844.91	76.0%
005 ECONOMIC DEVELOPMENT	22,302	0	22,302	19,365.99	.00	2,936.01	86.8%
006 BOARD OF FINANCE	1,350	0	1,350	959.85	.00	390.15	71.1%
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	621.50	.00	578.50	51.8%
010 ZONING BOARD OF APPEALS	1,250	0	1,250	570.06	.00	679.94	45.6%
011 INLAND WETLANDS	1,900	0	1,900	781.00	.00	1,119.00	41.1%
012 COMM. FOR DISABLED PEOPLE	100	0	100	.00	.00	100.00	0%
013 DONATIONS AND DUES	49,872	0	49,872	49,337.00	.00	535.00	98.9%
014 TOWN COUNCIL	42,130	0	42,130	41,761.00	.00	369.00	99.1%
015 LEGAL EXPENSE	232,100	15,000	247,100	202,056.03	.00	45,043.97	81.8%
016 CENTRAL SERVICES	210,401	0	210,401	211,523.77	381.05	-1,503.82	100.7%
017 INSURANCE EXPENSE	607,610	0	607,610	587,748.62	.00	19,861.38	96.7%
018 GENERAL EXPENSE	754,002	0	754,002	748,299.97	1,624.18	4,077.85	99.5%
019 DEVELOPER/PLANNER	140,299	741	141,040	140,326.58	.00	713.68	99.5%
020 FINANCE DEPARTMENT	443,179	2,266	445,445	431,485.55	.00	13,959.56	96.9%
021 TAX COLLECTOR	159,943	164,284	324,227	301,661.00	4,715.91	17,850.31	94.5%
022 ASSESSOR'S OFFICE	246,990	1,177	248,167	243,036.73	.00	2,654.95	99.1%
030 PUBLIC WORKS ADMIN.	279,922	1,079	281,001	275,954.57	2,391.79	5,130.01	97.9%
031 ENGINEERING	246,354	2,049	248,403	244,451.82	4,543.24	-592.54	100.2%
032 SOLID WASTE REMOVAL	878,220	648	878,868	643,760.82	137,566.55	97,540.15	88.9%
033 BUILDING INSPECTION	210,771	5,583	216,354	214,071.80	.00	2,281.91	98.9%
034 HIGHWAY DEPT.	1,505,105	-13,236	1,491,870	1,220,125.01	75,484.12	196,261.00	86.8%
035 BUILDING MAINTENANCE	656,972	37,089	694,061	650,728.38	3,480.59	39,851.98	94.3%
036 PARKS & GROUNDS	451,431	-13,806	437,625	410,535.59	6,705.11	20,384.17	95.3%
037 PUBLIC WORKS-OTHER	449,000	0	449,000	462,588.72	1,228.70	-14,817.42	103.3%
038 VEHICLE MAINTENANCE	330,200	0	330,200	227,271.45	31,316.69	71,611.86	78.3%
040 POLICE DEPARTMENT	3,837,472	1,665	3,839,137	3,782,505.29	74.97	56,556.66	98.5%
041 EMERGENCY MANAGEMENT	21,050	0	21,050	19,728.52	.00	1,321.48	93.7%
042 ANIMAL CONTROL	95,414	0	95,414	92,420.16	.00	2,993.84	96.9%
050 HEALTH DEPARTMENT	205,377	4,542	209,919	204,817.61	.00	5,101.83	97.6%
051 HUMAN SERVICES	137,217	1,093	138,310	138,302.05	.00	8.04	100.0%
054 SENIOR SERVICES	136,972	336	137,308	135,851.43	113.97	1,342.68	99.0%
054 YOUTH SERVICES	107,755	318	108,073	99,734.87	205.38	8,338.40	92.3%
055 TRANSPORTATION SERVICES	152,064	699	152,763	150,596.37	.00	1,961.35	98.7%
060 RECREATION DEPARTMENT	277,639	951	278,590	271,839.44	.00	6,730.98	97.6%
061 LIBRARY	653,393	2,558	655,951	625,596.63	99.03	30,254.90	95.4%
070 BONDED DEBT	3,429,499	0	3,429,499	3,299,500.00	.00	129,999.00	96.2%
080 EMPLOYEE BENEFITS	4,208,128	-58,772	4,149,356	3,645,826.60	7,550.00	495,979.37	88.0%
090 BOARD OF EDUCATION	33,996,415	0	33,996,415	29,701,849.60	.00	4,294,565.40	87.4%
119 DEVELOPMENT COMPLIANCE	109,799	2,871	112,670	111,972.92	.00	696.62	99.4%

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2023 13

ACCOUNTS FOR:
001 GENERAL FUND

120 CONSERVATION COMMISSION

TOTAL GENERAL FUND

ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
1,210	0	1,210	.00	.00	1,210.00	.0%
55,982,541	164,099	56,146,640	50,281,608.69	282,071.48	5,582,959.86	90.1%

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FY 2024 Revenue

FOR 2024 01

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
001 GENERAL FUND						
002 TOWN CLERK'S OFFICE	-336,000	0	-336,000	-7,701.50	-328,298.50	2.3%
021 TAX COLLECTOR	-49,919,166	0	-49,919,166	-7,961,930.24	-41,957,235.76	15.9%
022 ASSESSOR'S OFFICE	-500	0	-500	0	-500.00	0%
030 PUBLIC WORKS ADMIN.	-45,900	0	-45,900	-993.00	-44,907.00	2.2%
033 BUILDING INSPECTION	-350,000	0	-350,000	-42,505.00	-307,495.00	12.1%
040 POLICE DEPARTMENT	-99,800	0	-99,800	-441.00	-99,359.00	.4%
050 HEALTH DEPARTMENT	-25,000	0	-25,000	-100.00	-24,900.00	.4%
053 SENIOR SERVICES	-500	0	-500	0	-500.00	0%
061 LIBRARY	-500	0	-500	-54.13	-445.87	10.8%
206 BOARDS & COMMISSIONS	-9,500	0	-9,500	-57.00	-9,443.00	.6%
207 STATE OF CONNECTICUT	-5,841,349	0	-5,841,349	-139,027.23	-5,702,321.77	2.4%
208 MISCELLANEOUS SOURCES	-928,239	0	-928,239	-30,521.40	-897,717.60	3.3%
TOTAL GENERAL FUND	-57,556,454	0	-57,556,454	-8,183,330.50	-49,373,123.50	14.2%

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

FY 2024 Expenditures

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
001 TOWN MANAGER'S OFFICE	421,255	0	421,255	19,246.17	119.04	401,889.79	4.6%
002 TOWN CLERK'S OFFICE	225,761	0	225,761	11,509.85	519.04	213,732.11	5.3%
003 REGISTRAR OF VOTERS	84,951	0	84,951	1,739.80	18,434.04	64,777.16	23.7%
004 PLANNING COMMISSION	3,525	0	3,525	13.62	195.52	3,315.86	5.9%
005 ECONOMIC DEVELOPMENT	122,443	0	122,443	.00	.00	122,443.00	.0%
006 BOARD OF FINANCE	41,867	0	41,867	.00	505.00	41,362.00	1.2%
008 CHARTER REVISION COMM	600	0	600	.00	.00	600.00	.0%
009 BOARD OF ASSESSMENT APPEALS	1,250	0	1,250	13.62	149.82	1,086.56	13.1%
010 ZONING BOARD OF APPEALS	1,900	0	1,900	.00	.00	1,900.00	.0%
011 INLAND WETLANDS	100	0	100	.00	.00	100.00	.0%
012 COMM. FOR DISABLED PEOPLE	51,060	0	51,060	26,118.00	24,407.00	535.00	99.0%
013 DONATIONS AND DUES	2,400	0	2,400	75.00	.00	2,325.00	3.1%
014 TOWN COUNCIL	232,100	0	232,100	.00	201,600.00	30,500.00	86.9%
015 LEGAL EXPENSE	211,925	0	211,925	45,986.96	39,192.12	126,745.92	40.2%
016 CENTRAL SERVICES	620,330	0	620,330	142,235.77	419,547.84	58,546.39	90.6%
017 INSURANCE EXPENSE	15,002	0	15,002	9,178.65	3,000.00	10,151.81	32.3%
018 GENERAL EXPENSE	147,981	0	147,981	41,851.95	1,894.04	137,872.35	6.8%
019 DEVELOPER/PLANNER	424,379	0	424,379	9,451.68	119.04	380,633.01	10.3%
020 FINANCE DEPARTMENT	164,975	0	164,975	11,556.70	1,000.00	155,404.28	5.8%
021 TAX COLLECTOR	253,058	0	253,058	14,125.42	31,523.16	240,501.30	5.0%
022 ASSESSOR'S OFFICE	247,328	0	247,328	20,206.65	14,651.54	201,679.42	18.5%
030 PUBLIC WORKS ADMIN.	249,420	0	249,420	13,096.87	623,244.02	221,671.59	11.1%
031 ENGINEERING	827,740	0	827,740	20,096.65	170,197.37	184,289.33	77.7%
032 SOLID WASTE REMOVAL	224,935	0	224,935	12,599.54	5,319.64	207,015.82	8.0%
033 BUILDING INSPECTION	1,528,616	0	1,528,616	53,071.11	298,658.52	1,176,886.37	23.0%
034 HIGHWAY DEPT.	658,784	0	658,784	29,679.58	170,197.37	458,907.05	30.3%
035 BUILDING MAINTENANCE	458,248	0	458,248	23,842.98	70,216.46	364,188.56	20.5%
036 PARKS & GROUNDS	474,000	0	474,000	71,201.69	22,650.19	380,148.12	19.8%
037 PUBLIC WORKS-OTHER	326,371	0	326,371	8,191.66	139,265.72	178,913.62	45.2%
038 VEHICLE MAINTENANCE	3,952,555	0	3,952,555	244,870.50	140,597.50	3,567,087.00	9.8%
040 POLICE DEPARTMENT	21,050	0	21,050	.00	2,120.00	18,930.00	10.1%
041 EMERGENCY MANAGEMENT	95,128	0	95,128	4,287.60	.00	90,840.40	4.5%
042 ANIMAL CONTROL	214,966	0	214,966	8,843.12	66,234.68	139,888.20	34.9%
050 HEALTH DEPARTMENT	144,009	0	144,009	8,544.88	1,619.04	133,845.08	7.1%
051 HUMAN SERVICES	145,338	0	145,338	3,487.25	14,938.18	126,912.57	12.7%
053 SENIOR SERVICES	113,172	0	113,172	5,843.34	6,014.12	101,314.54	10.5%
054 YOUTH SERVICES	159,489	0	159,489	7,888.38	8,585.20	143,015.42	10.3%
055 TRANSPORTATION SERVICES	290,975	0	290,975	19,963.91	28,652.70	242,158.39	16.7%
060 RECREATION DEPARTMENT	690,975	0	690,975	55,481.86	43,929.34	591,563.80	14.4%
061 LIBRARY	3,131,059	0	3,131,059	414,275.00	.00	2,716,784.00	13.2%
070 BONDED DEBT	4,294,415	0	4,294,415	370,840.96	1,669,549.45	2,254,024.59	47.5%
080 EMPLOYEE BENEFITS	36,163,384	0	36,163,384	6,553.76	630.00	36,163,384.00	.0%
090 BOARD OF EDUCATION	116,125	0	116,125	.00	.00	116,125.00	.0%
119 DEVELOPMENT COMPLIANCE	116,125	0	116,125	.00	.00	116,125.00	.0%

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 01									
ACCOUNTS FOR:		ORIGINAL	TRANSFRS/	REVISED	YTD	ENC/REQ	AVAILABLE	PCT	
001	GENERAL FUND	APPROP	ADJUSTMTS	BUDGET	EXPENDED		BUDGET	USED	
120	CONSERVATION COMMISSION	1,210	0	1,210	.00	.00	1,210.00	.0%	
	TOTAL GENERAL FUND	57,556,454	0	57,556,454	1,717,724.02	4,070,209.33	51,768,520.65	10.1%	



CROMWELL POLICE DEPARTMENT




Frederick Sifodaskalakis

Chief of Police

MEMO

TO: Anthony Salvatore, Town Manager

FROM: Chief Fred Sifodaskalakis 

SUBJECT: Town Council Report (July 2023)

DATE: August 1, 2023

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

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

Response to Aggression/Resistance: There was (1) incident in the month of **July**.

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

Training (June):

- Officer Jones: **Connecticut Accreditation Assessment Training**
- **Completed Department Wide Mandatory Elder Abuse Training**

Police Department News:

Officer Visconti and Officer O are officially certified officers and working on their own.

Sergeant Penn has been selected to be the next Captain of the Cromwell Police Department after a promotion process. The process consisted of an oral board with three chiefs, writing sample and a chief's interview with me. After your approval he will be sworn in on August 21, 2023 at 1:00 PM in the atrium of Town Hall.

On July 10, 2023, I read to a group of children at the Library and played "Chief Says" (same as Simon says). Officer Jones assisted and the children were able to sit in a police car and take photos.

5 WEST STREET, CROMWELL, CT 06416

Tel: 860-635-2256 | www.CromwellPD.com | Fax: 860-632-8248

We had an agility test on July 27, 2023 for new police recruits. We invited 10 individuals and we had 7 participate. Of the 7 we have 2 moving forward in the background phase. I will be doing another oral board in August.

We hired a new dispatcher and her name is Catherine Evans. Catherine will start on August 21, 2023. Catherine worked as a realtor for the past 12 years. Catherine received a Bachelor of Arts Degree from the University of Connecticut.

Officer Jones has been working with Hyundai and Kia to receive wheel locks for the department to distribute to Cromwell residents. This is in effort to stop certain Hyundai models from being stolen.

The department will be hosting a Back to School Supplies drive on August 23, 2023 from 4 PM to 8 PM at Cromwell Walmart.

Officer Jones will be at the senior center on August 9, 2023, at 10:30 AM, giving an Elderly Fraud Presentation.

Travelers/Travelers Championship, Andy Bessette and Nathan Grube, have donated two TREK Police edition e-bikes to the department. These were presented on July 27, 2023. I have attached two letter that I sent them in appreciation.

Kind words from citizens:

A message was received via FaceBook thanking Officer Pietraroia for a medical emergency he responded to. Officer Pietraroia and first responders cared for a young boy who has an Autism Spectrum Disorder. This young boy's mother was very grateful and she described the first responders as "amazing".

Mrs. Frisbie sent a note to the police department complimenting Officer Peter Pietraroia. Mrs. Frisbie came from out of state to visit the Cromwell Historical Society. An internet search showed that the building should have been open but when Mrs. Frisbie went there it was closed. Off. Pietraroia was able to arrange for someone, from the Historical Society, to go and open the building so that Mrs. Frisbie could attend. Mrs. Frisbie was very grateful and wrote, "The City of Cromwell is fortunate to have you standing guard."



CROMWELL POLICE DEPARTMENT

Frederick Sifodaskalakis

Chief of Police



TO: Chief Sifodaskalakis

FROM: K-9 Sergeant John Carlson

SUBJECT: Monthly K-9 Activity July 2023

DATE: 07/27/2023

Beginning July 1, 2023 through July 31, 2023 I am reporting the following activities for the K-9 unit:

July 3, 2023 – K9 demonstration for Youth Camp at Cromwell Town Hall.

July 11, 2023 – K9 monthly patrol in-service in Windsor, CT– 8 Hours.

July 19, 2021 – Case #23-8537 – K9 narcotics assist for FBI.

July 27, 2023 – K9 demonstration for Youth Camp at Woodside Intermediate School.

Nothing further at this time.

Incident Statistics Report

07/01/2023 00:00 Thru 07/31/2023 23:59

Call Type Description	Total for Period
911 Hang Up Call	14
Administrative Matter	20
Alarm - All types	18
ALARM-FALSE BILLABLE	22
All Other Offenses	2
Animal Complaint	39
Assist Motorist	24
Assist Other Agency	22
CAR WASH	46
Civil Matter	2
Criminal Mischief / Vandalism	23
Dis Conduct/BOP	2
Domestic Incident	9
DUI	3
Dumping	1
Escort	1
Family Offenses, Nonviolent	1
Fingerprinting	14
FV Protocol / P.A.	9
Harrassing Phone Calls	1
Identity Theft	29
Impaired / Intox Person	4
Intoxicated Driver	1
Juvenile Incident	5
K-9 Assist	3
Larceny - From Building	3
Larceny - From MV	4
Larceny - MV Parts/Access	5
LARCENY - FROM MV/RECORD ONLY	6
Larceny -Shoplifting	18
Larceny- Other	2
MEDICAL - OXYGEN REPLACEMENT	1
Medical Emergency	35
MV Accident	29
MV Parking Violation	5
MV Theft	1
MV Violation	56
MV VIOLATION ATTEMPTED	1
MVA NR PRIV PROP	5

Incident Statistics Report

07/01/2023 00:00 Thru 07/31/2023 23:59

Call Type Description	Total for Period
Neighbor Dispute	1
Noise Complaint	8
Nursing Home Fax Report	1
Property Check	610
Property Lost/Found	10
Property Seized	2
Record Only Call	4
Road Cond/TCS Out	30
See Complainant	36
Serve Warrant INFO	5
Suspicious Activity	60
TEST CALL	3
Threaten/Harass/Intimidation	5
Traffic Assignment	14
Trespassing	4
Unfounded Complaint	13
Untimely Death	2
Unwanted Person	5
Well Being Check	29
Total:	1328

Monthly NIBRS Statistics

07/01/2023 00:00 Thru 07/31/2023 23:59

Call Description		Curr Mth	Prev Mth	% Chg	Prev Year	% Chg	Year To Date	Year To Date 2022	% Chg
		07/ 2023	06/ 2023	Mth to Mth	07/2022	Mth to Yr	1/1 - 07/31/2023	1/1 - 07/31/2022	2023 / 2022
100	Kidnap/Abduction	0	0	% 0	1	% 100	1	1	% 0
11A	Forcible Rape	0	0	% 0	0	% 0	3	1	% +200
11B	Forcible Sodomy	0	0	% 0	0	% 0	1	0	% +100
11C	Sexual Assault with an Obje	0	0	% 0	0	% 0	1	0	% +100
11D	Forcible Fondling	0	0	% 0	1	% 100	3	5	% -40
120	Robbery	0	0	% 0	0	% 0	2	1	% +100
13A	Aggravated Assault	0	0	% 0	2	% 50	1	5	% -80
13B	Simple Assault	6	3	% +100	5	% +20	24	23	% +4.34
13C	Intimidation	3	0	% +300	1	% +200	15	21	% -28
200	Arson	1	0	% +100	0	% +100	1	0	% +100
210	Extortion/Blackmail	0	0	% 0	0	% 0	0	1	% -100
220	Burglary/Breaking and Enter	0	0	% 0	2	% 50	4	13	% -69
23A	Pocket-Picking	0	0	% 0	0	% 0	0	0	% 0
23B	Purse-Snatching	0	1	% 100	0	% 0	1	0	% +100
23C	Shoplifting	17	22	% -22	8	% +112	101	100	% +1
23D	Theft From Building	3	2	% +50	1	% +200	11	14	% -21
23F	Theft From Vehicle	4	7	% -42	4	% 0	36	38	% -5.2
23G	Theft of MV Parts or Access	6	5	% +20	5	% +20	37	49	% -24
23H	All other Larceny	1	1	% 0	2	% -50	10	14	% -28
240	Motor Vehicle Theft	1	2	% -50	1	% 0	21	16	% +31.2
250	Counterfeiting/Forgery	0	0	% 0	3	% 33.3	3	10	% -70
26A	False Pretenses/Swindle/Con	2	1	% +100	1	% +100	9	4	% +125
26B	Credit Card/Automatic Telle	1	0	% +100	2	% -50	6	12	% -50
26C	Impersonation	0	2	% 50	0	% 0	4	1	% +300
26E	Wire Fraud	0	0	% 0	0	% 0	1	2	% -50
26F	Identity Theft	25	22	% +13.6	1	% +2400	78	6	% +1200
270	Embezzlement	0	0	% 0	0	% 0	1	3	% -66
290	Destruction/Damage/Vandalis	14	10	% +40	6	% +133	54	61	% -11
35A	Drug Narcotic Violations	0	1	% 100	3	% 33.3	4	12	% -66
35B	Drug Equipment Violations	1	1	% 0	2	% -50	8	18	% -55
36B	Statutory Rape	0	0	% 0	0	% 0	1	1	% 0
520	Weapon Law Violations	0	0	% 0	0	% 0	2	3	% -33
90A	Fraud-Insufficient Funds Ch	0	2	% 50	0	% 0	2	0	% +200
90C	Disorderly Conduct	2	3	% -33	3	% -33	13	27	% -51
90D	Driving under the Influence	3	3	% 0	2	% +50	18	23	% -21
90F	Family Offenses, Nonviolent	0	0	% 0	0	% 0	2	2	% 0
90J	Trespass of Real Property	2	4	% -50	5	% -60	15	23	% -34
90Z	All Other Offenses	7	7	% 0	12	% -41	51	51	% 0
Report Totals:		99	99	% 0	73	% +35.6	545	561	% -2.8



CROMWELL POLICE DEPARTMENT



Frederick Sifodaskalakis

Chief of Police

July 27, 2023

Nathan Grube
Director
Travelers Championship
90 State House Square
11th Floor
Hartford, CT 06103

Subject: Trek Electric Bicycles Donation

Dear Mr. Grube:

I would like to take this opportunity to thank you and The Travelers Championship for the very generous donation of two Trek Electric Bicycles to the Cromwell Police Department.

The generosity and support you have shown will have a great impact on the Department's Bike Patrol Unit and makes it possible for the Cromwell Police Department to continue to serve the community to the best of its ability.

The continued support from the Travelers Championship through the years is always greatly appreciated and we sincerely appreciate you recognizing and supporting our efforts.

Once again, on behalf of the Cromwell Police Department, thank you.

Sincerely,

Fred Sifodaskalakis
Chief of Police

5 WEST STREET, CROMWELL, CT 06416

Tel: 860-635-2256 | www.CromwellPD.com | Fax: 860-632-8248



CROMWELL POLICE DEPARTMENT

Frederick Sifodaskalakis

Chief of Police



July 27, 2023

Andy F. Bessette
Executive Vice President and
Chief Administrative Officer
The Travelers Companies, Inc.
One Tower Square, 2MS
Hartford, CT 06183

Subject: Trek Electric Bicycles Donation

Dear Mr. Bessette:

I would like to take this opportunity to thank you and The Travelers Companies for the very generous donation of two Trek Electric Bicycles to the Cromwell Police Department.

The generosity and support you have shown will have a great impact on the Department's Bike Patrol Unit and makes it possible for the Cromwell Police Department to continue to serve the community to the best of its ability.

The continued support from the Travelers Companies through the years is always greatly appreciated and we sincerely appreciate you recognizing and supporting our efforts.

Once again, on behalf of the Cromwell Police Department, thank you.

Sincerely,

Fred Sifodaskalakis
Chief of Police

5 WEST STREET, CROMWELL, CT 06416

Tel: 860-635-2256 | www.CromwellPD.com | Fax: 860-632-8248

Hi there! my son suffered a medical emergency in the parking lot of Burlington. first, the fire chief responded as he was literally right around the corner. An officer from Cromwell responded next and then the EMT's. My son happens to have an Autism Spectrum Disorder which led to heightened anxiety. I wanted to share that every single person who helped us was nothing short of amazing (with both of us as I was very worried) and their efforts were very much appreciated. My son is home and feeling much better! signed: A very grateful mom.

Hi, thanks for contacting us. We've received your message and appreciate you reaching out.

Melissa, thank you so much for sharing your kind words! Do you happen to recall the officers name so I can share your thanks with him?!

I know he told me but I can't recall. It was a very stressful little bit.

Wait! My son just remembered. It was Officer Pete! A little after 10am.

Create appointment

\$ 27.500

Thank you very much I will be happy to share your thanks!! Feel free to contact us anytime you need assistance, we are happy to hear this was a good outcome!

Help Officer Fote,

Just a note to thank you
for the opportunity to see
inside the Stevens & Frisbie home.

Your setting that up with the
Historical Society was priceless.
I came from Cabotsgrove, I am
a Frisbie and it was Hired
to be in that house. The city of
Cromwell is fortunate to have
you standing guard.

Shirley K. Frisbie

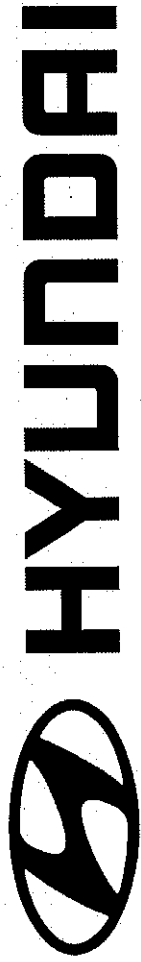
Thank you, too!

From all three of us.

Sivley, Eric and Rob

You really helped make

our day !!!



Administrative Officer Jones,

Thank you. The order of wheel locks for Cromwell Police Department was successfully entered.

Shipment Will Be Sent To:

Administrative Officer Elizabeth Jones

Next Step: Nothing else is needed at this time.

Next Step: I will be submitting your order to Hyundai distribution. Depending on location, wheel locks may take up to 14 days to ship —wheel locks ship from Ontario, California.

Software Upgrade Media Statement Link:

<https://www.hyundainews.com/en-us/releases/3810>

Hyundai receives and responds to media inquiries on the wheel lock distribution program but only shares your information with permission.

For additional wheel locks or to inquire about the shipment's status, don't hesitate to contact me at 657-568-7471.

Glad we could help. Thank you for all your support!

A handwritten signature in black ink, appearing to read 'Ira'.

Ira Gabriel



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: August 1, 2023

Re: **Town Council Updates**

Here is a list of some of the projects Public Works staff is currently working on. I will attend next week's meeting should there be any questions:

- High School athletic facility in design – wetlands and P&Z applications soon
- Pierson Park – design team working on site survey and plans
- West Street sidewalks – experiencing delays in utility pole relocation which is key to much of the work. Utilities indicate they will begin relocation middle of August
- Reclaiming of Twin Oaks and Black Birch to start week of August 7th.
- OHSA informal conference scheduled for August 2nd.
- Food composting Program under way. Several residents have begun to participate.

Memo

To: Sharon DeVoe-Finance Director
From: Kara Canney-Library Director
cc: Pension Committee
Date: 6/25/2023
Re: Years of credited service

I am respectfully requesting that the current vesting term of 10 years be decreased to a more attainable number of 7 years.

I appreciate your attention and consideration to this request.

A handwritten signature in black ink, appearing to be 'Kara Canney', is located to the right of the text 'I appreciate your attention and consideration to this request.'

Chapter 54. Retirement Plan

Article V. Benefits

§ 54-16. Early retirement option.

Each participant who shall have reached his 55th birthday and shall have at least 15 years of credited service shall have the option, to be exercised by a written notice to the Board and with the consent of the Board, to retire at any time thereafter prior to his normal retirement date. The amount of retirement benefits payable to such retired participant shall be computed as provided in § 54-13 hereof, except that the date of such early retirement shall be used in determining his credited service, and the amount thus obtained will be reduced, such reduction to be determined by the actuary in accordance with accepted actuarial practices, if such retirement benefit is to commence prior to such participant's normal retirement date. The contingent annuitant and the ten-year certain options, provided for in §§ 55-14 and 54-15 hereof, may be elected by a participant who elects to retire early under this section, in which case the term "retirement date" shall be deemed to mean early retirement date wherever applicable in §§ 54-14 and 54-15.

ARTICLE VII
Termination of Employment

§ 54-22. Payments required. [Amended BOS 2-1-1977]

- A. If any participant shall cease to be an employee of the Town, except upon death or as a retired participant or except as provided in Article IX hereof for leave of absence, then he shall be entitled to a return of all of his own contributions to the trust fund, plus interest thereon computed at the annual rate of 3% prior to July 1, 1976, and at the annual rate of 5% thereafter, compounded annually to date of termination; provided, however, that any participant who shall elect to leave his contributions in the trust fund shall be entitled at his normal retirement date, if he shall then be living and if such contributions are left in the trust fund, to the following percentage of the amount of retirement benefit as computed under the provisions of § 54-13 hereof, such percentage to depend upon the number of his full years of credited service under the plan following his entry date, except that the date of such termination shall be used in determining his credited service:

Years of Credited Service Under the Plan	Percent of Accrued Benefit Vested
Fewer than 10	0%
10 or more	100%

- B. Anything contained herein to the contrary notwithstanding, in no event shall the vested benefit to which the terminated participant is entitled be of lesser value than the amount of his own contributions, including interest as hereinabove provided, at the date of his termination of employment as determined by the actuary in accordance with accepted actuarial practice, and in no event shall the vested percentage indicated above be less than the percentage that would have been applicable if the participant had terminated employment on June 30, 1976. Any such terminated participant may elect, by written notice filed with the Board at least 60 days prior to an anniversary date, to withdraw, as of the next succeeding anniversary date, his own contributions to the trust fund, plus interest thereon, to such anniversary date computed as hereinabove provided. If any such terminated participant shall so elect to withdraw his own contributions, then he shall have no further rights whatsoever in and to any benefits under this plan.

Calve, Amanda

From: Sondra Hathaway <shathaway@berrydunn.com>
Sent: Tuesday, August 1, 2023 12:40 PM
To: Salvatore, Anthony
Cc: Calve, Amanda; Sachin Goradia; Seth Hedstrom
Subject: Cromwell Contracted Remaining Services
Attachments: Groveland_Strategic Plan_Final.pdf; St. Charles Strategic Plan_Final.pdf; Cooper City_Strategic Plan_Final.pdf

Hi Tony,

Below is a draft message regarding the strategic plan offering BerryDunn would like to make available. Attached are three strategic plans we created for other local government clients for your consideration.

Please let me know if you would like me to send this message to council, or if you prefer to send it. We will also cancel the meeting invitation for this phase. Once we establish the next phase we will set a new recurring date.

Thank you,
Sondra

Sondra Hathaway | Senior Consultant
c: 602.380.7231 | berrydunn.com



To: Town Council
From: Town Manager or BerryDunn
Date: ASAP

<Begin message>

Dear Town of Cromwell,

BerryDunn is pleased to announce the Culture Assessment phase is complete and we are entering Phase 2 of the project: Organizational Structure and Implementation Assistance. In this phase, BerryDunn will help the Town implement prioritized recommendations.

The next proposed activity is change management training for all employees. This training is a foundational method for ensuring Town employees are prepared for change. For example, if the Town prioritizes a standardized performance appraisal for all employees, BerryDunn would prepare all employees for performance process changes during training, and assist with performance appraisal development project tasks such as stakeholder coordination and input, documentation, and recommending best practices to a Town team.

However, given the Mayor's expressed interest in creating a Town mission and vision, BerryDunn would like to give the Town the option to forego change management training and instead pursue a strategic planning process as Phase 2 of the project. This process would incorporate change

management principles and development of a mission and vision and goals, including public engagement. Attached are a few examples of public sector strategic plans BerryDunn has completed.

We are happy to provide any additional clarification or answer any questions.

Thank you and we look forward to continuing to work alongside the Town of Cromwell in achieving sustained growth and advancement.

<End message>

STRATEGIC ♦ PLAN ♦ --- 2023-2027



CITY OF
ST. CHARLES

ILLINOIS • 1834

TABLE OF CONTENTS

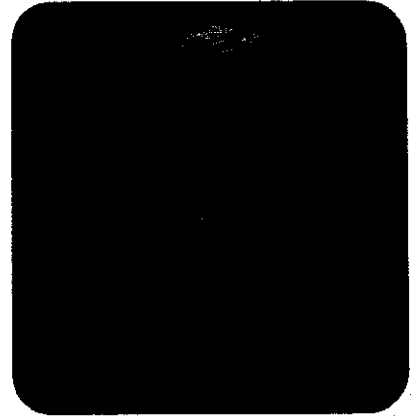
Message from the Mayor	3
Mission Statement	4
Vision Statement	4
Guiding Principles	4
Plan at a Glance	5
Strategic Priorities:	
• Balanced and Thoughtful Development	6
• Community Engagement	8
• Organizational Resiliency	10
• Financial Wellness	12
Project Timeline	14
Acknowledgements	15



MESSAGE FROM THE MAYOR

St. Charles continues to be a place where people want to be – to live, visit, or operate a business. Being a vibrant, destination city that residents want to call home and where businesses thrive comes from purposeful planning.

I am pleased to present the City of St. Charles Strategic Plan for 2023-2027. It establishes the City's vision and priorities, and outlines the actions that will help us achieve them. We will use this plan to guide our budget and policy decisions for the next five years.



It is our residents and businesses that make St. Charles the great city that it is. We reached out to the community in the strategic planning process so they could share what matters most to them. We encouraged participation by holding both in-person and virtual meetings. We also hosted a dedicated website where members of the community could pin comments, ideas and photos. The site successfully drew more than 10,000 visits.

Along with community feedback, information from established plans and key stakeholders contributed to this plan.

In our last community survey, 99% of residents surveyed said St. Charles is an excellent or good place to live. We look to uphold that level of satisfaction as the Strategic Plan will guide decisions about City services, programs, and initiatives.

I would like to thank St. Charles City Council, City leaders and staff, and all in the community who came together to share their suggestions. I look forward to seeing our plan come to life and to reaching the goals we set for our City as we build on the on continued successes for St. Charles in the future.

Sincerely,

Lora A. Vitek

Mayor

WHO WE ARE

Mission Statement

We provide exceptional Services, honor Tradition,
and foster a thriving Community.



Vision Statement

An engaged community with a sense of place
and belonging where everyone is welcome.



Guiding Principles

EXCELLENCE

We strive to provide high quality services
and an exceptional quality of life.

ENGAGEMENT AND INCLUSION

We encourage all voices be heard and create accessible opportunities
for everyone to participate and contribute to our community.

SUSTAINABILITY AND RESILIENCE

We prepare for the future and cultivate progress
while valuing our natural environment and resources.

RESPECT

We treat our residents, businesses, employees,
and visitors with dignity.

SENSE OF COMMUNITY

We foster a safe and vibrant environment in which new ideas and
perspectives combine with our unique character to create a sense of place.

STEWARDSHIP AND ACCOUNTABILITY

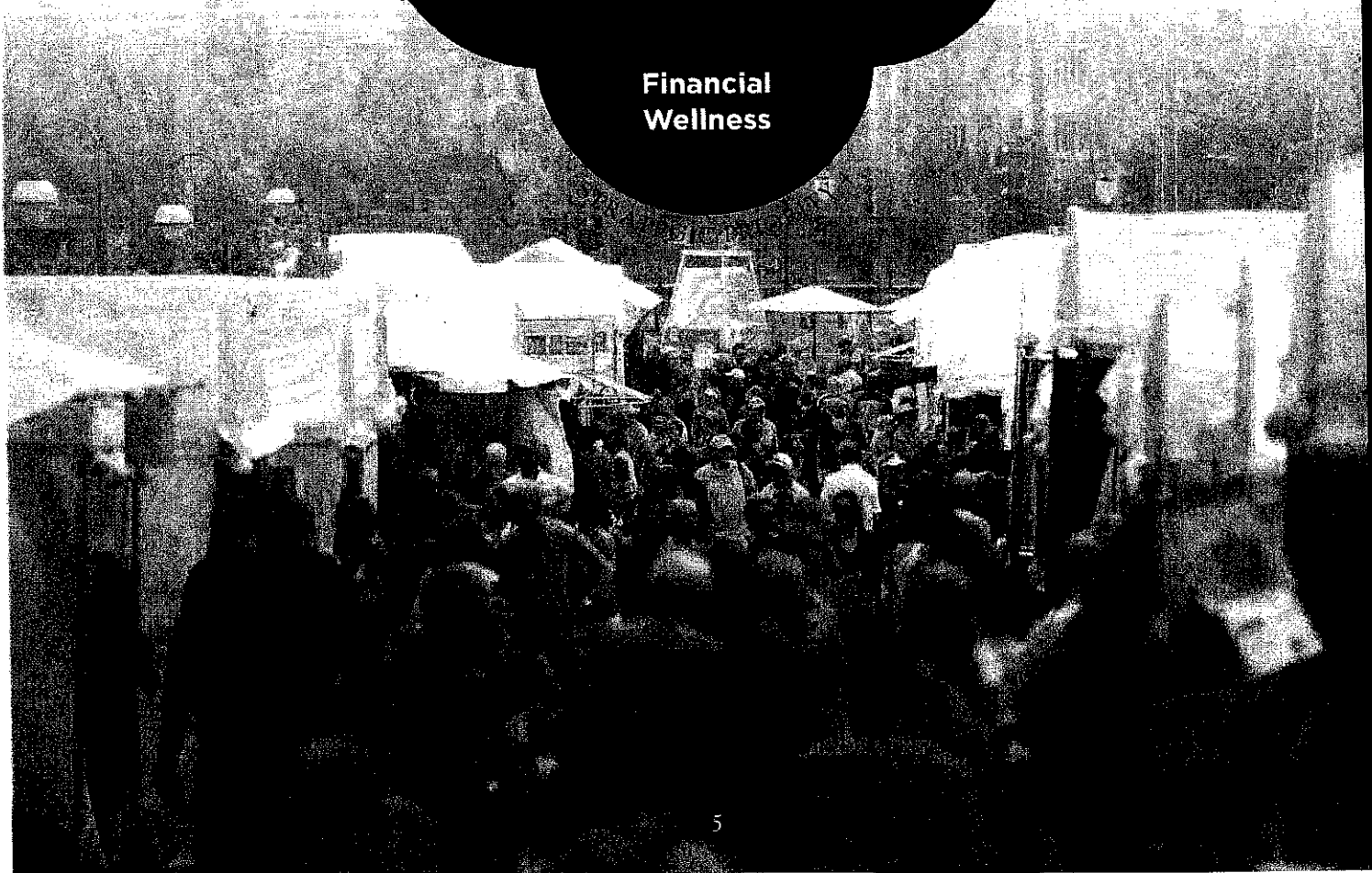
We pledge to be honest, reliable, and open in our decision-making,
communications, and actions to earn and retain the trust of our community
because we take pride in the importance of our service to the public.

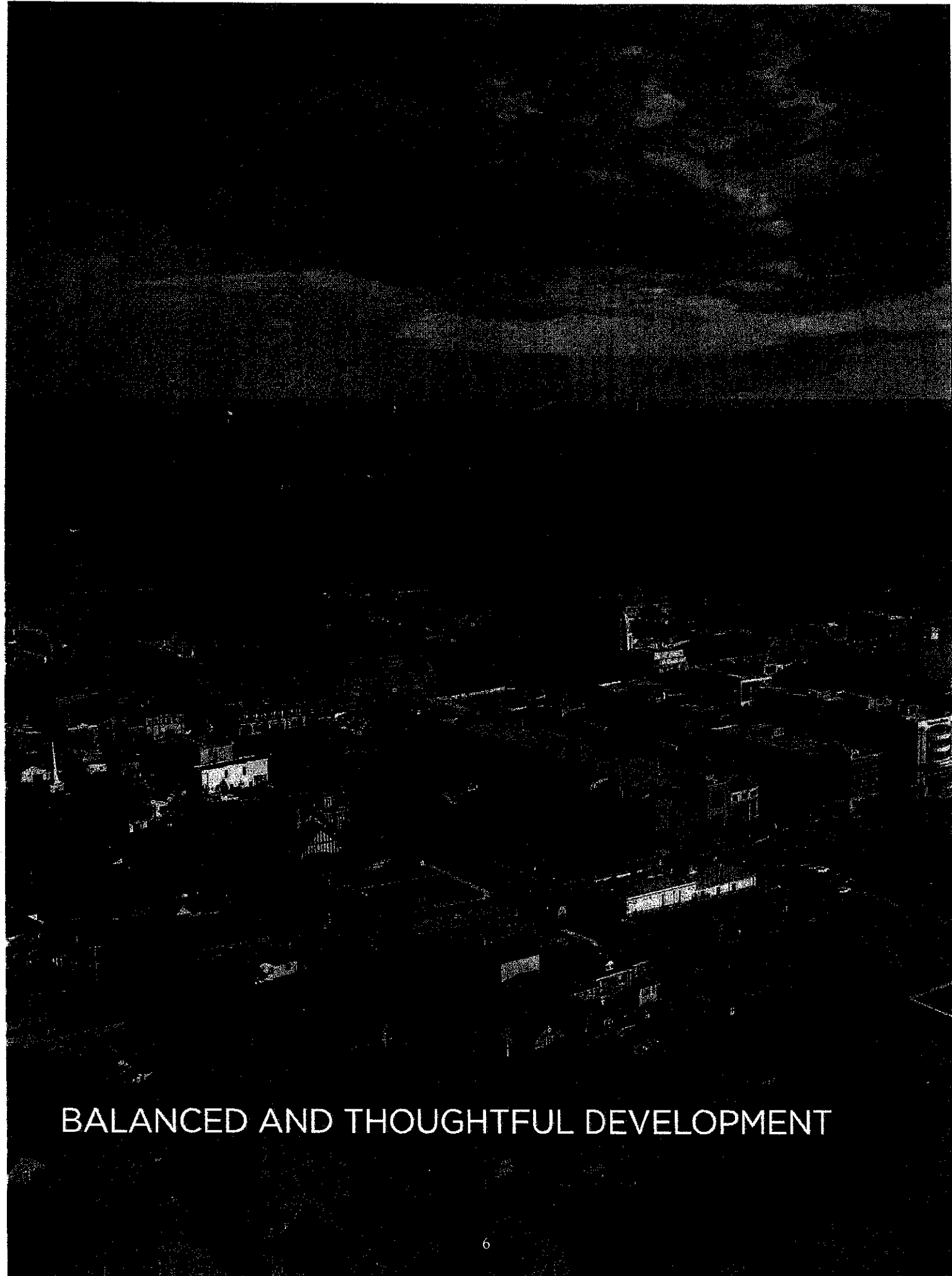
PLAN AT A GLANCE

What is a Strategic Plan?

The Strategic Plan is a living document that guides the City of St. Charles in its decision-making. The Strategic Plan defines WHAT the city wants to become and its vision for the future. It also defines what the city will prioritize and focus on to achieve its vision, the specific actions that will be taken, and how progress will be measured.

The City of St. Charles has identified four Strategic Priorities, as shown in the graphic below. Each Strategic Priority has a goal statement, strategic goals, and outcome objectives which are further explained on the subsequent pages.





BALANCED AND THOUGHTFUL DEVELOPMENT

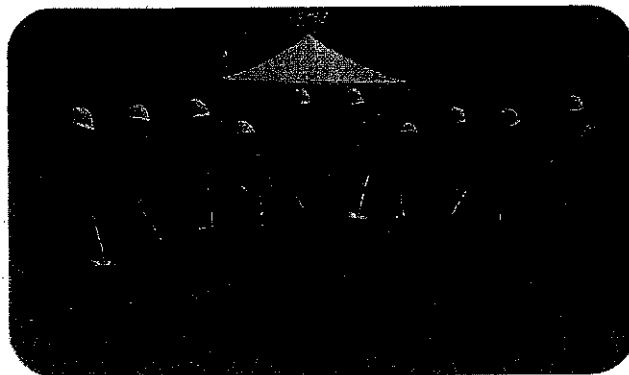
STRATEGIC PRIORITY 1

BALANCED AND THOUGHTFUL DEVELOPMENT

Support economic growth that respects our unique character and contributes to a diverse local economy by facilitating developments that enhance the community's quality of life.

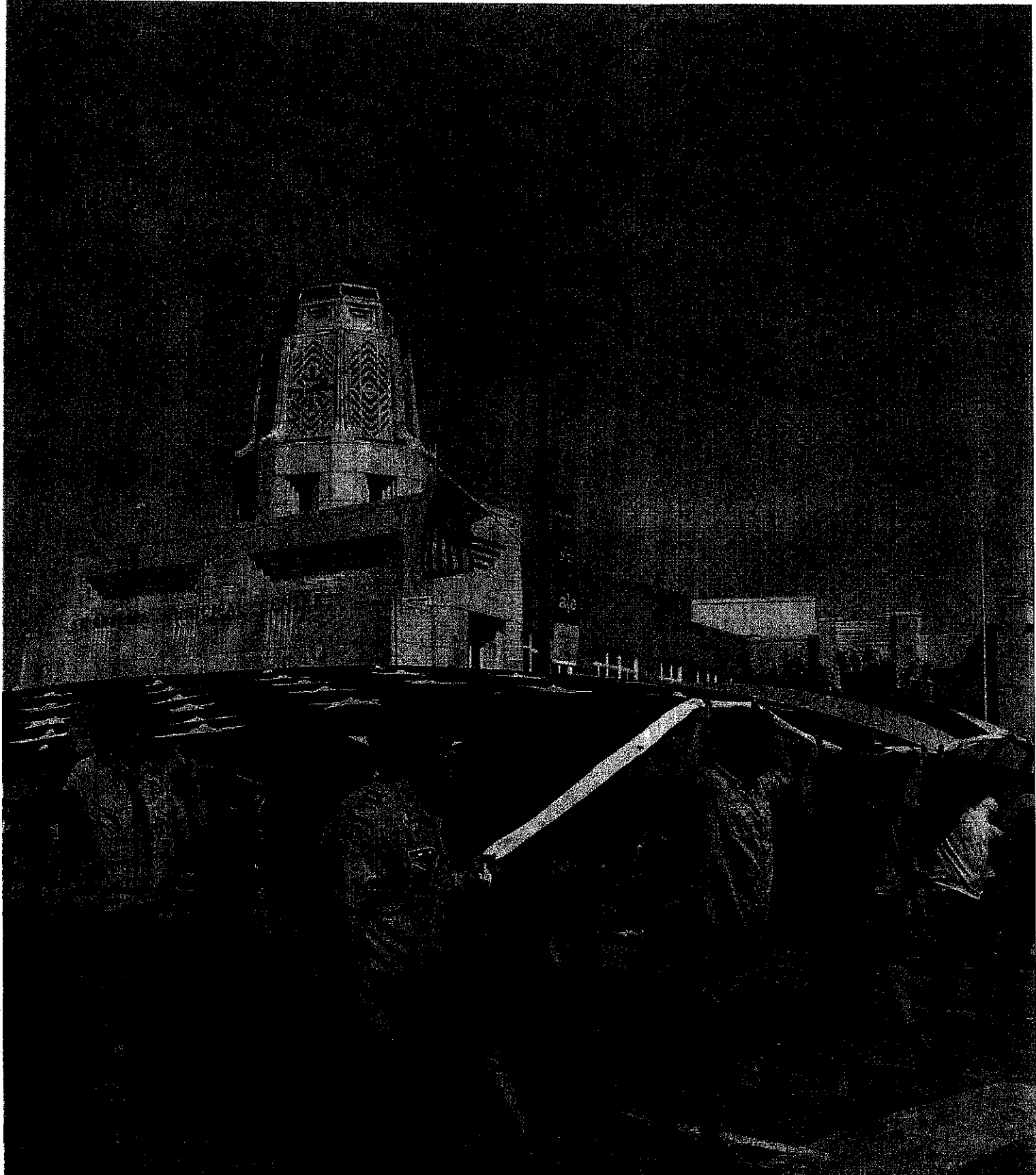
STRATEGIC GOALS

- ♦ Evaluate existing development programs, policies, and codes and ensure all are updated to improve efficiency and impacts on community stakeholders.
- ♦ Ensure zoning, land use, and other policies align with the community's vision and development goals.
- ♦ Partner with regional and local river advocacy organizations to explore strategies to enhance the river's health while providing opportunities to recreate and enjoy.
- ♦ Create a mobility plan that includes streets, sidewalks, bike paths, and traffic-calming to enhance walkability and accessible movement throughout the city.
- ♦ Complete a comprehensive downtown parking plan to enhance the parking experience for visitors and residents.
- ♦ Identify top priority development sites and implement a targeted development attraction plan to increase select business interests.
- ♦ Support the real estate and broker community in the attraction of development and new businesses to help ensure alignment with the community's vision and development goals.
- ♦ Create a business retention/visit program to increase the City's awareness of the local business environment and facilitate the retention of existing businesses.
- ♦ Promote and encourage the development of diverse and quality housing options to help ensure all can live in our community.
- ♦ Streamline development process workflow to improve entitlement process, permitting procedure, and communications with the developer community.



OUTCOME OBJECTIVES

- ♦ Update the City's Comprehensive Plan with community engagement by the end of 2027.
- ♦ Conduct 24 business visits annually, prepare comprehensive findings report, and present to City Council.
- ♦ Create and implement a business/development attraction campaign and disseminate a progress report to City Council quarterly.
- ♦ Determine and publish top priority development sites for the east side, west side, and downtown annually.
- ♦ Create and implement a developer satisfaction survey by the end of 2023.
- ♦ Conduct a Development Review Process study by January 2023.
- ♦ Complete the Downtown Comprehensive Parking study, which includes a signage analysis, by April 2023.
- ♦ Create a developer procedure and process playbook by the end of 2024.
- ♦ Review existing development programs, policies, and codes and update as needed:
 - Economic Development Incentive Policy by the end of 2023.
 - Downtown Overlay District by the end of 2023.
 - Affordable Housing requirements and programs by the end of 2024.



COMMUNITY ENGAGEMENT

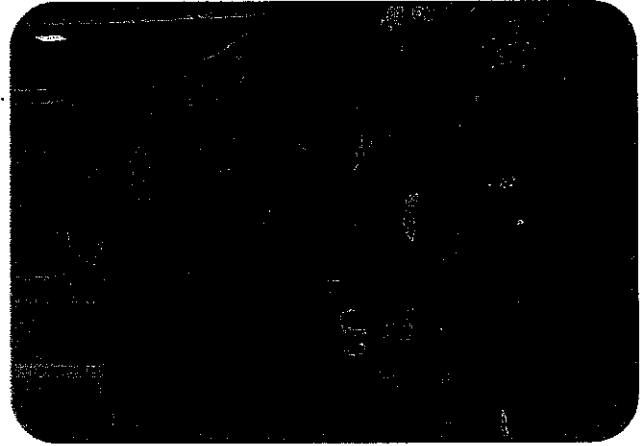
STRATEGIC PRIORITY 2

COMMUNITY ENGAGEMENT

Improve the community's experiences with the City through engaging methods of communication to enhance accessibility, increase awareness, and encourage discussion.

STRATEGIC GOALS

- ♦ Modernize the City's digital presence to increase accessibility, information sharing, and services online.
- ♦ Employ digital tools for residents and community partners to increase opportunities for feedback, discussion, and two-way engagement.
- ♦ Strengthen relationships with community partners and neighborhoods to increase the City's visibility and improve its public presence.
- ♦ Enhance communication platforms to increase outreach and awareness of city services, accomplishments, initiatives, procurement listings, and job opportunities.
- ♦ Provide interpersonal training opportunities for city employees to enhance their interactions with the public and each other, particularly in high-stress or volatile situations.
- ♦ Increase transparency of City operations to expand community understanding.
- ♦ Evaluate public meeting structure to foster increased communication between staff, elected officials, and the public.
- ♦ Explore strategies or initiatives that recognize a diverse community that is accessible and welcoming to the public.



OUTCOME OBJECTIVES

- ♦ Launch a new City website by the end of 2023.
- ♦ Complete the implementation of the Public Engagement Platform by the end of 2025.
- ♦ Create a new online portal for residents to view and pay utility bills by the end of 2023.
- ♦ Increase the number of digital forms over current PDFs/paper forms on the City website.
- ♦ Develop an open data portal by the end of 2025.
- ♦ Increase the City's attendance and participation at community partner meetings and events (e.g. taxing jurisdiction, business associations, service groups, or community groups).
- ♦ Increase the number of City residents enrolled to receive monthly newsletter.
- ♦ Increase the number of followers and engagement on social media platforms.
- ♦ Increase the number of non-safety personnel employees with interpersonal, de-escalation techniques, mental health recognition and communication, and customer service training by 2024.
- ♦ Evaluate the procurement process and determine methods to increase participation from vendors.
- ♦ Update the Crisis Communication Plan by the end of 2023.
- ♦ Explore branding and communication standards by the end of 2024.
- ♦ Conduct an updated resident survey by the end of 2027.
- ♦ Establish regular meetings with community partners to coordinate and enhance digital service delivery by the end of 2023.
- ♦ Publish and present to City Council a progress report of the strategic plan outcomes objectives annually.



ORGANIZATIONAL RESILIENCY

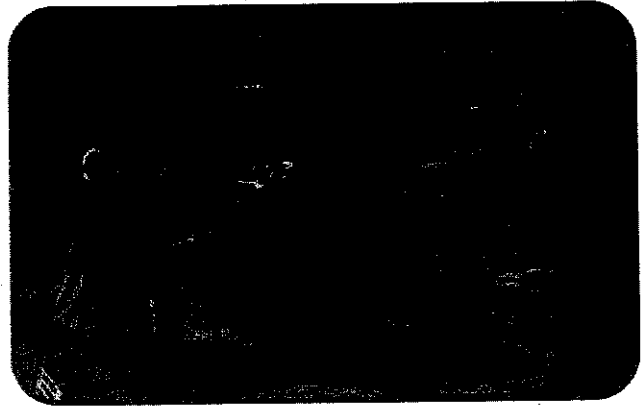
STRATEGIC PRIORITY 3

ORGANIZATIONAL RESILIENCY

St. Charles will commit necessary resources to improve its infrastructure and meet public service expectations, so St. Charles continues to be a desirable community for people and businesses.

STRATEGIC GOALS

- ♦ Develop a workforce strategy that focuses on retention, recruitment, and staff development to fulfill the City's mission and achieve its strategic priorities.
- ♦ Evaluate departmental core services to align resources, identify challenges, and ensure service level expectations are maintained.
- ♦ Update facility studies for presentation of capital maintenance and improvement plans to the City Council to ensure alignment with strategic priorities, community needs, and service level expectations.
- ♦ Develop infrastructure maintenance plan (roads, bridges, facilities, and fleet) to ensure service delivery and proper asset maintenance continuity.
- ♦ Evaluate water quality to understand potential needs and costs related to water supply within the city.
- ♦ Ensure that programs, policies, and procedures are accessible, inclusive, and represent and respond to the needs of the community.
- ♦ Implement technology to improve internal and external processes and increase efficiencies.
- ♦ Identify and prepare for high risk, low frequency disaster preparedness events including planning for the immediate aftermath and long-term impacts in order to provide stability in the community.
- ♦ Evaluate risks to the organization to identify and address potential security issues and technology concerns.



OUTCOME OBJECTIVES

- ♦ Conduct water quality study and present to City Council by the end of 2025.
- ♦ Review existing capital plans, programs, and policies and update as needed:
 - Complete a Road Maintenance Plan by end of 2023.
 - Complete Street Rating Evaluation and update the Streets Maintenance Plan by the end of 2023.
 - Complete the Bicycle and Pedestrian Plan and Complete Streets Plan by the end of 2023.
 - Update the Homeowner Sewer Assistance Policy by early 2024.
 - Update the Connection Fee Policy by early 2023.
 - Update the Water Utility Master Plan by the end of 2023.
 - Update the Sewer Utility Master Plan by the end of 2025.
 - Update the Electric Utility Master Plan by early 2024.
- ♦ Complete an Emergency Preparedness and Continuity of Operations Plan and adopted by the end of 2024.
- ♦ Conduct a Technology Risk Assessment and present the assessment to City Council by the end of 2024.
- ♦ Develop a Strategic Technology Plan by the end of 2025.
- ♦ Increase views of job postings and applications for jobs through the City's applicant tracking system.
- ♦ Reduce vacancy time for hard-to-fill positions.



FINANCIAL WELLNESS

STRATEGIC PRIORITY 4

FINANCIAL WELLNESS

Implement policies, practices, and procedures that manage long-term liabilities, increase understanding and awareness of the City's fiscal condition, and continue the efficient use of City resources to ensure ongoing financial strength and sustainability.

STRATEGIC GOALS

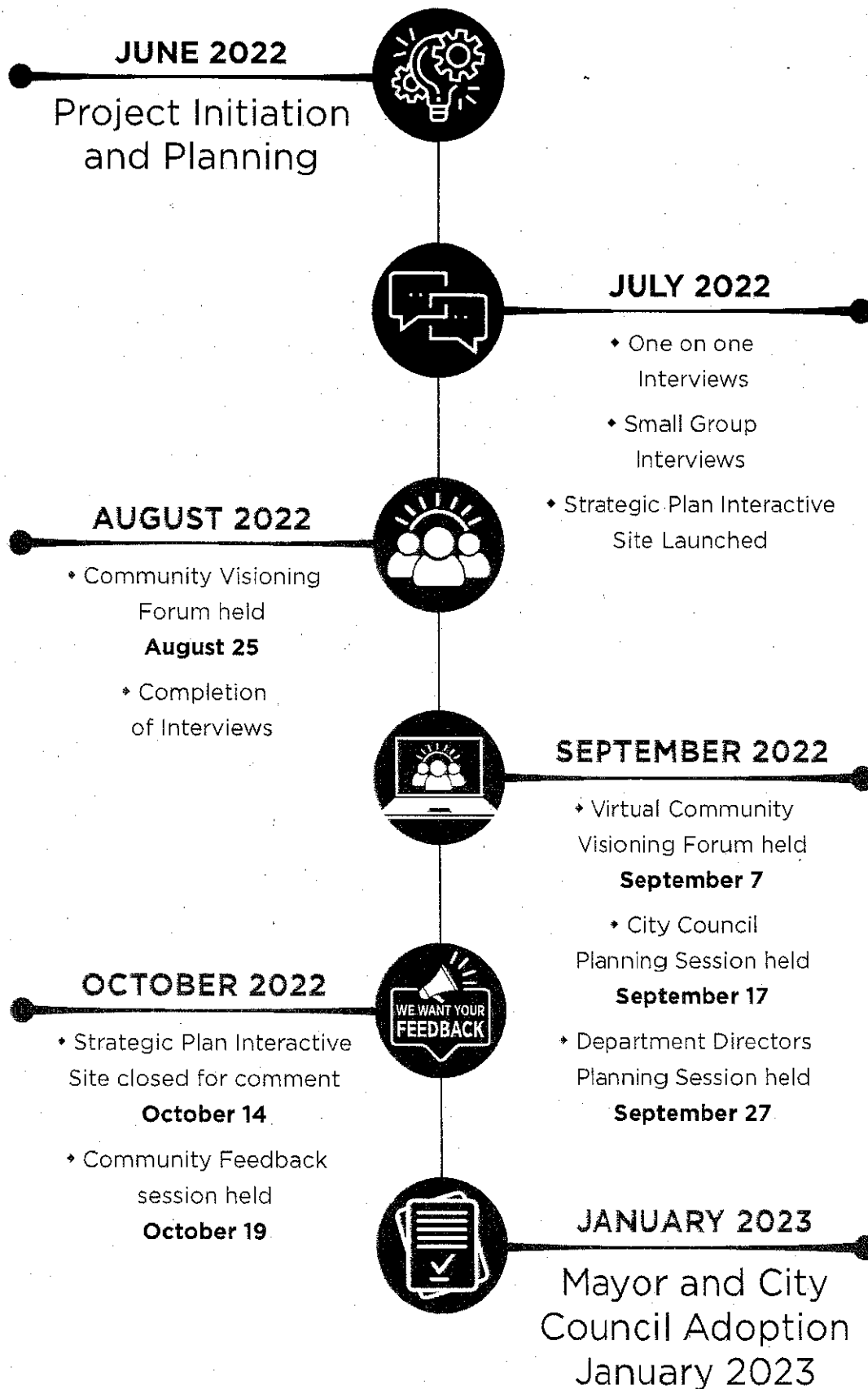
- ♦ Ascertain appropriate level of annual revenues needed to fund the City's core capital project programs with ongoing revenue sources.
- ♦ Evaluate and implement utility rates that provide the resources necessary to fund improvements to the City's water, sewer, and electric utility systems.
- ♦ Evaluate the City's charges for services for development-related items to better understand the costs and benefits of doing business in St. Charles.
- ♦ Identify ways to expand fiscal and budget transparency for the community to increase understanding of the City's finances.
- ♦ Maintain an appropriate general fund reserve balance in relation to the City's overall financial position to provide financial stability.
- ♦ Develop a Debt Issuance and Management Policy that will manage current outstanding debt and provide guidance for the evaluation process of issuing of new debt.



OUTCOME OBJECTIVES

- ♦ Complete and update the City's capital planning process and projections and identify level of revenues needed to fund the improvements with ongoing revenues on a long-term basis.
- ♦ Determine and set appropriate utility rates to fund operating, capital and annual debt/loan debt service requirements on an annually basis.
- ♦ Development Services Fee study completed by the end of 2025.
- ♦ Improve the content and presentation of the City's annual budget document to provide clearer and more information to be more in line with GFOA best practices for the FY 2025-26 budget document.
- ♦ Continue to develop and issue for the community an annual Popular Annual Financial Report (PAFR) which summarizes the City's financial condition at the end of the year.
- ♦ Evaluate current fund balance metrics to determine if any changes should be recommended by the end of 2024.
- ♦ Implement and revise, if necessary, the City's Debt Policy by April 2023.
- ♦ Maintain good ongoing relations with bond rating agencies.

PROJECT TIMELINE



ACKNOWLEDGEMENTS

This strategic plan is the result of the combined efforts of our City's residents, elected officials, employees and stakeholders. The City of St. Charles would like to thank all those who participated in the months-long process of providing knowledge and insights while also expressing gratitude to the BerryDunn consulting team for providing direction and expertise throughout the various stages of the process.



Elected Officials

Mayor • Lora Vitek

Ronald Silkaitis • Ward 1

Bill Kalamaris • Ward 1

Rita Payleithner • Ward 2

Ryan Bongard • Ward 2

Todd Bancroft • Ward 3

Paul Lencioni • Ward 3

David Pietryla • Ward 4

Bryan Wirball • Ward 4

Ed Bessner • Ward 5

Steve Weber • Ward 5



City Leadership

Heather McGuire • City Administrator

Derek Conley • Director of Economic Development

Russell Colby • Director of Community Development

Larry Gunderson • Director of Information Services

Bill Hannah • Director of Finance

James Keegan • Police Chief

Jennifer McMahon • Director of Human Resources

Peter Suhr • Director of Public Works

Scott Swanson • Fire Chief



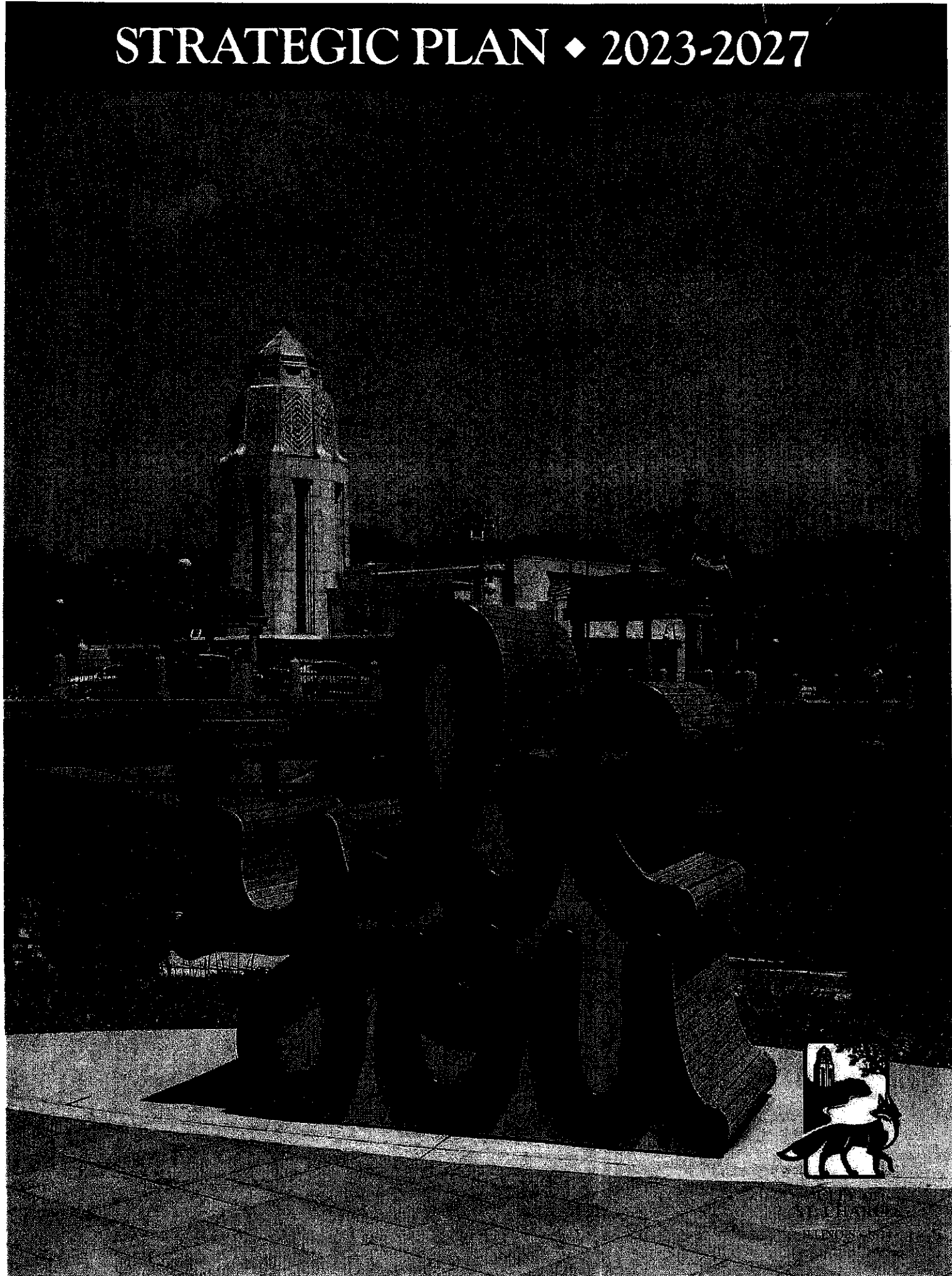
BerryDunn Consulting Team

Seth Hedstrom • Principal

Shannon Flowers • Project Manager and Facilitator

Maddi Powers • Facilitator

STRATEGIC PLAN ♦ 2023-2027



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

Wednesday, July 12, 2023 - 7:00 p.m.

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

Absent: Councilwoman J. Donohue

Also Present: Finance Director Sharon DeVoe, Attorney Durao, Town Engineer Jon Harriman, Chief Sifodaskalakis, Public Works Director Lou Spina

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

The Town Council stood to recite the Pledge of Allegiance.

C. APPROVAL OF AGENDA

MOTION made by P. Luna and **SECONDED** by A. Waters to approve the agenda.
All in favor.

D. EXECUTIVE SESSION

1. Strategize and discuss Martin, Jr, Twyon v. Town of Cromwell

MOTION made by J. Henahan and **SECONDED** by P. Luna to invite in HR Generalist Bonnie Price, Town Manager Anthony Salvatore, Finance Director Sharon DeVoe, and Attorney Durao. **All in favor.**

The Town Council entered Executive Session at 7:07 p.m.

MOTION made by J. Henahan and **SECONDED** by J. Polke to come out of Executive Session. **All in favor.**

The Town Council came out of Executive Session at 8:04 p.m.

MOTION made by J. Demetriades and **SECONDED** by J. Henahan to authorize Cromwell's share of the Settlement of Martin, Jr, Twyon v. Town of Cromwell in the amount of \$95,000.

In favor: S. Fortenbach, J. Henahan, J. Demetriades, P. Luna, J. Polke

Opposed: A. Waters

Motion carried.

E. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS

1. CMS Building Committee

A report was provided to the Town Council in their packets from CMS Building Committee Chairwoman Rosanna Glynn.

Councilwoman Luna read the attached letter from the Cromwell Youth Advisory Board into the record. See Attachment A.

F. MAYOR'S UPDATE

- He announced that the Summer Camp will be hosting Alex's Lemonade Stand on Friday July 14th. All proceeds go towards Pediatric Cancer research.
- LED lights have been installed in the Town Hall parking lot. We went from 31 heads to 12. EV Charging Stations are coming soon.
- West Street Sidewalks project is tentatively set to begin on July 17.
- There are 5 baseball and softball fields that are being renovated, two rear fields at Watrous Park, the front field next to the Police Department at Pierson Park, the High School Varsity baseball field and the High School Varsity softball fields.
- He attended Chief Lamontagne's retirement along with Councilwoman Luna and Councilman Demetriades
- He attended Chief Sifodaskalakis' Swearing-in Ceremony. He congratulated the Chief and said he knows he will do great.
- The Town Clerk's Office was awarded a \$5,000 grant to digitize older documents.

G. TOWN MANAGER'S UPDATE

The Town Manager informed the Council that he has been in and out due a medical procedure, however, he wanted to add to his report provided in the packet, that we were notified that the grant for the Senior Center Bus has been awarded for 100% funding. However, delivery is not until 2024.

H. FINANCIAL/FINANCE DIRECTOR'S UPDATE

1. Budget Report

Sharon DeVoe was in attendance to present her budget report and to answer any questions of the Town Council.

- 2. Approve an interdepartmental transfer from Employee Benefits to Legal Expense for an amount not to exceed \$95,000.**

MOTION made by P. Luna and **SECONDED** by J. Henahan to approve an interdepartmental transfer from Employee Benefits to Legal Expense for an amount not to exceed \$95,000. **All in favor.**

3. Approve Amended Tax Refund for Tax Bill #2021-04-0080768

MOTION made by J. Henahan and **SECONDED** by P. Luna to approve amended tax refund for Tax Bill #2021-04-0080768 in the amount of \$189.87. **All in favor.**

4. Tax Refunds

MOTION made by A. Waters and **SECONDED** by J. Henahan to approve Tax Refund 1 of 1. **All in favor.**

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

The Chief of Police was in attendance and presented his report to the Town Council. He congratulated two of his officers who responded to a call of two people who overdosed. The officers did an outstanding job administering Narcan and both people ended up being alright.

There was a brief discussion regarding the Travelers Championship, there were the larger crowds than previous years, it was a successful week, and Chief Sifodaskalakis commended the Cromwell Police Department in addition to several other police departments who assisted.

After some discussion, Councilman Polke asked if the Police Department had put any thought into encouraging residents to purchase ring cameras for their homes due to car thefts, etc. He asked if the Police Department could make information available to residents about home cameras. Chief Sifodaskalakis agreed that home cameras are beneficial and that he will look into a program to encourage the residents to purchase them and to get some information out.

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

Public Works Director Lou Spina was in attendance to present his report. He added that he met with Silver Petrucelli regarding Pierson Park improvements. Funding for demolition of red building will be taken from the highway project that was already budgeted for.

Town Engineer Jon Harriman was in attendance to answer any questions of the Council regarding the Drainage Report. He provided the Drainage Study Priority List to the Council. See Attachment B. He asked the Council if they prefer a full presentation from the company who conducted the Drainage Study or if they would prefer a presentation of only certain areas?

After a discussion, it was decided that the Town Council would prefer a presentation of the four most impacted areas. The presentation will be given at the Town Council meeting in August.

Town Engineer Jon Harriman also reported that there is a solicitation for a Connectivity Grant on Willowbrook Road which closes on Friday of next week. We are getting ready to submit something.

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

None.

L. NEW BUSINESS

1. Tax Deferral Appeal Recommendation from Senior Services Director for Resident Lana Tess

MOTION made by A. Waters and **SECONDED** by J. Henehan to accept the tax deferral appeal recommendation from Senior Services Director for Resident Lana Tess. **All in favor.**

M. APPROVAL OF MINUTES

1. June 14, 2023 Special Meeting Minutes

MOTION made by P. Luna and **SECONDED** by J. Henehan to approve the June 14, 2023 Special Meeting Minutes.

All in favor.

2. June 14, 2023 Regular Meeting Minutes

MOTION made by P. Luna and **SECONDED** by J. Henehan to approve the June 14, 2023 Regular Meeting Minutes.

All in favor.

3. June 14, 2023 Public Hearing Minutes – Land Sale and Swap

MOTION made by P. Luna and **SECONDED** by J. Henehan to approve the June 14, 2023 Public Hearing Minutes – Land Sale and Swap.

All in favor.

4. June 14, 2023 Public Hearing Minutes – Ordinance

MOTION made by P. Luna and **SECONDED** by J. Henehan to approve the June 14, 2023 Public Hearing Minutes - Ordinance.

All in favor.

N. **APPOINTMENTS**
None.

O. **INFORMATIONAL ITEMS**

MOTION made by J. Polke and **SECONDED** by A. Waters to adjourn.
All in favor.

The meeting adjourned at 8:58 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amanda Calve". The signature is written in dark ink and is positioned above the printed name and title.

Amanda Calve
Secretary

Cromwell Community Center Support Letter.

Dear Mr. Mayor Fortenbach and Members of the Cromwell Town Council,

The Youth Advisory Board would like to submit this letter in support of the Cromwell Community Center. The Community Center would be a benefit to Cromwell, and especially important to our town's youth. Young people in our town would greatly benefit from having a place to gather and it would make a positive impact in the following ways:

- If youth are engaged in activities they are less likely to get in trouble.
- Programs and activities could be geared towards leadership, teamwork, mentoring, and encouraging social interaction.
- The Cromwell Community Center could be a place for teens to meet and be actively engaged in prosocial activities. Engaging them would give teens a stronger sense of community and feel valued.

The Youth Advisory Board is unanimous in that we believe a Cromwell Community Center would be a safe place for youth in our town to call their own. The Youth Advisory Boards Youth members have high hopes and strong ideas about what the Cromwell Community Center would bring to residents of all ages. We believe the youth in Cromwell would utilize a Community Center for the following reasons:


- Young people in town would like to see a special and unique space specifically for them to gather, socialize, learn, and grow.
- They would like to have a place to participate in structured and unstructured activities.
- Suggested activities include foosball, craft supply/table, table games, pool table, board games, and music. Additionally, enrichment opportunities, learning activities, and team building.

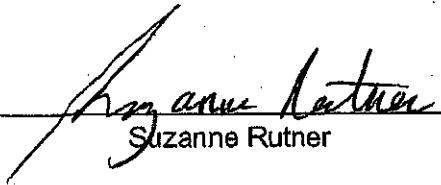
In closing, it is important to remember that the Community Center would be a substance-free safe environment. Cromwell is a supportive community and activities and supplies could be funded or partially funded by community donations or charging a fee. This community center would be a great addition to our town and provide youth with a safe place to receive guidance and support as they navigate their adolescent and teen years.

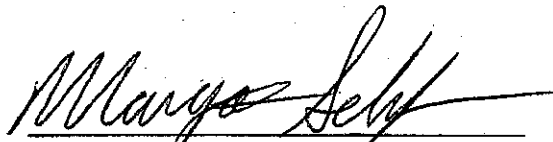
Thank you for your time and we ask you please consider our letter of support in future decisions and planning for the Cromwell Community Center.


Sincerely,


The Cromwell Youth Advisory Board


Gayle Ivy



Suzanne Rutner


Margaret Schufer


Jason Barber


Whitney Simmons


Haley Stone


Katrina Barber

**Priority List
Drainage Study
Cromwell, CT**

Priority Rating (1=Highest, 10=Least)	Area	Recommendation	Conceptual Construction Cost Estimate	Total Project Cost Estimate
1	Area 6: Pierson Park	Alternate A: Additional 48" RCP culvert	\$420K	\$610K
2	Area 1: Cedar Drive/Coles Road	Alternate A: Increase stormwater pipe capacity on Coles Road & Cedar Drive	\$390K	\$500K
3	Area 4: Copper Knoll	Alternate A: Additional 7 ft by 3 ft box culvert	\$1.60 Million	\$1.85 Million
4	Area 7: Field Road	Alternate A: Intercept Runoff and Pipe to Existing Discharge Point at 111 Field Road	\$370K	\$500K
5	Area 2: Nooks Hill Road	Replace cross culvert and storm sewer with box culvert; install additional 60" RCP under RR embankment	\$3.2 Million	\$3.5 Million
6	Area 10: Willow Brook at 170 Evergreen	Alternate A: Replace culvert with 12 ft x 4 ft box culverts	\$380K	\$470K
7	Area 5: Geor Street	Replace both culverts with two 12 ft by 4 ft box culverts	\$860K	\$1.10 Million
8	Area 3: Willow Brook at Evergreen	Alternate A: Replace existing culvert with 8 ft x 5 ft box culvert	\$700K	\$930K
9	Area 8: South Street	Alternate C: Install gates to close road during flooding	\$30K	\$40K
10	Area 9: Franklin Rd & Chelsea Drive	Alternate A: Replace 36" RCP with 48" RCP at Franklin Rd; Replace Chelsea Drive culvert with 6 ft x 4 ft box culvert	\$870K	\$1.10 Million

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

Tuesday, July 18, 2023 - 5:00 p.m.

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

Absent: Councilwoman J. Donohue

Also present: Town Manager Salvatore, Sondra Hathaway and Sachin Goradia of BerryDunn

A. CALL TO ORDER

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

B. NEW BUSINESS

1. Presentation by BerryDunn regarding Organizational Culture Assessment Final Report and Prioritized Recommendations
Discussion and possible action.

Sondra Hathaway and Sachin Goradia of BerryDunn were in attendance to present the Organizational Culture Assessment Final Report and Prioritized Recommendations. See attached.

The Council was given the opportunity to ask questions of BerryDunn. There was a brief period of discussion between the Council and BerryDunn. It was decided that BerryDunn would help the Town create and distribute a cohesive mission statement. This is at no cost to the Town.

C. ADJOURN

MOTION made by J. Polke and **SECONDED** by A. Waters to adjourn.
All in favor.

The meeting adjourned at 6:23 p.m.

Respectfully submitted,



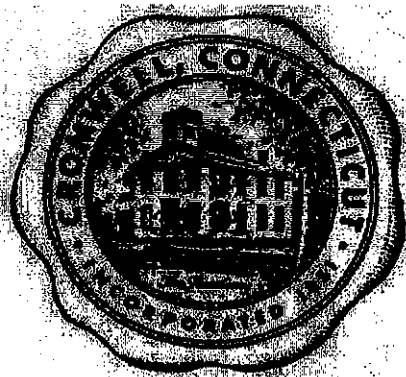
Amanda Calve
Secretary



Organizational Culture Assessment

Final Current Environment Assessment Report and
Prioritized List of Key Recommendations

Final



Submitted by:

BerryDunn
2211 Congress Street
Portland, ME 04102-1955
207.541.2200

Seth Hedstrom, Principal
shedstrom@berrydunn.com

Sondra Hathaway, Project Manager
shathaway@berrydunn.com

Submitted On: July 18, 2023



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

8/3/2023

Anthony Salvatore
Manager
Town of Cromwell, Connecticut

Dear Anthony:

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended June 30, 2022 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

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

Michele Mark Levine
Director, Technical Services