

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

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**SPECIAL MEETING AGENDA  
Tuesday, July 19, 2022 at 5:30 p.m.**

- A. CALL TO ORDER**
- B. NEW BUSINESS**
  - 1. CCD Request regarding Rehabilitation of the Sewer Garage
  - 2. Presentation of Proposed STEAP Grant Project (*possible action*)
- C. ADJOURNMENT**

**To:** Anthony J Salvatore, Town Manager

**From:** John Egan, Chief Building Official

**cc:** Jon Harriman, Assistant Public Works Director; John Smigel, Assistant Building Official

**Date:** June 29, 2022

**Re:** Meeting Report

Re-Use of Former Town Sewer Garage - 19 Community Field Road

For Cromwell Creative District – Assembly Use

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Based upon the following information being presented, the costs associated with the above project to be in compliance with The 2018 Connecticut State Building Code as an Assembly Group A occupancy are estimated at \$ 983,175. This cost is quite substantial and should be carefully reviewed prior to the final approval of this project. This cost is only an estimate and may be higher once the project is costed out for construction.

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A meeting on June 22, 2022 with Ann Grasso representative of the Cromwell Creative District, Stewart Popper -Town Planner, John Egan - Chief Building Official and John Smigel- Assistant Building Official took place to discuss the possible re-use of the former Sewer Garage as a potential assembly use.

The Cromwell Creative District representative Ann Grasso presented their conceptual plan to improve the existing facility for their future Assembly use. The improvements include:

- Paint exterior of building.

- Install new sliding doors on south side of building (garage doors currently occupy this space).
- Install T-111 infill on south side of building and paint.
- Infill windows on east side of building and paint.
- Infill windows on north side of building and paint.
- Infill windows on west side of building and paint.
- Building an exterior accessible ramp and landing.
- Building two accessible bathrooms.
- Install drop down stairs to mechanical loft.
- Remove interior brick wall dividing garage bays.
- Infill existing grease pit.
- Add lighting and ceiling fans.
- Paint interior.

The costs for these items to be constructed was brought to the attention of Ann Grasso and discussed in detail. Ann indicated a donation may be applied to this project as well as a STEAP Grant being applied for.

A report prepared by Silver Petrocelli & Associates, Inc. regarding the minimum building corrective actions to bring the building up to minimum standards was submitted on August 11, 2021.

The findings in the report indicated many areas of concern that would need to be addressed. The following areas as described indicate the estimated costs to complete this work.

- Site conditions improvements - \$200,000
- Hazardous materials abatement - \$60,350
- Exterior conditions improvements - \$284,400
- Interior conditions improvements - \$199,000
- Plumbing/ Fire Protection improvements - \$14,500

- Mechanical Systems improvements – \$29,700
- Electrical Systems improvements - \$46,725

Total Estimated Costs                      \$834,675

Reductions to this figure may be taken based upon the work proposed by the Cromwell Creative District as follows.

- Windows to be infilled and not replaced \$8,000
- Side wall exhaust fan above work table \$3,500
- Garage bay area ventilation (bays being converted) \$25,000

Costs added back in would be for the additional accessible bathroom facilities, frame/fur out walls/ insulate/ sheetrock and replace HVAC system added as follows.

- One additional Accessible bathroom facility \$25,000
- Stud/ Fur out walls, insulate and Sheetrock \$85,000
- Replace HVAC system \$75,000

The total estimated costs less cost of work being given credits for would be \$983,175 based upon the estimated costs provided by Silver Petrucelli & associates, Inc. and estimated current construction costs for items not included in the Matrix costs. Please see attached Capital Needs Assessment Matrix for detailed estimated costs.

Note: additional cost may be incurred for the preparation of architectural plans and specifications required for review and approval prior to Building Permit issuance.

In conclusion as indicated in the Report Findings of the Silver Petrucelli & Associates, Inc. of August 11, 2021 Feasibility / Space Needs Study. This building will need to be substantially repaired, improved and brought up to code compliance, safety conformity and enhanced to meet general needs of the intended occupancy and incorporate further improvements when converting from a Storage/Garage use to an Assembly use. This would include all of the work as described above. This will be a significant alteration to this building.

Permit applications and plans will need to be submitted for review and permits issued for this change in use of this building.

# Capital Needs Assessment Matrix – Sewer Department Building

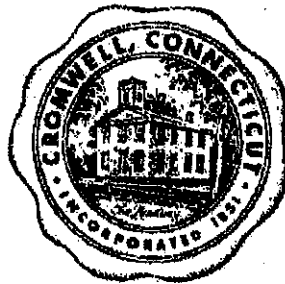
SEWER DEPARTMENT BUILDING - 19 COMMUNITY FIELD ROAD										
TAG NO.	ASSESSMENT	SYSTEM/ CODE REF.	RANKING					CORRECTIVE ACTION	TRADED ESTIMATED COST	REMARKS
			4	3	2	1	P/C			
SITE CONDITIONS										
S01	Drainage, parking, sidewalks and accessibility improvements	General			2			Conceptual site repairs and design cost	\$ 200,000	
SITE SUBTOTAL									\$ 200,000	
HAZARDOUS MATERIALS CONDITIONS										
HMD1	Visual inspection of abatement items	General						See appendix for report, section 7.0 for abatement cost range		high range included below
HAZARDOUS MATERIALS SUBTOTAL									\$ 40,350	
EXTERIOR CONDITIONS										
A01	Brick & CMU is spalling or mortar is in need of repointing	General			1			Patch, repair, or replace block and repoint as necessary.	\$ 150,000	
A02	The exterior wood siding needs to be replaced	General			2			Remove old wood siding at gables and front, repair wall and install new siding	\$ 10,000	
A03	The exterior needs to be repainted	General			2			Scrape, prime and paint brick, CMU and wood	\$ 25,200	
A04	Windows need to be replaced	General			2			Replace all existing windows with retrofit systems	\$ 8,000	
A05	Exterior doors and hardware need to be replaced	4.13.9 (ADA) 404.2.6 (ANSI 117.1)			2			Replace exterior doors with aluminum doors and frames and accessible hardware	\$ 5,000	
A06	The roof needs to be replaced and vented	General			3			Remove and replace with asphalt shingles	\$ 83,200	
A07	Concrete thresholds at garage doors is cracked	General			3			Remove and replace with concrete	\$ 3,000	
EXTERIOR SUBTOTAL									\$ 284,400	
INTERIOR CONDITIONS										
A07	The concrete slab needs to be repaired/repoired	General			2			Epoxy fill cracks	\$ 80,000	
A08	Interior CMU or brick is spalling or mortar is in need of repointing	General			1			Patch, repair, or replace block and repoint as necessary.	\$ 75,000	
A09	Sheet rock ceiling is falling at mezzanine	General			1			Patch, tape, prime, paint sheetrock	\$ 2,000	
A10	The mezzanine stairs and railing are not code compliant	General			2			Rebuild code compliant stairs and handrails	\$ 5,000	
A11	The entry room does not meet the required maneuvering clearances at manual swinging doors	413.6 (ADA) 1101.2 (IBC) ANSI 117.1			2			Reconfigure room to comply (enlarge)	\$ 7,500	
A12	Due to the size, restrooms do not meet accessibility requirements.	(B)1108.0 (ANSI A117.1) 603-606			2			Reconfigure the room to enlarge and provide the minimum dimensional requirements.	\$ 25,000	
A13	Some door hardware is not accessible. Knob handles require grasping and twisting.	4.13.9 (ADA) 404.2.6 (ANSI 117.1)			2			Remove door locksets and install new accessible lever handle locksets where designated.	\$ 2,000	
A14	Top of interior masonry wall is not supported at deck	General			2			Brace top of masonry wall	\$ 2,500	
INTERIOR SUBTOTAL									\$ 199,000	

<b>PLUMBING/FIRE PROTECTION</b>									
P01	Exterior gas piping surface corrosion is present	General	4				provide corrosion inhibitor and paint gas piping	\$ 1,000	
P02	The electric water heater does not have hot water recirculation	General			1		Provide domestic hot water recirculating pump and specialties	\$ 500	
P03	The current code-required thermal expansion tank and ASSE1017 mixing valve were not found	General			1		Provide mixing valve and expansion tank	\$ 2,000	
P04	Emergency Eyewash	OSHA			1		Water heater and mixing valve to provide tempered water to eyewash	\$ 9,000	
P05	The fixtures are either at the end or beyond their useful service life	General		2			Plumbing. Fixtures are included in architectural, see A12. provide misc. piping and piping insulation	\$ 2,000	
<b>PLUMBING/FP SUBTOTAL</b>								\$ 14,500	
<b>MECHANICAL SYSTEMS</b>									
M01	There is no exhaust provided in the toilet room.	General			1		provide new fan and associated ductwork	\$ 1,200	
M02	Replace sidewalk mounted exhaust fan above worktable	General	4				provide new fan with associated duct and louver	\$ 3,500	
M03	Bay Area ventilation	IMC chapter 4			1		Provide active ventilation with CO/NO2 monitoring	\$ 25,000	
<b>MECHANICAL SUBTOTAL</b>								\$ 29,700	
<b>ELECTRICAL SYSTEMS</b>									
E1	Power Distribution System	General	3				Replacement of Distribution Panel	\$ 2,125	
E2	Power Receptacles	General	3				Replacement of power receptacles and associated conduits	\$ 11,000	
E3	New Mechanical Equip. Power	General	3				New mechanical equip. power connection	\$ 5,000	
E4	Generator	General	3				Cost for maintenance and testing	\$ 2,500	
E5	Lighting System	General	3				Replacement of light fixtures and associated controls	\$ 13,000	
E6	Emergency Light System	General			1		Provision of illuminated exit signs and emergency relays	\$ 3,100	
E7	Communication System	General	4				Provision of voice system	\$ 2,000	
E8	Fire Alarm System	General		2			Provision of a complete fire alarm system	\$ 8,000	
<b>ELECTRICAL SUBTOTAL</b>								\$ 46,725	
<b>TOTAL ESTIMATED COSTS</b>								\$ 854,675	*

**LEGEND PRIORITY - RANK**

1	Urgent priority - These items should be corrected as soon as possible and most likely encompass code, health and life safety issues.
2	High priority - These items should be corrected within a reasonable amount of time after the highest priorities referenced above. These may be associated with high priority maintenance issues or accessibility issues for the physically challenged. Maintenance items have a remaining useful life from 1-3 years.
3	Moderate priority - These items may be associated with aesthetic or general maintenance issues. Remaining useful life of 3-5 years.
4	Low priority - These items include maintenance and aesthetic issues that are not in current need of replacement, but should continue to be monitored on a regular basis. These items typically have a remaining useful life of 5-10 years or greater.

**CROMWELL TOWN HALL SENIOR  
CENTER, 19 COMMUNITY FIELD  
ROAD & 20 JAMES MARTIN DRIVE  
FEASIBILITY / SPACE NEEDS  
STUDY**



**Phase 1: Former Public Works Garages**  
**Assessment Report**

8/11/2021



SILVER / PETRUCCELLI ASSOCIATES



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## SECTION I – INTRODUCTION

### Acknowledgements

Silver Petrucelli & Associates would like to thank the town of Cromwell for the opportunity to serve the town with the preparation of this study. We would also like to thank the participating members for their enthusiasm, helpfulness, and input.

### Report Overview and Purpose

This report is the result of a study commissioned by the Town of Cromwell, to determine and assess the current conditions of 3 town garages in anticipation of future conversion to other town uses.

This report analyzes the current facilities and grounds regarding code compliance, accessibility (ADA), on-going and future maintenance needs, and recommendations or modifications for programmatic needs.

\* The issues addressed in this report include the assessment of the current physical plant deficiencies at each station. The conditions include a broad range from building and fire code conformance, including accessibility and the Americans with Disabilities Act guidelines for barrier-free buildings (Title II ADA), health and life safety issues, mechanical, electrical, and plumbing system conditions, site, technology, and on-going and long-term maintenance issues. These concerns are addressed and are included in this report. The conditions are assigned a priority ranking and specific conceptual cost. This Capital Needs Assessment is the first tool to create a Master Plan.

\* The code compliance effort has been undertaken to determine the relative compliance of the facility and grounds and their architectural, mechanical, plumbing, or electrical systems with the current building and life safety codes. The State of Connecticut's Building, Fire, and Health Codes as well as Federal OSHA and Americans with Disabilities Act (ADA) requirements are incorporated into the review of the facility. The Connecticut Fire Safety Code is the only retroactive and "immediately" enforceable code. The balance of the code conditions noted are "prescriptive" and apply to future projects with local and state authorities having jurisdiction. Should any of the code conformance or renovation work disturb existing hazardous materials or systems, the required abatement work would need to be performed.

*This report was prepared by the architectural and engineering firm of Silver Petrucelli + Associates, Inc., (S/P+A) of Hamden Connecticut, a firm specializing in municipal programming, planning and design, feasibility analyses and building condition investigations including building envelope surveys, window and roof repair and replacements.*

### \* Process

S/P+A gathered the information in this report through walk throughs of each station and associated discussions with various members of the department.

Architects, mechanical and electrical engineers conducted extensive on-site facility evaluations and investigations. Town records including many of the buildings floor plans and

construction documents were also reviewed.

This data was organized and appears in sections of this report in the form of building condition narratives and matrices detailing the specific code, repair or maintenance issues or deficiencies, with suggested recommendations including corrective actions, prioritization, and associated cost estimates.

## Codes

The following is a list of the current building codes which are applicable for the State of Connecticut, and these codes were used as the basis for the code review for this study. Please note that not all these codes have been thoroughly reviewed for this study, but major codes with significant cost and life safety implications were reviewed.

### State and Federal Codes

Current Building Codes

State of Connecticut

Effective October 1, 2018

2015 International Building Code

2009 ICC/ANSI A117.1 Accessible and Usable Buildings and Facilities

2015 International Existing Building Code

2015 International Plumbing Code

2015 International Mechanical Code

2015 International Energy Conservation Code

2017 NFPA 70, National Electrical Code, of the National Fire Protection Association Inc.

2015 International Residential Code of the International Code Council, Inc.

2010 Americans with Disabilities Act (ADA)

- Title I Employment
- Title II Government Facilities
- Title III Public Accommodations

As the codes are updated, they will affect the pertinence of the information contained in this report, and the facilities should be reviewed for the applicable changes in the codes, revising the report accordingly. Most importantly, the codes that are in effect at the time the building permits are obtained by a Contractor, are the ultimate determinant codes so changes in the codes and their adoption dates should be closely monitored and planned for.

The building was surveyed to determine compliance with current fire safety, building and health codes and regulations. Most areas of the buildings were investigated, and mechanical, plumbing, and electrical violations range from inaccessible (not ADA compliant) plumbing fixtures to inadequate combustion air provisions. The violations observed are noted within the document.

\* This report is preliminary in nature and not a Construction Document but represents a reasonable accounting of most significant code challenges at this building. However, the definitive determination of code compliance lies in a set of construction documents ready for permitting with the local authorities, primarily the Building Official, Fire Marshal, 504/ADA Coordinator, and Regional Health Director.

## Report Findings

- \* This report identifies the individual needs of each of the three garages which will assist the town in determining how to continue with their current usage. Overall, many physical needs arose out of the facility needs assessment. All of the garages need some physical improvements and upgrades especially if converting to another use such as business or assembly.
- \* If the town is planning on keeping these buildings, the recommendation herein is to proceed with focused improvements to all the buildings. The pedagogy existing today is beginning to "age in place" and cannot remain stagnant. These buildings need to be repaired, improved, brought up to code compliance, safety conformity and enhanced to meet the general standards. If conversion to another occupancy such as business or assembly, further work needs to be conducted to bring each building up to a higher level of standards including but not limited to code and the overall finish of these buildings.
- \* These garages have not seen many improvements over the decades. There is a distinction in the age of these buildings regarding their needs. The Sewer garage is the oldest of the three garages. While the highway building is not quite as old, they both require extensive work to the exterior of the building envelope. Both have significant cracking in the slabs. However, the slab settlement issues at the Highway garage are more concerning and should be evaluated by a geotechnical engineer. Overall, they are generally in the poorest condition. All the buildings require some infrastructure and code upgrades no matter the future usage of each building.
- \* Together these 3 garages have a rather large list of facility assessment needs. The buildings infrastructure needs significant improvements including its building systems. Many items date to the original construction and have outlived their life expectancy. Additionally, many Americans with Disabilities Act (ADA) and building code violations need to be rectified and finish upgrades are needed. To maintain current usage these items should be addressed. In order to convert these structures to a new use such as a Business or Assembly, further upgrades and renovations will need to occur.

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**LIMITED DUE DILIGENCE HAZARDOUS BUILDING  
MATERIALS VISUAL SURVEY REPORT AND  
ABATEMENT COST ESTIMATE**

**for**

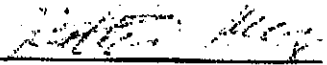
**Garage/Office Structures  
Mechanics and Highway Department  
20 James Martin Drive  
(End of Community Field Road)  
Sewer Department Building  
19 Community Field Road  
Cromwell, Connecticut 06416**

***Prepared For:***

**William Silver, AIA  
Principal  
Silver/Petrucelli & Associates  
3190 Whitney Avenue  
Building 2  
Hamden, Connecticut 06518**

***Prepared By:***

**Langan CT, Inc.  
555 Long Wharf Drive  
New Haven, Connecticut 06511**

  
**Matthew A. Myers  
Senior Project Manager  
21 June 2021  
140236401**

**LANGAN**

to be removed/replaced during maintenance/renovation/demolition activities. The removal, handling, recycling, and disposal must be performed in accordance with applicable Federal, State, and local regulations.

## 6.0 MISCELLANEOUS ENVIRONMENTAL CONDITIONS

Visual observations noted that some areas of the buildings also have had oils, chemicals, liquids, etc. used for maintenance operations and visible floor/ground staining and floor drains/trenches are present. Should these building be repurposed and/or demolished, further environmental evaluation(s)/assessment(s), including possibly indoor air quality sampling, may be warranted given there is a potential for releases of contaminants to indoor air and to the subsurface.

## 7.0 ABATEMENT COST ESTIMATE

ACM or Presumed ACM	Estimated Quantity of ACM or Presumed ACM	Unit Price	Budgetary Estimate
<b>Sewer Department Building - 19 Community Field Road</b>			
Interior and Exterior Older Window and Door Caulking and Glazing Compounds (Visible in Some Locations, Assumed Behind Newer Caulking Compounds in Other Locations) (Assumed to be PCB Containing Bulk Product Waste Also)	Exterior and Interior - 12 Openings	\$300/Opening	\$3,600 Labor \$3,400 Disposal
Roof Field and Flashing Materials	Assumed Throughout Above Ceilings and Below Pitched Roof - Unknown - Estimate 3,200 Square Feet (SF)	\$12/SF	\$0 - \$38,400
Sheetrock/Taping Compounds	Garage above Garage Doors, Entry Area Room, Toilet Room and Adjacent Room, Loft - 600 Square Feet	\$12/SF	\$0 - \$7,200
Slate Blackboard/Wall Adhesives	Room Adjacent Entry Area Room - 16 Square Feet	\$2,250/One Containment	\$0 - \$2,250
Duct and Floor Caulking Compounds	Room Adjacent Entry Area Room and Garage Areas - Unknown Amount		\$0 - \$5,000

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Fire Door Insulation	Doors - Unknown		\$0 - \$500
<b>Visual Estimate Total</b>			<b>\$7,000 - \$80,350</b>
<b>Highway Department Garage Building - 20 James Martin Drive (End of Community Field Road)</b>			
12"x12" Floor Tiles and Mastic	Throughout Loft - 800 Square Feet	\$10/SF	\$0 - \$8,000
Cove Base/Adhesive	First Floor Office and Throughout Loft - 200 Linear Feet (LF)	\$25/LF	\$0 - \$5,000
Sheetrock/Taping Compounds	First Floor Entry Room, Toilet Room and Office and Throughout Loft - 2,500 Square Feet	\$10/SF	\$0 - \$25,000
Interior/Exterior Window, Door, Door Window, Louver/Vent, Pipe, Shower Caulking and Glazing Compounds	Throughout - 23 Openings (Window/Door/Louver/Vent - Varying Sizes) and 25 Linear Feet	\$425/Opening \$50/LF	\$0 - \$11,025
<b>Visual Estimate Total</b>			<b>\$0 - \$47,025</b>
<b>Mechanics Department Garage Building - 20 James Martin Drive (End of Community Field Road)</b>			
12"x12" Floor Tiles and Mastic	Loft Bathroom - 100 Square Feet	\$2,500/One Containment	\$0 - \$2,500
Cove Base/Adhesive	Loft Bathroom - 40 Linear Feet	\$2,500/One Containment	\$0 - \$2,500
Sheetrock/Taping Compounds	Loft Areas - 750 Square Feet	\$5,000/One Containment	\$0 - \$5,000
Interior/Exterior Louver/Vent, Pipe, Shower, Hatch, Duct, Air Conditioning Unit Caulking Compounds	Throughout - 100 Linear Feet	\$35/LF	\$0 - \$3,500
<b>Visual Estimate Total</b>			<b>\$0 - \$13,500</b>
<b>Estimated Total Abatement Budget Based on Visual Survey Only and Assumptions</b>			<b>\$7,000 - \$120,875</b>

Additional survey(s) that include bulk sampling of building materials would be necessary to confirm the presence of asbestos and other regulated materials throughout the structures. This sampling could result in changes to these estimated abatement budgets depending on the findings/results. This estimate is based on the following core assumptions:

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## **CROMWELL CREATIVE DISTRICT**

Town of Cromwell – Mayor's Office, Attn. Cromwell Creative District  
41 West Street, Cromwell, CT 06416

[www.cromwellcreativedistrict.org/](http://www.cromwellcreativedistrict.org/) [cromwellcreativedistrict@gmail.com](mailto:cromwellcreativedistrict@gmail.com)

Greetings from  
Interim Chair &  
Publicity Chair  
Katie Daigle



July 13, 2022

Good evening Mayor Spotts, Town Council Members and Town Manager,

For this special presentation, I do wish I could be with you, and my lack of physical presence in no way suggests my lack of support for this project.

Cromwell Creative District started as a division of Cromwell Arts Alliance four years ago and has been its own 501(c)3 for almost two, both of which have been during Covid shutdown. During this time, we have continued to provide multiple free programs and volunteer created murals, as well as professional murals, improving resident awareness of the historic Main Street part of Cromwell. With a place to meet and hold events, we could offer even more. This is also true for other nonprofits in town.

**Tonight CCD requests you approve renovating the sewer garage** as a meeting and small event space, located in the heart of the Creative District for the benefit of Cromwell residents, visitors and businesses #inthedistrict.

Details will follow

Thank you for your time and consideration!

*Rethink How You See Cromwell*

Cromwell Creative District is a registered 501(c)3 nonprofit organization



## **CROMWELL CREATIVE DISTRICT**

Town of Cromwell – Mayor's Office, Attn. Cromwell Creative District  
41 West Street, Cromwell, CT 06416  
[www.cromwellcreativedistrict.org/](http://www.cromwellcreativedistrict.org/) [cromwellcreativedistrict@gmail.com](mailto:cromwellcreativedistrict@gmail.com)

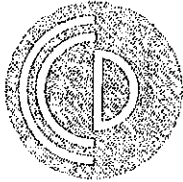
### **Table of Contents**

- A** Letter from CCD Interim Chair
- B** Introduction
- C** Historical Background
- D** Photos of Existing Sewer Garage
- E** Building Plan Proposals
- F** Building Renovation Descriptions
- G** Project Pricing Projections
- H** STEAP Grant, highlighted
- I** CCD draft, cover letter for STEAP Grant
- J** Letters of Support

*Rethink How You See Cromwell*

Cromwell Creative District is a registered 501(c)3 nonprofit  
organization





## CROMWELL CREATIVE DISTRICT

### Introduction

Cromwell Creative District (CCD) would like to thank the Town Manager and staff for the time and effort they have expended in reviewing this proposal. Tonight, we offer appreciation to the Town Council for the time each of you volunteer in making wise decisions for the health and well-being of Cromwell residents, and in evaluating land and monetary resources.

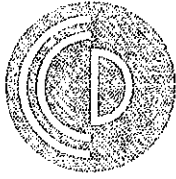
The value of volunteering cannot be over-stated.

The uncounted volunteer hours that contribute to programming beyond the excellent events offered by the paid staff of Cromwell's Senior Center and Recreation Department are commendable and worthy of fostering. In particular, CCD wants to recognize nonprofits Cromwell Arts Alliance, Cromwell Children's Coalition, and municipal committees, LGBTQ+ and Diversity, Equity and Inclusion (DEI), with whom CCD collaborates.

All nonprofits could do more if there were a specific space to meet and hold small events.

CCD would also like to thank the pro-bono work offered by Macri Associates, Enterprise Builders, Strathmore Electric, Inc, Zarrella Demolition LLC, and AE Grasso Spatial Design Consultants for providing time in discussion, drawings, and estimates for this request. A number of town residents, non-CCD members, have also provided wise counsel in fostering this project request.

Even though there is a recent focus on the long-requested building of Cromwell Community Center being brought before you tonight, CCD requested the right of first refusal to use the Sewer Garage in 2018, when we asked permission to paint the mural on the north side of the garage. At that time, CCD asked the Police Department if they had interest/use for the building, and the answer was no. Subsequently, in intervening years, the thought was they might, and today, the answer is again, no. Due to a significant anonymous donation, CCD has been working for the past nine months on gathering supporting data to bring to Council members for approval. This approval, in writing, needs to specify that you agree to keeping the sewer garage building, allowing it to be repurposed as a black box meeting and small event space, and granting CCD control of the calendar for use of this space. CCD will, in turn, provide this space for other nonprofits when appropriate. Following is data that supports this request.



## CROMWELL CREATIVE DISTRICT

### Historical Background

The National Endowment for the Arts (NEA) provides funding for two geographic sectors: blighted urban areas and forgotten Main Streets. Creative Districts exist throughout the United States and are funded through (NEA) *Our Town* grants. While Covid has impacted the way most grants are now offered, NEA looks at both how a nonprofit has functioned and how the town/city has recognized, endorsed, and fostered their activities. CCD has received \$1,000 a year in Town monetary support, and has received excellent support

- from the Recreation Department when requesting use of Pierson Park
- from the Senior Center when space was needed for Paint by Number
- from the Senior Center with newsletter publicity
- from Youth Services offering publicity for the town coloring event as lead-up to Scarecrow Search by placing a coloring page in backpacks before school opens
- from the Town Manager, as CCD wears the rug bare (his words) with trips to his office asking for mural and event permissions, and currently,
- from Building Officials, Town Engineer and Director of Economic Planning.

The enclosed flyer offers CCD's **mission, goals, geographic extents**, and some programming. This flyer is provided to all businesses #inthedistrict and to all members and friends; it has been available at Belden Library, the Senior Center, and at Farmers Market during the years space was free to nonprofits.

The primary goal of CCD is to support businesses, #inthedistrict, through creative programming, tours, and special events. History has shown that artists and creators bring vitality into areas where they work and live.

CCD first joined Cromwell Arts Association (CAA) under the impression that as a division of CAA, CCD would be able to have all the same privileges associated with CAA's nonprofit status. During the early part of year two, CCD learned that purchases for paint to do murals, etc., required CAA to manage. The final reason for CCD becoming its own nonprofit was that CCD could not write for certain grants as a division of CAA. The IRS is not known for speedy responsiveness, and it was not until Nov. 2020 that CCD finally received confirmation of 501(c)3 status. Although CCD had been providing a number of programs prior to nonprofit status, the biggest event was quite literally, the month before Covid shut down everything. The event was a town-wide invitation to a Coffee House offering art, poetry, school play previews, raffles, and food. It was so well attended that there were several seatings. However, it could not be held

#inthedistrict because there was not adequate space. Clearly, the repurposed sewer garage would have been perfect. CCD is grateful to Jay Polke for allowing the use of the then vacant Comcast building in Willowbrook Plaza. The following two years, CCD continued the Coffee House as a virtual event but hopes to be able to hold the event in the renovated garage ASAP.

CCD is also grateful to Covenant Living of Cromwell for hosting events in its facility due to lack of availability in Town Hall, or any location within the Creative District.

### **CCD Programs**

(could be increased and enhanced if CCD and other nonprofits had a place to meet)

1. Coffee House (yearly x 3)
2. Rock Hunt (yearly x 3 – collaboration with other nonprofits)
3. Block Party/Summer Fest: this summer will be the second
4. Scarecrow Coloring: this year will be the third
5. Scarecrow Event: this fall will be the third
6. Holiday Decorating Contest: this year will be the third
7. A multi-year collaboration effort with Cromwell Historical Society, soon to be released: Audio Tour
8. This fall: Business Associates for #inthedistrict businesses; it has been on hold due to Covid
9. Many murals: all funding and labor by CCD unless otherwise noted
  - a. North side of Sewer garage (CCD hired a professional) making north side presentable to Police, Fire, and West St. viewing
  - b. All dugouts in Pierson Park
  - c. Sensory Path in Pierson Park's children's area
  - d. Rail 99 Tavern, side facing Rt. 99
  - e. Cromwell Energy (professional hired, major funding by Cromwell Energy and donation by CCD)
  - f. Paint by Number Mystery Mural, painting complete, awaiting assembly and installation
  - g. Paint your Spot in the Parking Lot: approved by Town Manager and Police; to be located in the Public Parking Lot; awaiting clarification of location of charging stations
  - h. Wings: awaiting presentation to Town manager for approval
  - i. Memorial Day parade, when not rained out
10. Monthly interviews of Town leadership, both volunteers and staff, and business owners #inthedistrict for Rare Reminder, The Chronicle and Cromwell Life
11. Support/participation with CAA, CCC, LGBTQ+ and DEI events
12. Collaboration with Police Department helping with coordination of rehabbing and painting the Food Pantry now available 24/7 at Police Station.

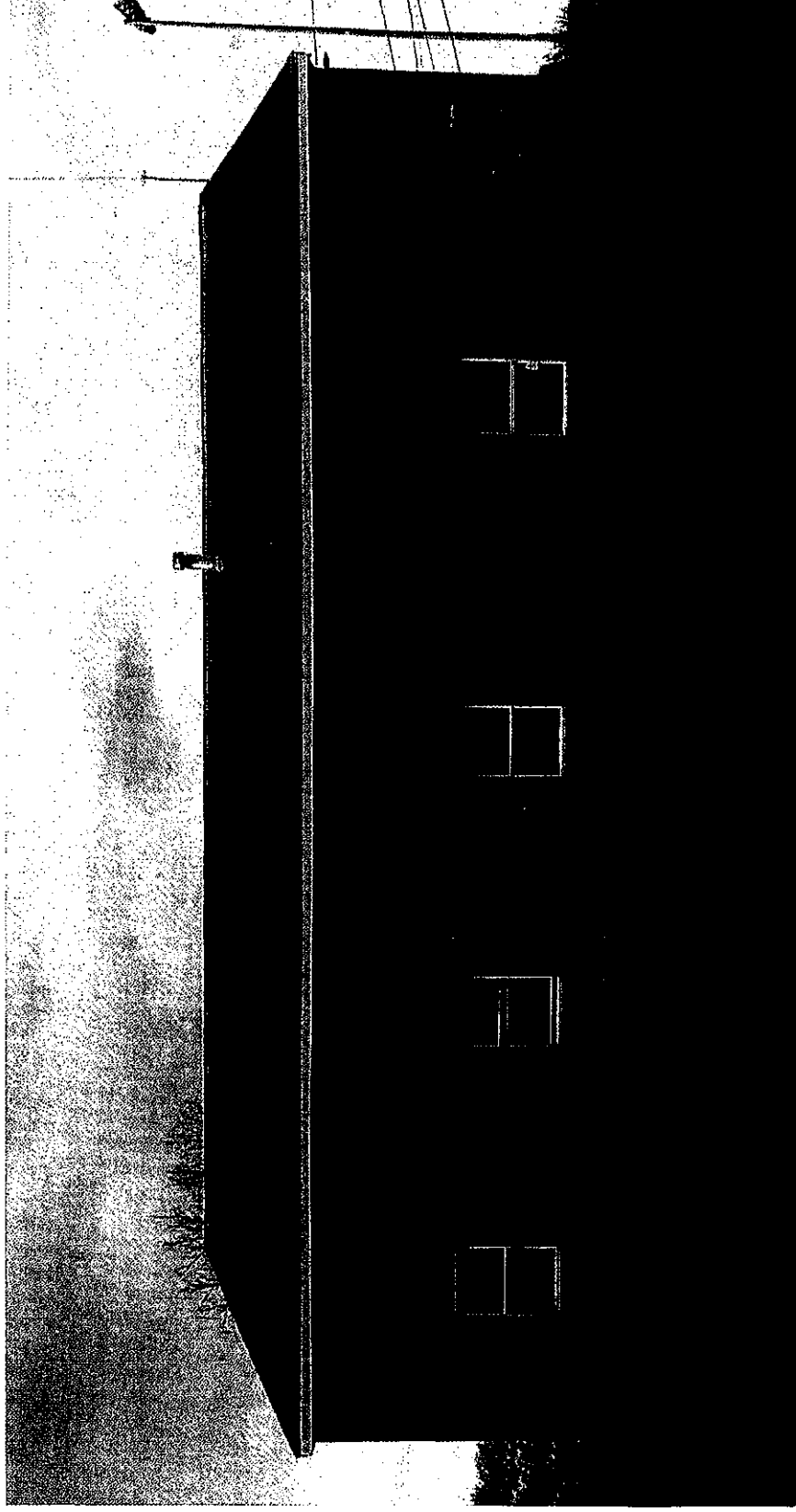
## **Request to use Sewer Garage**

CCD has been in constant communication with the Town Manager regarding the hope of using the sewer garage once vacated. After an executive meeting with Town Council, CCD was offered the opportunity to put together a concept for use with pricing. At a meeting in early fall 2021, with the Town Manager, Town Engineer, and CCD to review the three empty DPW garages, it was decided that the sewer garage was the best fit for CCD's needs because of its location and size. At that meeting, there was a discussion about breaking the remodeling into separate contracts, processed at separate times, in order to bypass the need for prevailing wage. The information gathered through early January 2022 was all based on this understanding. However, if town-procured grant money is to be used, other standards are required, and one of them is prevailing wage. The hope of using the STEAP Grant offered by Matt Lesser as a shovel-ready grant prompted a meeting on June 13, 2022, with the Town Manager; Town Engineer; Town Director of Planning and Economic Development; Ned Pendleton, engineer associate of CCD; and Ann Grasso, architect and vice chair of CCD. It was thought, at that meeting, that combined with the anonymous donation, more could be achieved with the rehab if STEAP Grant money could be obtained, but that prevailing wage, etc., would kick in. On June 29, 2020, a call from Director of Planning, Mr. Popper, alerted CCD that this year STEAP is written differently than in other years, and that he is not sure the Garage request is "shovel ready" or even "nearly" shovel ready. Mr. Popper suggested CCD read the grant. The grant has been included at the end of this packet, with CCD's highlighting in several areas. Mr. Popper requires your approval, in writing, if you wish him to proceed with writing for the STEAP grant. Since the grant is due by August 16, 2020, CCD has provided a possible cover letter, draft, that may accompany the grant proposal, as part of this proposal request. NOTE: Mr. Popper offers that there are other potential grants that can be used to augment the renovation of the garage.

## **Community Backing**

Currently, CCD has 44 members, 15 of whom are active monthly and others who are on call for specific projects. CCD has 305 friends who have been supportive or active in single events for a combined number of valuable endorsers of 349. Through conversations with town residents CCD is aware that for being an organization almost four years old, two of which were during Covid, the impact and benefit to Cromwell has been well-received.

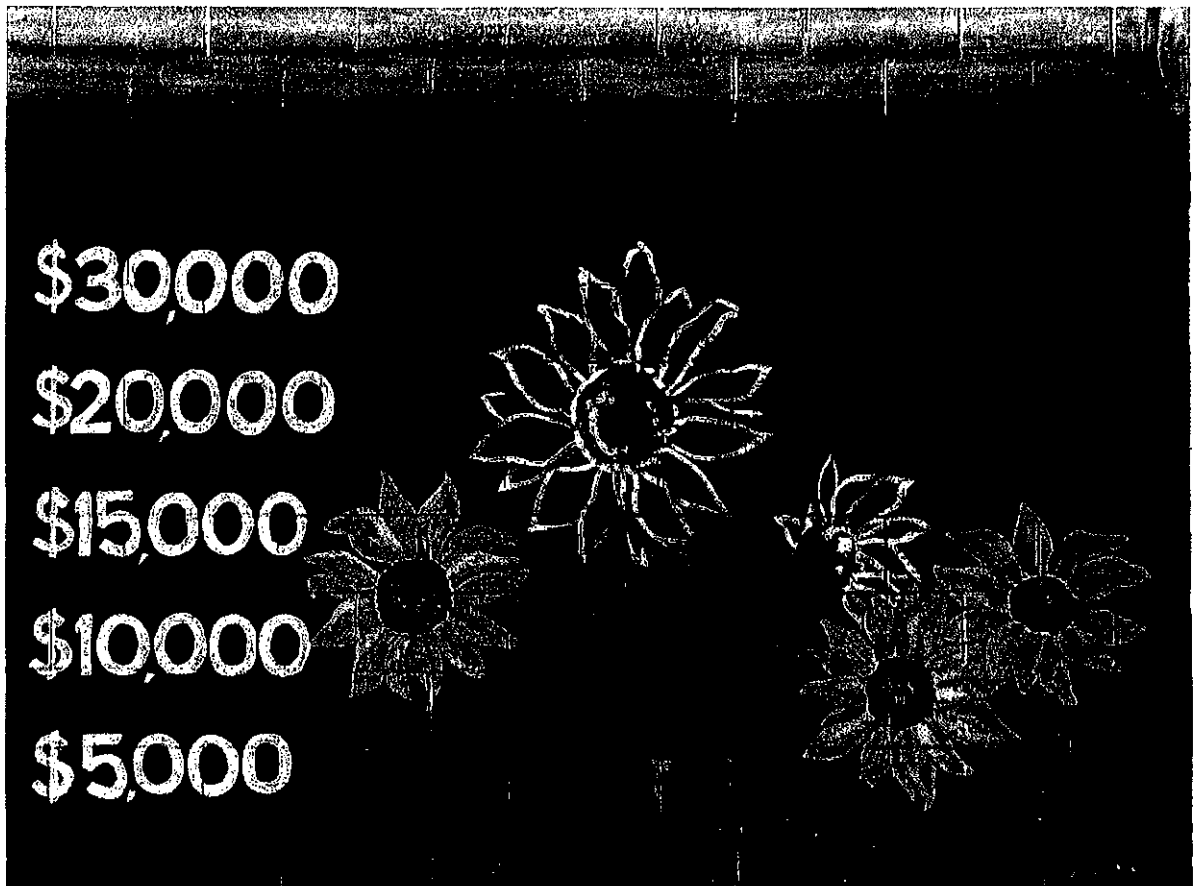
Existing exterior views of former sewer garage, 19 Community Field Rd.



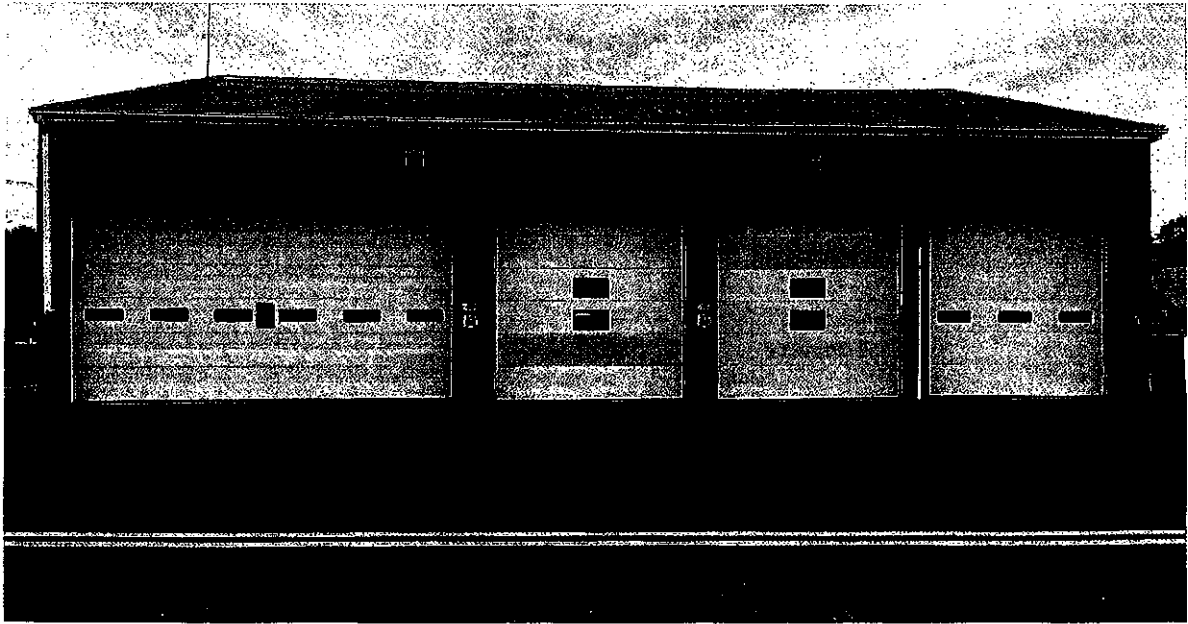
North side prior to CCD painting in 2018



Existing North side, 11.17.19



Fundraising mural update 5.14.21



Existing south side of garage



Existing east side of garage



Existing west side of garage



## **CROMWELL CREATIVE DISTRICT**

### **CCD's Building Plans, Existing and Proposals**

- A0: Aerial Map
- T1: Title page and legends
- A1: Existing main floor plan
- A2: Existing mezzanine floor plan
- A3: Proposed demo plan, main floor
- A4: Proposed finish plan, main floor
- A5: Proposed electrical plan, main floor
- A6: Proposed electrical plan, mezzanine and electrical legend
- A7: Proposed south exterior elevation
- A8: Proposed south exterior elevation with name plate location
- A9: Proposed east exterior elevation
- A10: Proposed north exterior elevation
- A11: Proposed west exterior elevation



# CROMWELL DPW GARAGE RETROFIT

19 COMMUNITY FIELD ROAD  
CROMWELL CT

## PROJECT DESCRIPTION

PROJECT CONSISTS OF A RETROFIT OF THE EXISTING DPW GARAGE TO A NONPROFITS GATHERING SPACE. THIS SET OF DRAWINGS IS FOR CONCEPTUAL PRESENTATION PURPOSES AND FOR APPROVAL BY THE CROMWELL TOWN COUNCIL.

## DRAWING LIST

TITLE SHEET AND LEGENDS
T1
A0
A1
A2
A3
A4
A5
A6
A7
A8
A9
A10
A11

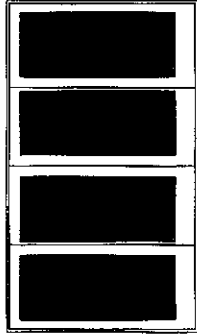
## LINE TYPE KEY

---	EXISTING WALL TO REMAIN
---	2 X 6 INSULATED WALL
---	WALL TO BE DEMOLISHED
---	LINE ADA CLEARANCE
---	LINE OF AREA DEMARCATION

## ABBREVIATIONS

ADA	AMERICANS WITH DISABILITIES ACT
MDO	MEDIUM DENSITY OVERLAY
NIC	NOT IN CONTRACT
NIS	NOT TO SCALE
TBD	TO BE DETERMINED

EIGHT FOUR ONE									
#	MANUFACTURER	SIZE	TYPE	PROJECT NUMBER	APPROX. UNIT SIZE	WINDOW COLOR	HARDWARE	GLASS	REMARKS
1	ANDERSON-DEED		BLIND DOOR		11'-10" X 7'-1"				



1

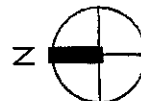
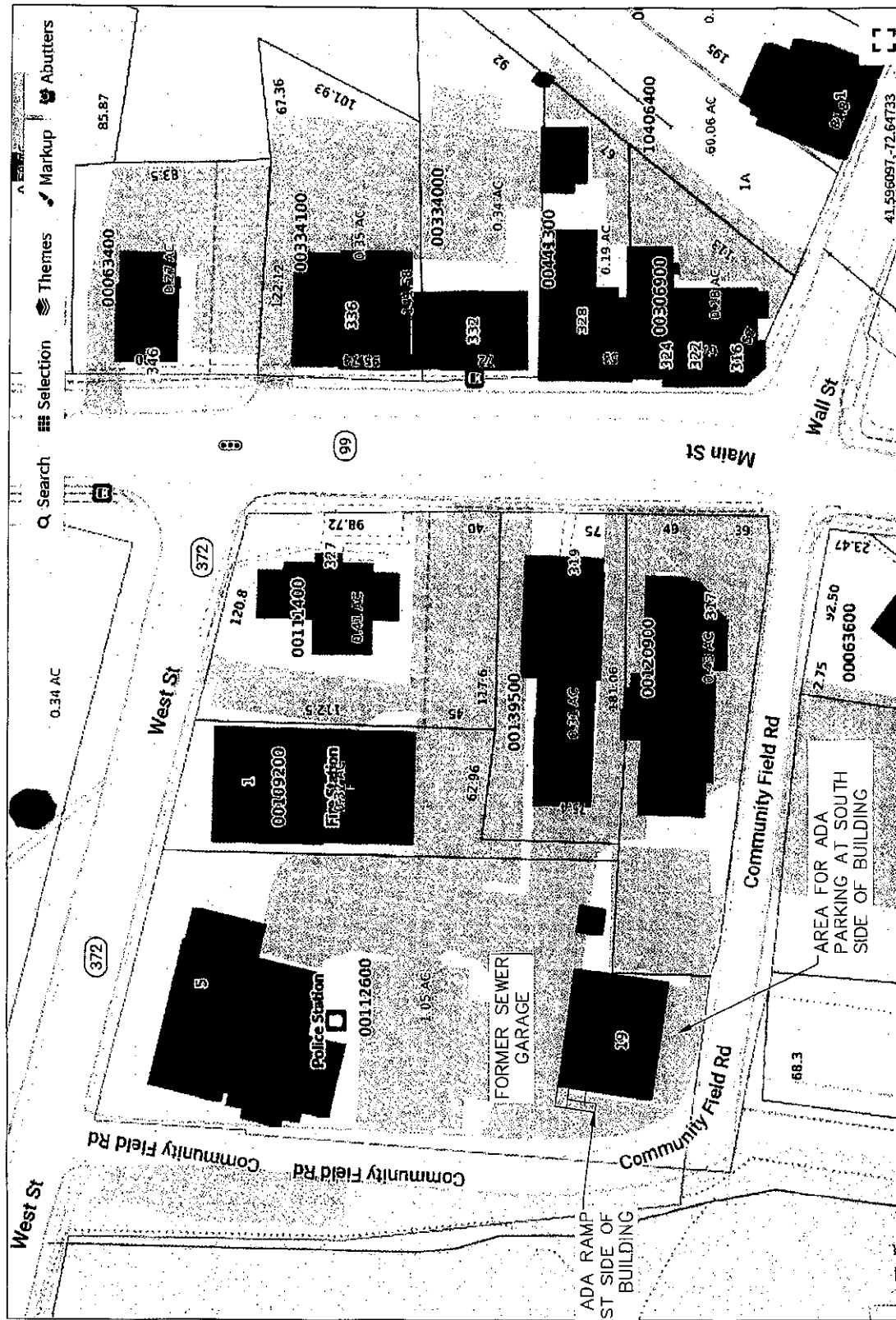
AE GRASSO  
SPATIAL DESIGN CONSULTANTS

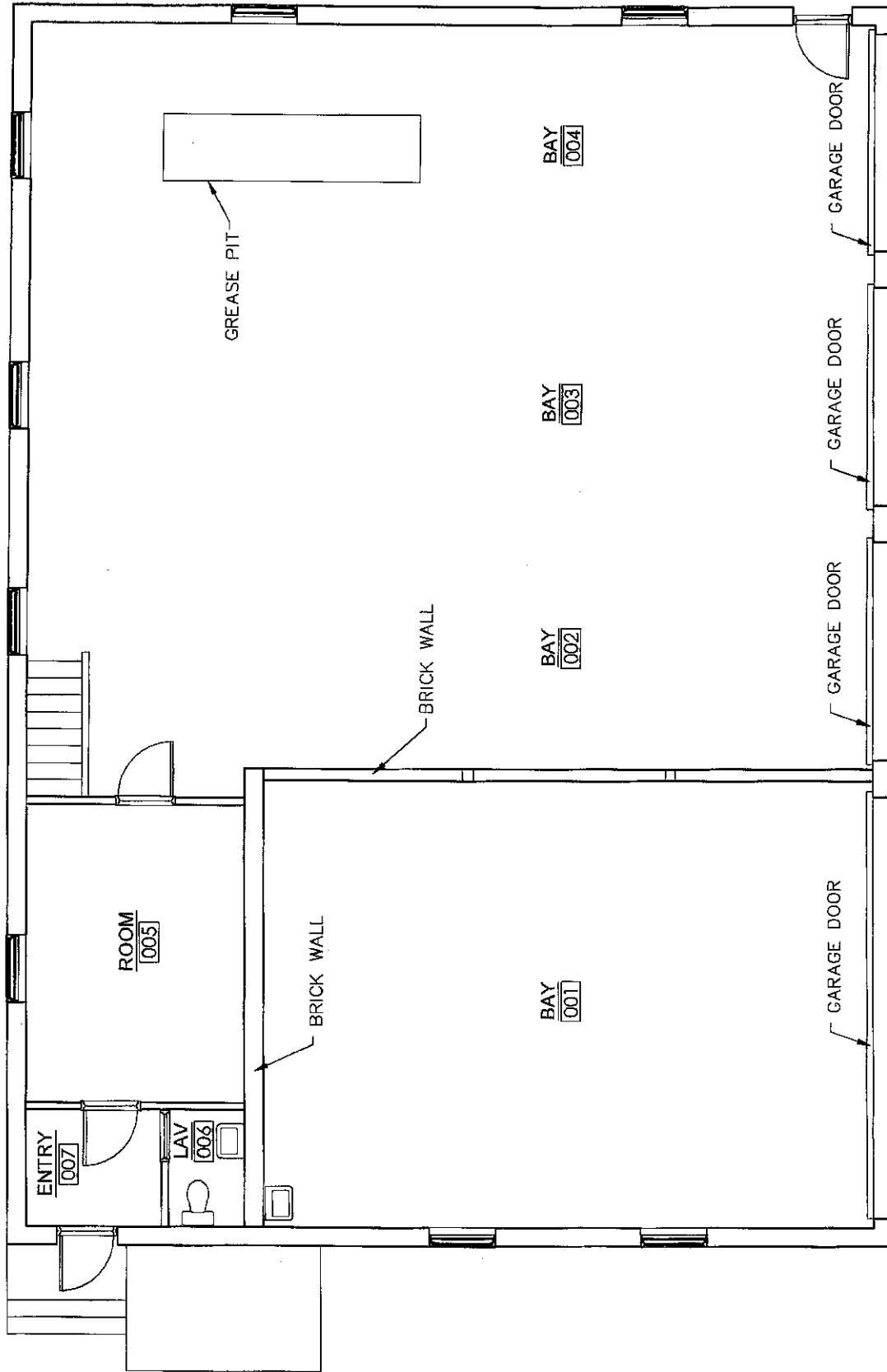
70 Stewart Circle, CROMWELL, CT 06416 - 401.233.9563

CROMWELL DPW  
GARAGE

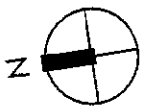
DATE 07.03.22  
BY RTD  
SCALE 1/8"=1'-0"

T1

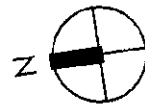
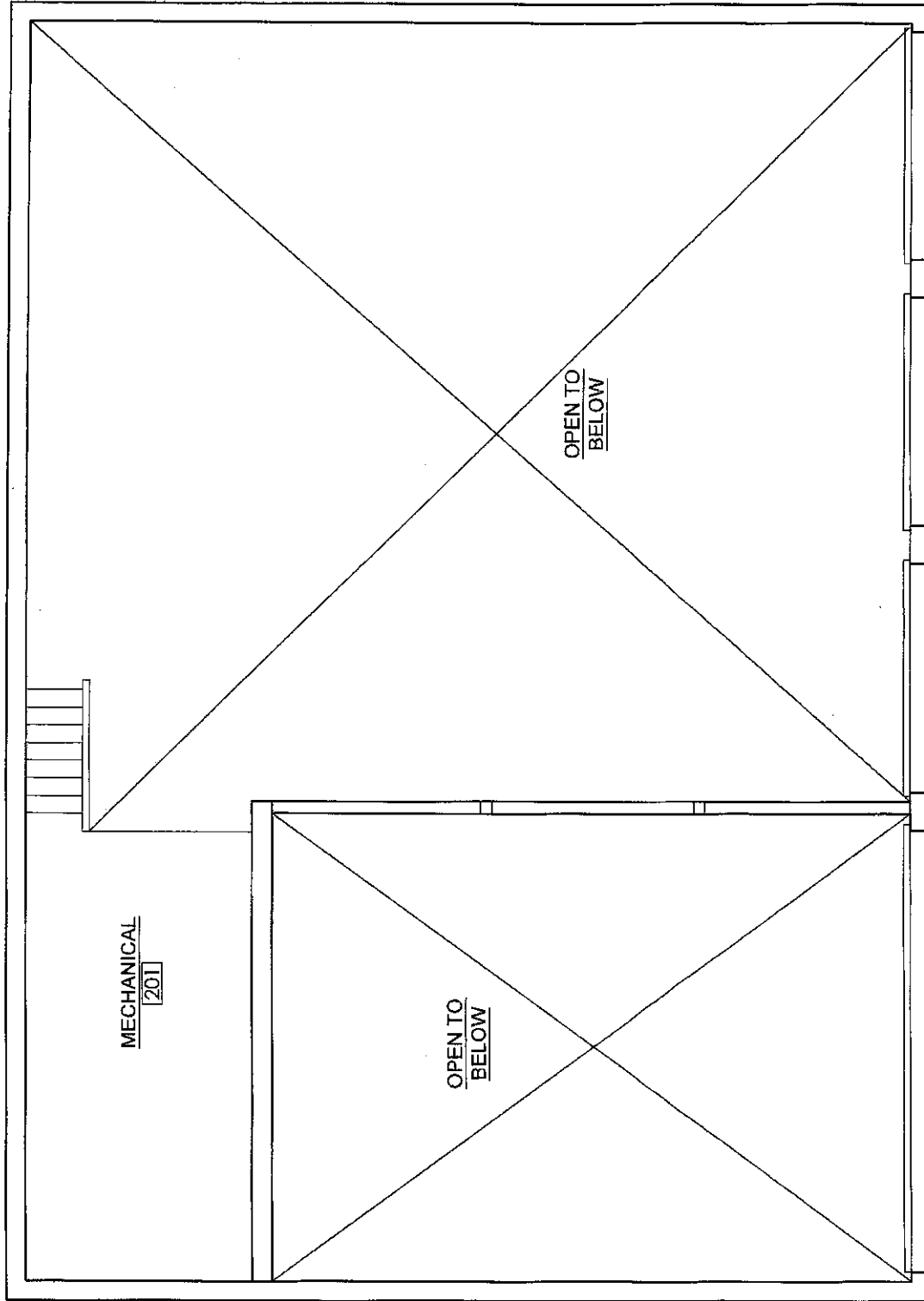




EXISTING FIRST FLOOR PLAN  
SCALE: 1/8" = 1'-0"



<b>AE GRASSO</b> SPATIAL DESIGN CONSULTANTS <small>70 Shennett Circle, Cromwell, CT 06416 401.375.9540</small>		CROMWELL DPW GARAGE <small>07.03.22</small>	RTD <small>1"=1'-0"</small>	<b>A1</b>
--	--	---	--------------------------------	-----------



EXISTING MEZZANINE PLAN  
SCALE: 1/8" = 1'-0"

AB GRASSO  
SPATIAL DESIGN CONSULTANTS

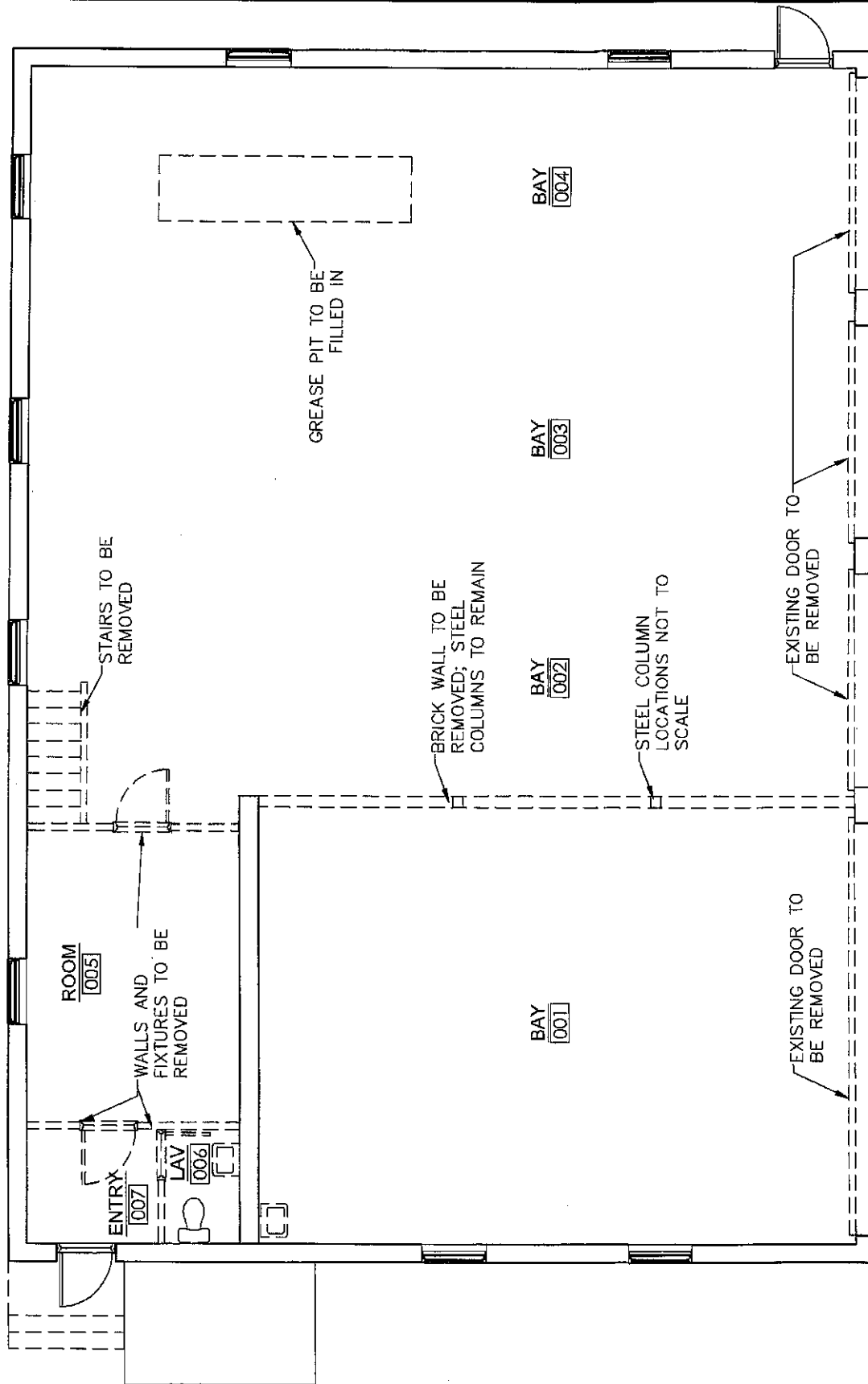
70 Summit Court, Cromwell, CT 06416 401.275.5543

CROMWELL DPW  
GARAGE

07.03.22 RTD

1/8" = 1'-0"

A2



DEMO PLAN

SCALE: 1/8" = 1'-0"

AE GRASSO  
SPATIAL DESIGN CONSULTANTS

70 Summit Circle, Cromwell, CT 06416 Tel: 203 866-0000

CROMWELL DPW  
GARAGE

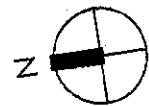
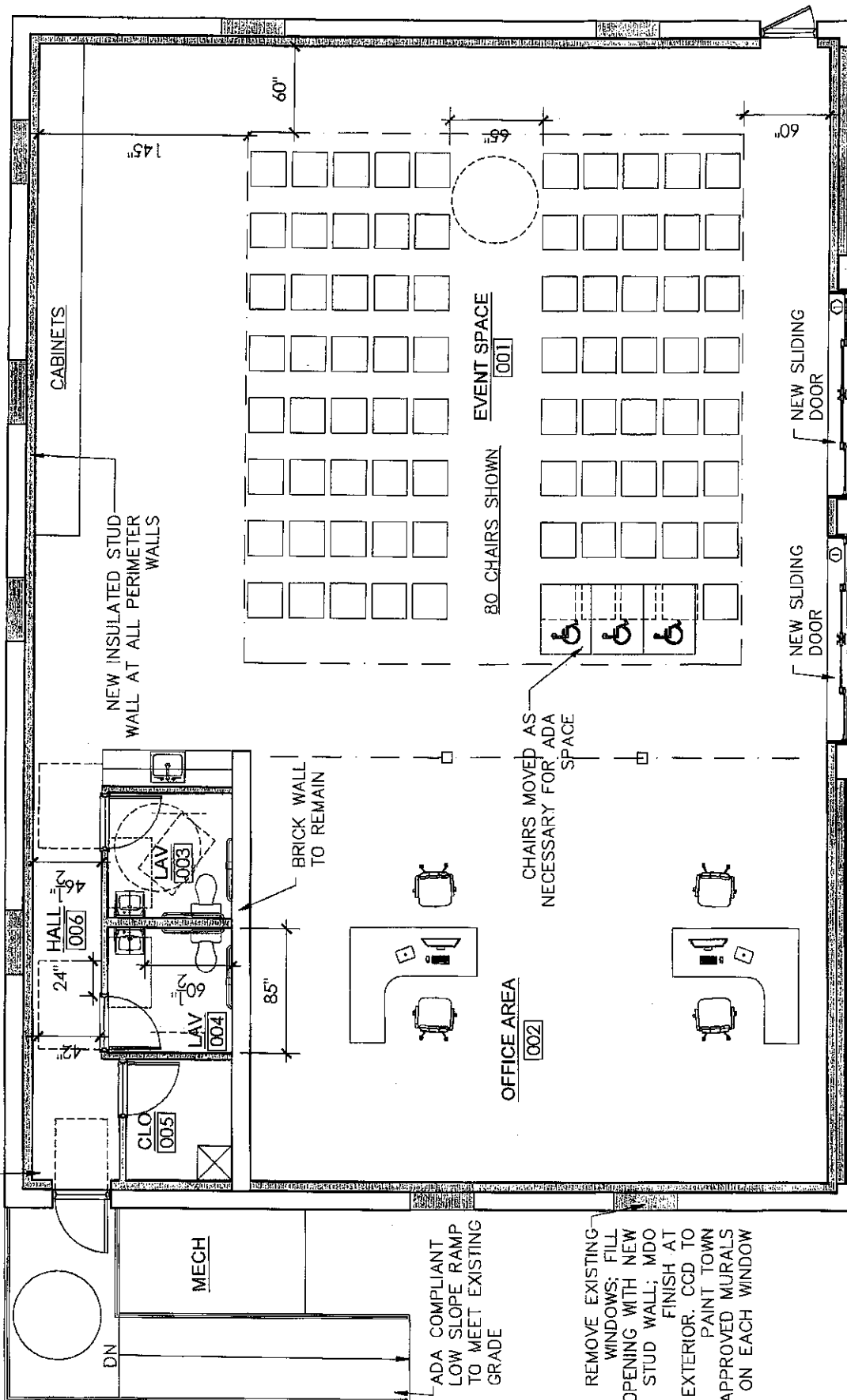
07.03.22 RTD

1/8" = 1'-0"

A3

12" MIN. BY 2010  
ADA STANDARDS

LATCH BUT NO CLOSER  
AT LAV DOORS



FINISH PLAN

SCALE: 1/8" = 1'-0"

HANDICAP PARKING AT EXTERIOR

**AE GRASSO**  
SPATIAL DESIGN CONSULTANTS

70 Broad Circle, Cromwell, CT 06416 401.273.9453

CROMWELL DPW  
GARAGE

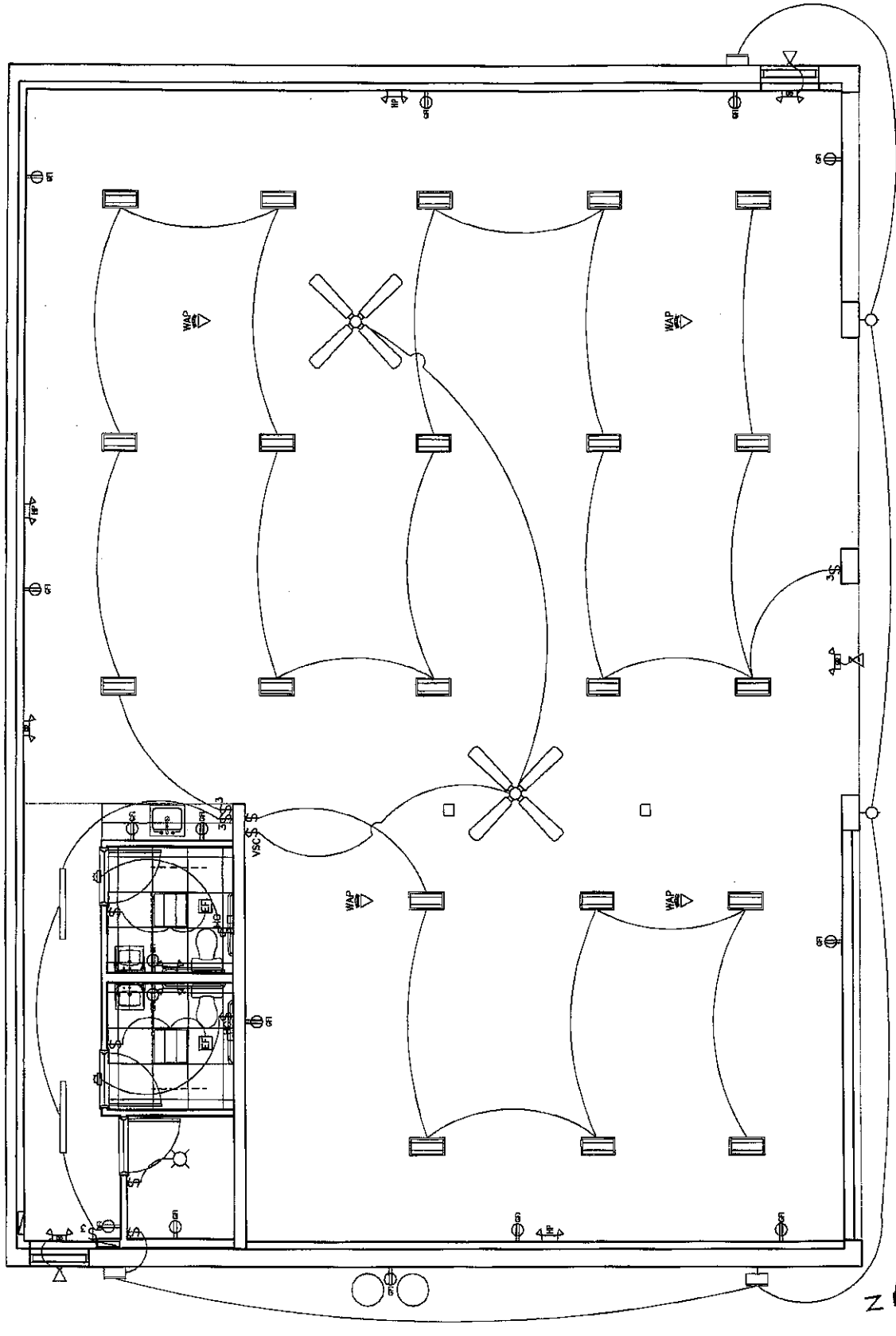
RTD

07.03.22

1'-0"

A4

SEE A6 FOR ELECTRICAL LEGEND

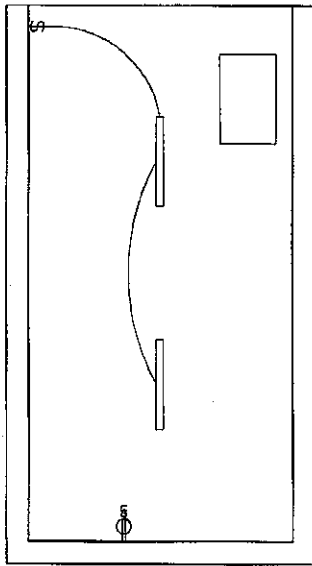


ELECTRICAL PLAN

SCALE: 1/8" = 1'-0"

	CROMWELL DPW GARAGE		A5
	DATE: 07.03.22	RF: RLF	SCALE: 1/8" = 1'-0"

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MEZZANINE ELECTRICAL PLAN  
SCALE: 1/8" = 1'-0"

ELECTRICAL LEGEND	
\$	SINGLE POLE SWITCH
\$3	THREE WAY SWITCH
\$HIC	HIC ALARM SWITCH
\$VSC	VARIABLE SPEED CONTROLLER
⊖	BT OUTLET
⊗	SURFACE CEILING LED
⊙	SURFACE LED
⊖	EXT LIGHT OUTLET
⊗	CEILING EXT LIGHT OUTLET
⊖	RECESSED EXT LIGHT OUTLET
⊗	RECESSED CEILING EXT LIGHT OUTLET
WAP	WIRELESS ACCESS POINT
⊖	HIC ALARM LIGHT
⊗	HP EMERGENCY LIGHT
⊖	2-HEAD EMERGENCY LIGHT
⊗	2-HEAD EMERGENCY LIGHT - HIGH POWERED
TV	VIDEO FLOOR OUTLET - PRIVATE
EF	200A MCB 40 CIRCUIT PANEL SQUARE D
⊖	BATHROOM EXHAUST FAN
⊗	1224 LED HIGH BAY FIXTURE
⊖	48" LED FLOOR STRIP
⊗	96" LED FLOOR STRIP
⊖	WALL PACK LED
⊗	POWER FLOOD LED
⊖	2-HEAD EMERGENCY & EXT LIGHT COMBO
⊗	4 BLADE 84" FAN



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OR MECHANICAL, INCLUDING PHOTOCOPYING,  
RECORDING, OR BY ANY INFORMATION  
SYSTEMS WITHOUT PERMISSION IN WRITING  
FROM CROWNELL DFW GARAGE, INC.

CROWNELL DFW  
GARAGE

DATE: 07.08.22  
BY: RLF  
SCALE: 1/8" = 1'-0"



ROOF NIC

INSTALL INFILL  
WALL; T1-11  
PAINTED RED

NEW SLIDING  
DOOR

INSTALL INFILL  
WALL; T1-11  
PAINTED RED

SOUTH ELEVATION

SCALE: 1/8" = 1'-0"

AF GRASSO  
SPATIAL DESIGN CONSULTANTS

70 Straits Creek, Cromwell, CT 06430-401.273.9963

CROMWELL DPW  
GARAGE

07.03.22 RTD 1/8" = 1'-0"

A7

ROOF NIC

NAME OF BUILDING HERE

INSTALL INFILL  
WALL; T1-11  
PAINTED RED

NEW SLIDING  
DOOR

INSTALL INFILL  
WALL; T1-11  
PAINTED RED

○ SOUTH ELEVATION

SCALE: 1/8" = 1'-0"

AE GRASSO  
SPATIAL DESIGN CONSULTANTS

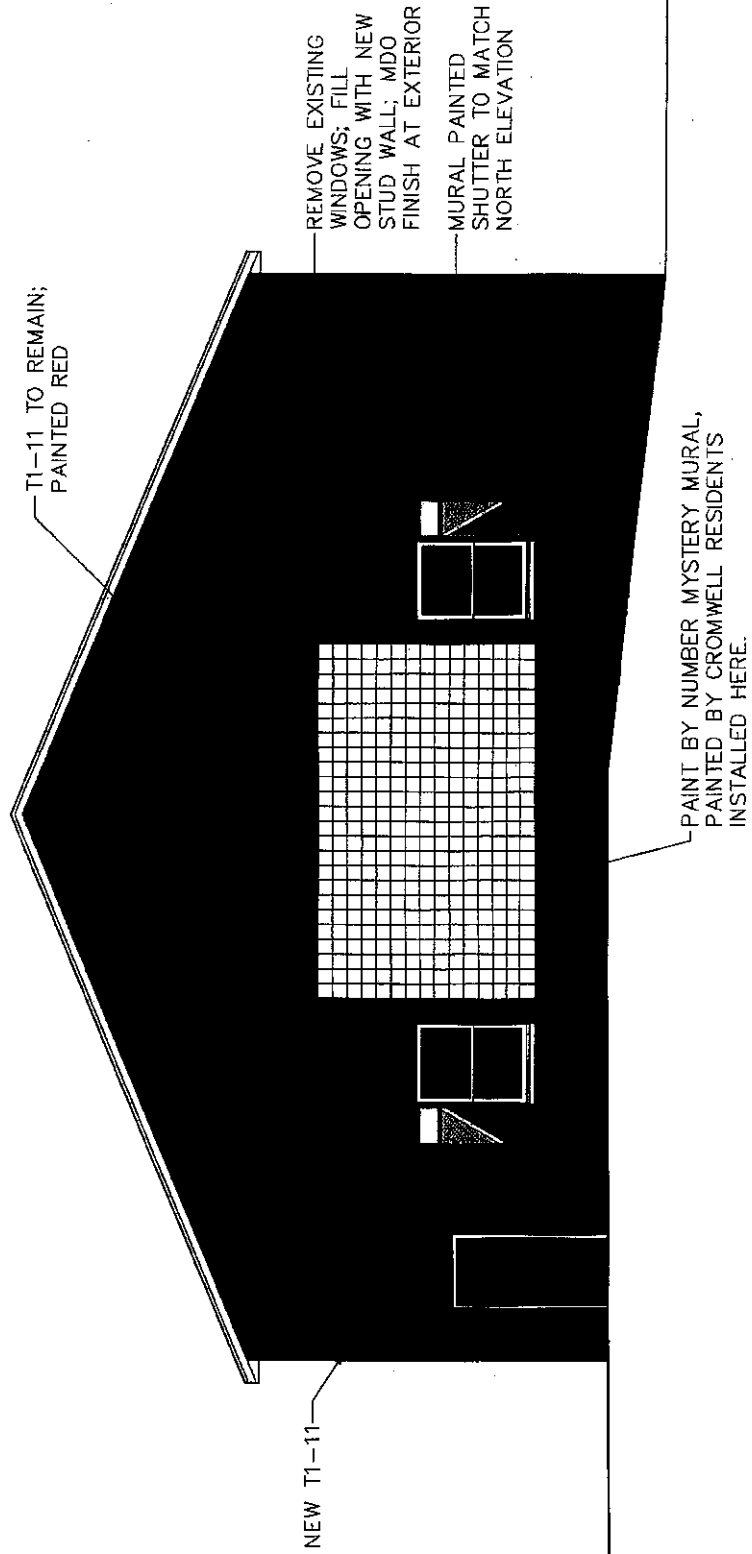
70 Samuel Ginn, Cromwell, CT 06416 401.233.1953

CROMWELL DPW  
GARAGE

DATE: 07.03.22  
BY: RTD  
SCALE: 1/8" = 1'-0"

A8

CROMWELL CREATIVE DISTRICT  
WILL APPLY APPROVED MURALS  
IN ALL WINDOW LOCATIONS



EAST ELEVATION

SCALE: 1/8" = 1'-0"

AE GRASSO  
SPATIAL DESIGN CONSULTANTS

70 Stewart Circle, CROMWELL, CT 06416 (860) 275-9505

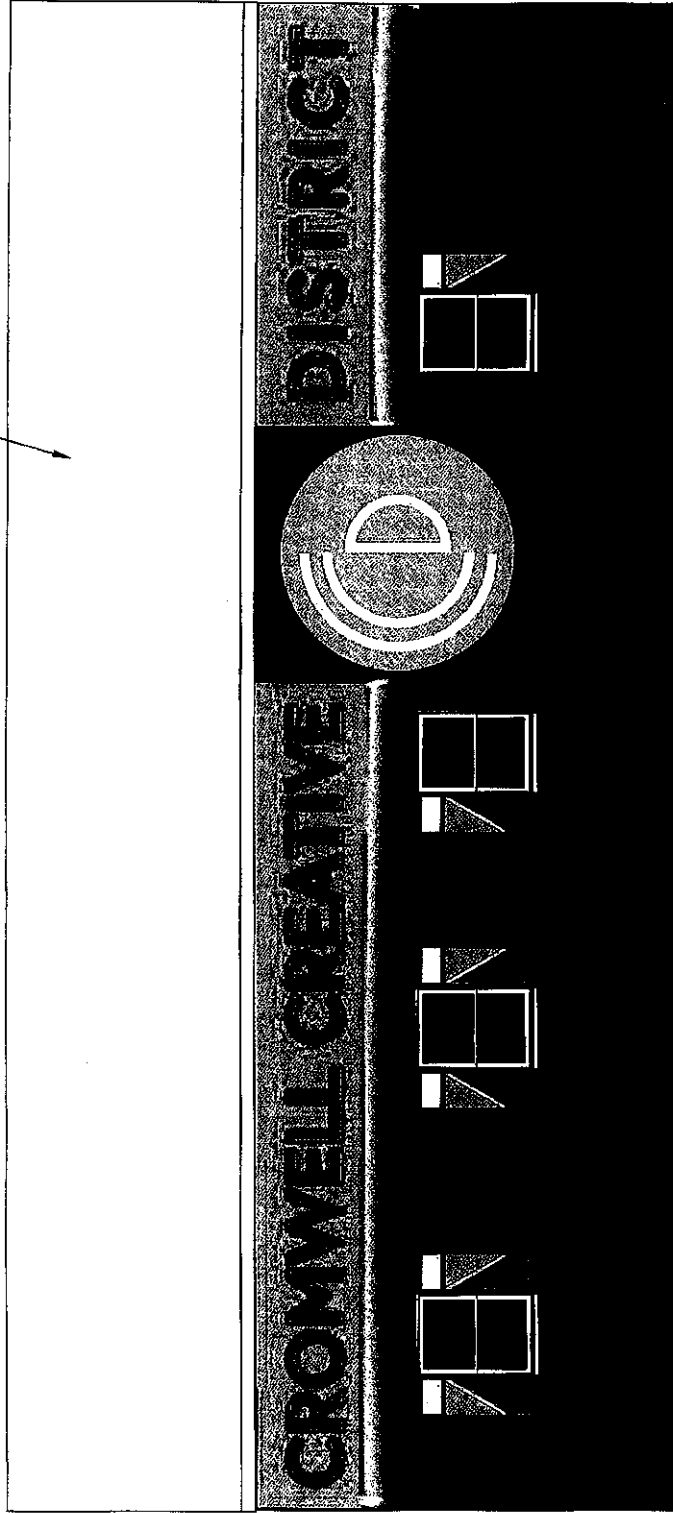
CROMWELL DPW  
GARAGE

DATE: 07.03.22  
BY: RTD  
SCALE: 1/8" = 1'-0"

A9

CROMWELL CREATIVE DISTRICT  
WILL APPLY APPROVED MURALS  
IN ALL WINDOW LOCATIONS

ROOF NIC



REMOVE EXISTING  
WINDOWS; FILL  
OPENING WITH NEW  
STUD WALL; MDO  
FINISH AT EXTERIOR

○ NORTH ELEVATION SCALE: 1/8" = 1'-0"

AE GRASSO  
SPATIAL DESIGN CONSULTANTS

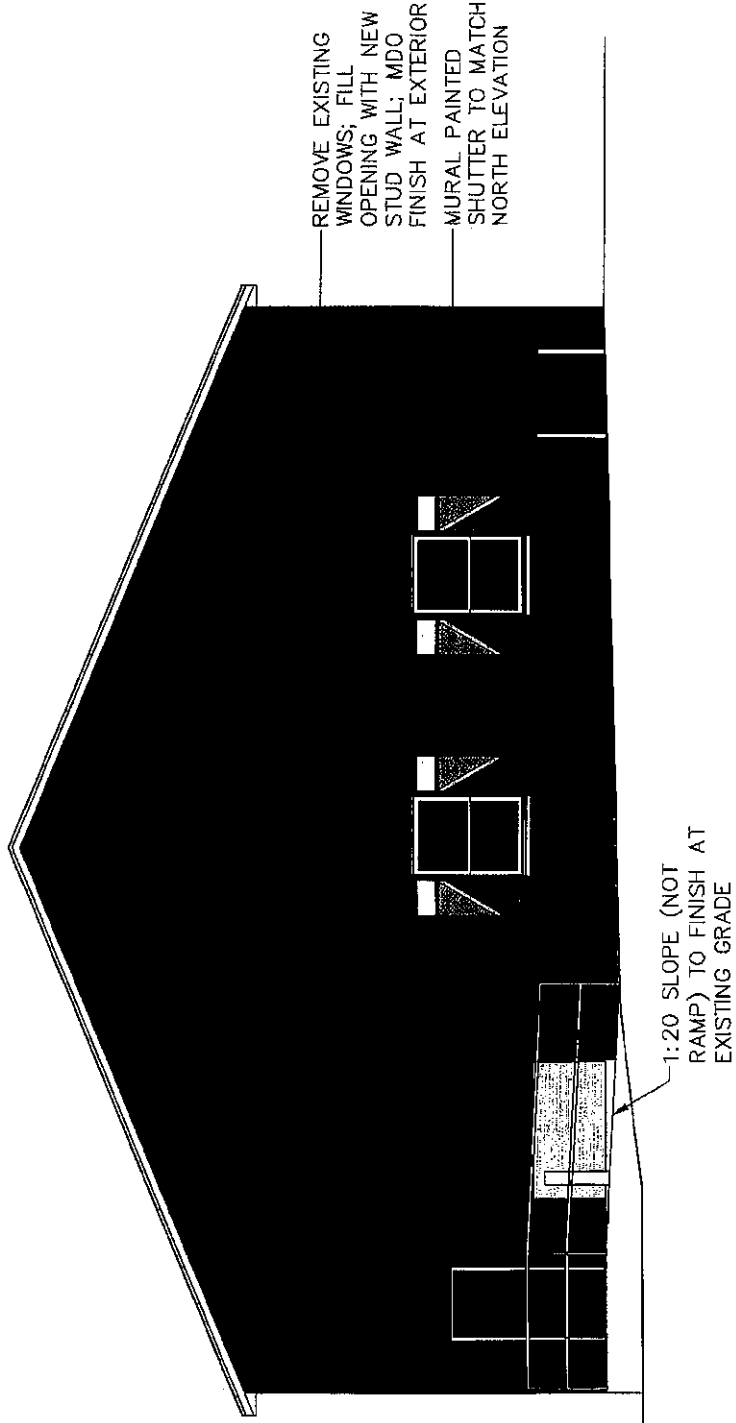
70 Shennock Circle, Cromwell, CT 06408 (860) 370-5560

CROMWELL DPW  
GARAGE

DATE: 07.03.22  
BY: RTD  
SCALE: 1/8" = 1'-0"

A10

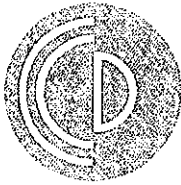
CROMWELL CREATIVE DISTRICT  
WILL APPLY APPROVED MURALS  
IN ALL WINDOW LOCATIONS



○ WEST ELEVATION

SCALE: 1/8" = 1'-0"

CROMWELL DPW GARAGE		DATE 07.03.22	RTD	SHEET 6 OF 10	A11
AB GRASSO SPATIAL DESIGN CONSULTANTS 70 Newell Circle, Cromwell, CT 06416 959 273 9565					



## CROMWELL CREATIVE DISTRICT

### Building Renovation Description

#### **General:**

The concept for repurposing this building includes keeping a building created in the center of town, built in 1948, that continues to be serviceable and will be extremely beneficial to CCD and all nonprofits. The repurposed building would be a simple "black box," which is an open floor plan that can be used in many ways.

This is why a sizeable anonymous donation has been offered to assure that Cromwell residents will not incur increased taxes for this project. The original intent was to work this project in segments less than \$100,000.00 in order not to trigger prevailing wage or other bid process requirements. Therefore, the estimates provided pro bono by three qualified organizations, with most of the pricing done in later 2021 – Jan. 2022, were based on this premise. The three vendors, Macri Associates, Enterprise Builders, and Strathmore Electric, Inc., thought they would be offered the work if the proposal was approved. Understandably, Enterprise stopped working toward this endeavor until there was a favorable approval by the Town Council. However, CCD did not learn that this was the delay in receiving Enterprise's final report until June 6, 2022. Knowing these companies fit in CCD requests with their other work, we tried to practice patience. However, with the turn in the economy, this has not worked favorably for this or other outstanding projects.

The provided existing plan views are based off information in the Feasibility/Space Needs Study for Cromwell Senior Center delineated by Silver Petrucelli & Associates, Inc. © August 11, 2021; electrical drawing, offered by Strathmore Electric, Inc.; and proposal drawings provided by AE Grasso Spatial Design Consultants.

Macri Associates, an HVAC vendor, was the first to review the project. CCD worked with estimator Mike Egan who eventually brought in Enterprise Builders' estimator, Bryan Addy. Ned Pendleton, engineer, has been consistently involved with this project and contacted Robert Forstrom, estimator for Strathmore.

**Existing Building:** 3200 square feet; full description is available in the Aug. 11, 2021 report by Silver Petrucelli & Associates, Inc. Exterior photos shown in the packet offered to the Council were taken June 2022. Note, the feasibility report lists the roof as a "medium" concern.

No exterior sitework, roof examination, or renovation are included in CCD's proposal. CCD's discussions with Macri and Enterprise included volunteer help painting the exterior and painting the interior to a height of 10'-0". It also included only the inclusion of one ADA bathroom and one sliding door, limiting occupancy until money could be raised for the second bathroom and second sliding door. It is easier to raise money for an item, like a door, or sink, than it is to raise money for an idea.

It is understood that if grant money is obtained, the proposal/pricing by Macri, Enterprise, and Strathmore will not be applicable as this project will go out to bid at prevailing wage. The following is offered for understanding the general layout and finish that CCD is proposing.

T1: **Title page:** includes legend information that helps with clarifying architectural drawings.

A0: **Aerial view:** locates this building as 19 Community Field Rd. The garage and land south and west belong to the town and offers sufficient space for an ADA ramp on the west and ADA parking on the south. The land north, including the shed, also belongs to the town. The parking lot east of the building does not belong to the Town.

**NOTE: all measurements are approximate**  
**Plans are 1/8" = 1'-0"**

A1: **Existing first floor plan:** drawing is taken from Silver Petrucelli & Associates Feasibility study.

1. Brick wall between Bay 001 and 002 does not go to the ceiling and will be removed.
2. Within this brick wall, there are two steel posts that support a beam. The steel posts and beam will remain.
3. Brick wall adjacent to Room 005 and Lav 006 will remain.

A2: **Existing mezzanine plan:** drawing is taken from Silver Petrucelli & Associates Feasibility study.

1. Existing mechanicals on the mezzanine will be removed; mezzanine to remain.
2. Existing ceiling to remain.

A3: **Demolition plan:** dotted lines indicate removal of walls and infill of grease pit

1. Exterior walls to remain.
2. All windows are to be removed.
3. All garage doors are to be removed.
4. Man doors on east and west to be removed.
5. Electrical supply to remain; all other electrical to be removed.
6. HVAC to be removed.
7. Floor to remain.

A4: **Finish plan, interior first floor:** proposal includes some items NIC pricing offered by Enterprise.

1. **Exterior walls, masonry walls (brick and block):** mortar joints will be sealed from the inside prior to construction of *new interior* walls.
2. **Window openings:** to be replaced with insulated inset walls with MDO exterior and interior covered as described in #5 below.
3. **Exterior south wall:** garage doors to be removed. Two new 12'-0" sliders replace two of the garage doors and new walls infill the remaining two garage doors. Finish on exterior is Texture 1-11. Note: only one slider is included in pricing. Second slider to be framed to accept when money raised to purchase and install.
4. **Exterior man doors:** New and included in Enterprise pricing.
5. **Perimeter walls, interior:** new 2 x 6, walls to be constructed interior to the perimeter of the building, allowing for insulation and electrical. The interior finish to be sheetrock from existing floor to ceiling, approx. 16'-0" high.
  - a. CCD will paint the lower 10'-0"; color TBD.

- b. Contractor will spray the upper 6'-0" and ceiling, black.
  - 6. **Interior walls below mezzanine:**
    - a. 2 x 6 plumbing wall between bathrooms
    - b. 2 x 4 wall at closet 005, between lav 003 and main room sink, and between hallway 006 and lavs 003 & 004 and closet 005
    - c. CCD to paint all walls below mezzanine including interior brick wall to remain.
  - 7. **Floor:**
    - a. Pit to be filled and resurfaced to meet concrete floor
    - b. Concrete floor to remain and be resurfaced: note reasoning:
      - i. The concrete floor is best for usage of this space.
      - ii. Building up the floor not only costs money, but also creates an issue at new sliders and man doors.
      - iii. A material has been sourced to encapsulate and resurface the existing concrete.
  - 8. **Ceiling:**
    - a. Mechanicals will be surface mounted below the existing ceiling and will be sprayed black.
    - b. Lighting will be hung from the existing ceiling.
  - 9. **Ceiling to roof:** conditions are unknown and not part of pricing scope. See Feasibility Study, page 12 for further information.
  - 10. **ADA Bathrooms:** Only one bathroom is included in pricing by Enterprise with second location to follow after money raised. Plumbing and finish materials are allowances.
  - 11. **Cabinetry:** NIC
  - 12. **Slop sink in closet 005:** NIC
  - 13. **Furniture:** NIC: finish drawing includes furniture to show occupancy and intended use.
- A5: **Electrical, first floor:** provided by Strathmore Electrical, Inc.
- 1. Code compliant.
  - 2. All fixtures shown both interior and exterior are included in pricing.
  - 3. See A6 for electrical legend.
- A6: **Electrical, mezzanine:** same info as A5
- A7: **Exterior South Elevation:**
- 1. Existing metal siding below roof to remain.
  - 2. New Texture 1-11 will replace existing and infill at two removed garage door openings.
  - 3. CCD to paint.
- A8: **Exterior South Elevation:** proposed building name location.
- A9: **Exterior East Elevation:**
- 1. Southeast corner: new Texture 1-11.
  - 2. Block wall and gable Texture 1-11 to remain.
  - 3. CCD to paint.
  - 4. Shutters are mural paintings by CCD.
  - 5. Approved window murals to be painted by CCD.



6. Paint by Number Mystery Mural, designed by Erin Trousdale and painted by town residents, was measured to be installed in this location.

**A10: Exterior North Elevation:**

1. Existing mural to remain.
2. Approved window murals to be painted by CCD.
3. Wall does not need repainting except at some point to repaint the fundraising flower.

**A11: Exterior West Elevation:**

1. ADA ramp, NIC in Enterprise pricing.
2. Updated blue area siding, not replaced, but will be repainted.
3. Texture 1-11, not replaced
4. Shutters are mural paintings by CCD.
5. Approved windows murals to be painted by CCD.
6. Wall to be painted by CCD.

Note: HVAC is included in Enterprise pricing proposal.



## CROMWELL CREATIVE DISTRICT

### Project Pricing Projections

#### Overview

It should be clear by now that what was hoped for in 2018, when the garage was still occupied and CCD requested right of first refusal before hiring a professional to paint the north side mural, is still hoped for, but the dynamics have changed. CCD has grown, the garage is empty, the current economy is volatile, and the hope of a STEAP grant became questionable on June 29, 2022. During the weeks between the meeting with Town staff on June 6, and June 29, CCD worked diligently to prepare this packet for your advance review with a deadline of noon on July 6. The three and half weeks were also used to request support from a number of people who are willing to present on July 13, 2022.

**Timetable:** Once a tentative DPW move date was discussed in early summer of 2021, donor discussions began with a lawyer and CPA regarding the possibility of an anonymous donation of \$350,000.00. This idea was offered to Town Manager, Anthony Salvatore, who said that the decision would be made by the Town Council. The Town Council held an executive session in early fall 2021, after which Mr. Salvatore encouraged CCD to move forward to obtain pricing in order to learn if the donation would be sufficient to create a habitable space.

The original intent of the donation was to have it be accepted prior to the end of year 2021 as it provided the donor with maximum tax benefit. Since this was not possible, \$70K is currently in a CCD savings account earmarked for garage rehab, and the donor opened a DAF (Donor Advisory Fund), which guarantees \$280,000. Funds are now only distributable to qualifying municipalities and nonprofit organizations. The donor cannot make another large donation to CCD without it changing the 501(c)3 status to an endowment, which is not desirable. If the \$280,000 is not used for this garage project, it will be given to other nonprofits of the donor's choosing. The \$70K will remain with CCD to be used only for capital projects, which was the intent when given through Birdies for Charity in 2021.

The DPW moved to their new facilities in late summer/early fall 2021, and CCD proceeded with a meeting attended by Town Manager Salvatore, Town Engineer Harriman, engineer Pendleton, architect Grasso, and resident Cannata. After reviewing all three garages, it was agreed that the former sewer garage was the most viable. CCD worked with Macri, Enterprise and Strathmore, as described in previous sections of this report.

After multiple meetings, phone calls, and hours of work by many, Enterprise offered a "working" financial report dated March 18, 2022, totaling \$379,043.00. After reviewing the line items and numbers, in a subsequent phone call from Enterprise, CCD was told that pricing had been lowered to the \$350,000, although no updated written report has been received. On June 6, 2022, an email from Enterprise apologized for the delay but offered they couldn't do more

work until they were assured the Town Council approved the project moving forward. Important to note: the numbers were generated prior to the current economic climate of sharp pricing increases.

**June 2022:** CCD learned through Matt Lesser that the State is offering a grant for shovel-ready projects; and CCD asked Mr. Salvatore if there were other shovel-ready projects the Town had in place, and if not, could CCD's garage project be considered.

With the Middle School building project as well as other concerns, May and June have been unusually demanding on town staff, as well as the Town Council. CCD sincerely appreciates the time staff has taken to meet and discuss the garage project due to the STEAP grant deadline of August 15, 2022. As noted previously, a review of this year's STEAP brought to light differences from previous years, which may make it less tenable than originally thought. The STEAP Grant is included in this packet with highlights by CCD, and a draft cover letter that could be included if the Town Council approves Mr. Popper writing for the grant.

It seems clear at this economic time that a grant will be required to augment the \$350,000 donation, which will require a bid process and prevailing wage. Mr. Popper has offered that other grants may be available.

**Options going forward:**

1. CCD continues to hope the Town Council will see the merit in approving the use of the Sewer Garage for nonprofit use.
2. A Letter of Agreement was offered to Manager Anthony Salvatore at the June 6<sup>th</sup> meetings, which he provided to Atty. Kari Olson. She replied that she will provide a review only after Town Council approves moving ahead with CCD's usage and terms.
3. The Letter of Agreement is a draft to verify the intent of the anonymous donation and will be approved by donor's lawyer together with Town lawyer. Content of the agreement is included at the end of this section. Please read the stipulations of the donation as part of Town Council's approval.
4. The Town may decide on other uses for the garage and will forfeit the donation.
5. The Town will decide to demolish the building. CCD contacted non-union vendor, Zarrella Demolition, LLC, East Berlin, for a ballpark price. Larry Zarrella went to the site and offers a round figure of \$40K, including hazardous materials survey. However, pending findings, removing the hazardous waste could increase the demolition cost. The Town will bear the cost of demolition and forfeit the donation.



**CROMWELL CREATIVE DISTRICT**

Town of Cromwell – Mayor's Office, Attn. Cromwell Creative District

41 West Street, Cromwell, CT 06416

[www.cromwellcreativedistrict.org/](http://www.cromwellcreativedistrict.org/) [cromwellcreativedistrict@gmail.com](mailto:cromwellcreativedistrict@gmail.com)

**Cromwell Sewer Garage Conversion to Habitable Space for  
NONPROFITS to use as meeting space**

Letter of Agreement between

Town of Cromwell, Town Manager Anthony Salvatore  
and  
Cromwell Creative District

The purpose of this Letter of Agreement is to clarify that Cromwell Creative District (CCD) is offering \$350,000.00 towards the rehabilitation of the Town-owned Sewer Garage into a habitable space, in order to allow CCD the right of first refusal for the use of the renovated Sewer Garage at a fee of \$1.00 per year.

It is understood that the Senior Center and Rec Department may also have use of the space when CCD \*or other nonprofits are not using the space for meetings or events.

At such time as a Cromwell Community Center is built with sufficient meeting space and event space \*for nonprofit use, and if it is built #inthedistrict, the rehabilitated Sewer Garage will revert to full usage by the Town of Cromwell.

A legal document will be written up based on this Letter of Agreement once there is final approval to move forward.

\_\_\_\_\_  
Anthony Salvatore, Town Manager

\_\_\_\_\_  
donor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\* The language in blue was added after the original agreement was offered on 6.6.19 and will be a requirement going forward.

**STRATHMOOR ELECTRIC, INC.**

1261 STRATFORD AVENUE  
STRATFORD, CONNECTICUT 06615-6324  
PHONE (203) 377-4261 FAX (203) 386-1388  
CONNECTICUT LICENSE E-1 #100922

*Proposal*

Enterprise Builders  
46 Shepard Drive  
Newington, CT 06111

July 5, 2022

Re: Cromwell DPW Garage  
Cromwell, CT

We are please to submit our proposal for electrical work per drawings dated 3/29/22  
by Strathmoor Electric to include the following:

Demolition

- Disconnect existing wiring as needed to accommodate construction

Temporary

- Furnish and install temporary lights and outlets as needed to accommodate construction

Open Area

- 8 Duplex outlets
- 21 LED high bay fixtures – furnished by Strathmoor Electric
- 4 Ceiling paddle fans – standard style - furnished by Strathmoor Electric
- 4 Switches
- 2 Fan controls
- 2 Exit/emergency combos
- 1 Remote emergency head – weatherproof
- 4 Emergency lights
- 4 CAT 6 jacks – WiFi

Bathroom

- 1 Duplex outlet – GFI protected
- 1 Call for aid
- 1 2x2 LED light panel – furnished by Strathmoor Electric
- 1 Exhaust fan – furnished and vented by others
- 1 Switch

Storage

- 1 Double duplex outlet – dedicated – IT equipment
- 1 LED utility light – furnished by Strathmoor Electric
- 1 Switch

Mezzanine

- 1 Duplex outlet
- 2 LED utility lights – furnished by Strathmoor Electric
- 1 Switch

July 5, 2022

Side Entry

- 2 Duplex outlets
- 2 4' LED fixtures – furnished by Strathmoor Electric
- 2 Switches
- 1 Exit/emergency combo
- 1 Remote emergency head – weatherproof

HVAC

- 2 Outdoor condensing units
- 2 Air handling units
- 2 Thermostats – wiring only – thermostats furnished by others
- 1 Duplex outlet – weatherproof – GFI protected – service

Electrical Service – existing 200 amp single phase – overhead

- 1 Relocate 200 amp panel conduit and feeder.  
Replace existing 200 amp panel
- 1 Grounding per code

Exterior Lighting

- 2 LED wall packs – new
- 1 Switch

Note: Switch to control new wall packs and existing exterior fixtures

**TOTAL BUDGET      \$ 37,780.00**

Not Included

- Tax- assuming non-profit organization
- Permit fees
- Voice/data service

WE PROPOSE to furnish labor and material – complete with the above specifications, for the sum of Thirty Seven Thousand Seven Hundred Eighty and 00/100

Payment to be made as follows: **PER MONTHLY REQUISITION**


ACCEPTED. The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Respectfully submitted,

**STRATHMOOR ELECTRIC, INC.**

Date of Acceptance \_\_\_\_\_

By \_\_\_\_\_

By   
Charles A. Forstrom

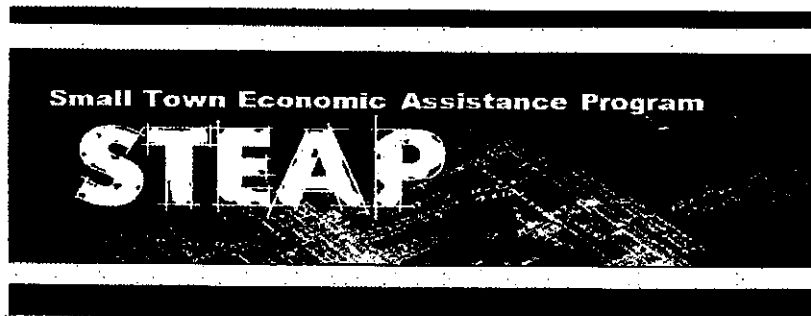


STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

*Intergovernmental Policy and Planning Division*

**2022**  
**SMALL TOWN**  
**ECONOMIC ASSISTANCE**  
**PROGRAM**  
**GUIDELINES**



**June 2022**

The Small Town Economic Assistance Program (C.G.S. Section 4-66g) funds economic development, community conservation and quality of life projects for localities that are ineligible to receive Urban Action bonds (CGS Section 4-66c). An eligibility list is included in the pages to follow. This program is coordinated by the Office of Policy and Management and grants are administered by appropriate state agencies.



STEAP funds are issued by the State Bond Commission and can only be used for capital projects. A project is considered to be a capital project if it is new construction, expansion, renovation or replacement for an existing facility or facilities. Project costs can include the cost of land, design, engineering, architectural planning, and contract services needed to complete the project. ✓



ANY STEAP APPLICATION, ITS RECEIPT, AND/OR ANY SUBSEQUENT ANNOUNCEMENT OR NOTIFICATION OF AN AWARD ASSOCIATED WITH AN APPLICATION, DOES NOT CONSTITUTE A CONTRACT. A CONTRACT EXISTS ONLY WHEN YOU HAVE SUBMITTED ALL REQUIRED CONTRACTUAL DOCUMENTS AND SUCH DOCUMENTS ARE APPROVED BY THE ADMINISTERING STATE AGENCY, AND THE TOWN IS NOTIFIED THAT THE CONTRACT IS FULLY EXECUTED. DO NOT INCUR ANY ANTICIPATED STEAP GRANT FUNDED PROJECT EXPENDITURES UNTIL A CONTRACT IS FULLY EXECUTED , AS ONLY THOSE ALLOWABLE EXPENDITURES INCURRED BETWEEN THE START AND END DATES AS ESTABLISHED ON THE FULLY EXECUTED CONTRACT CAN BE REIMBURSED. EXPENDITURES INCURRED BEFORE THE CONTRACT START DATE OR AFTER THE CONTRACT END DATE WILL NOT BE REIMBURSED.

When a town is selected to receive a STEAP grant, the town will receive a notification letter from OPM indicating which state agency has been assigned to administer their award. This letter is for notification purposes only and does not constitute a contract. Again, the town MUST execute a contract with the administering state agency in order to be reimbursed for allowable grant-related expenditures incurred between the start and end dates as established on the fully executed contract.

STEAP is a not an entitlement or formula grant, and as such any funding associated with an award is on a one- time basis only, with no promise or obligation of additional funding from OPM or the State.

When the program is open for application intake, the application, as well as detailed submittal instructions and timelines can be found by clicking this link.





## IMPORTANT CHANGES TO 2022 STEAP



It is important that you read all parts of this guideline document, as changes have been made to eligibility requirements, application requirements and STEAP grant term periods. ✓

- No individual municipality may receive more than five hundred thousand dollars in any one fiscal year under said program. No group of municipalities may receive an amount exceeding in the aggregate five hundred thousand dollars per municipality in such group in any one fiscal year under said program.
- Grants awarded will have a four (4) year term and may be considered for a one (1) year extension to the grant end date. No grant shall have a term longer than five (5) years. ✓
- Each STEAP grant shall have its own contract and shall not be combined with any other grant contract. STEAP grants are not intended to be "banked" or "grouped together" over the course of multiple years. Each award is to be used expressly for the purpose and scope of work as outlined in the application it was awarded for. ✓
- Only those scope changes germane to the original scope of work may be considered. There will be no wholesale repurposing of a STEAP grant award. For example:
  - A STEAP grant is awarded for a sidewalk project. The original scope was to install 1000 feet of sidewalk. A scope change which would increase the sidewalk footage to 1200 feet would be germane, therefore would be allowable and could be approved. A scope change to instead use the funding for a veterans' memorial and NO sidewalks would not be germane, therefore cannot be allowed or approved.
- STEAP funds cannot be used for design, studies, planning and/or engineering. ✓
- All funding (other than STEAP funding) for the STEAP project must be secured as of the time of application. ✓
- While a municipal match is not required, preference for awards will be given to those that provide at least a 20% municipal match of the total project cost. ✓
- Preference for awards will be given to those that are shovel-ready (defined within). ✓
- Municipalities should be prepared to enter a grant assistance agreement/contract with the administering agency shortly after being notified of an award, therefore municipalities should only apply for a project which is near-term. This means that the STEAP funded portion of the project should be "shovel ready" or "nearly shovel ready" at time of application. This is necessary to ensure that the grantee will be able to spend down their grant funds within the defined term of the award, as funds not expended before the grant's end date will be forfeited. ✓ **4+1 YEARS**  
Once a grant assistance agreement/contract is in place, the municipality should be prepared to commence project work and incur all STEAP-funded project expenditures between the start and end dates of the agreement/contract.

- All grant payments will be made on a reimbursement basis only after the municipality has incurred and paid for the allowable STEAP funded project expenditures incurred between the start and end dates of the contract. Final reimbursement payment will be made after the municipal match has been met. The administering agency will provide you with guidance on what information must be submitted to seek reimbursement and required documentation to satisfy any match requirement. Project expenditures incurred before the start date or after the end date of the agreement/contract will not be eligible for STEAP reimbursement. ✓
- Unspent grant funds will not be repurposed for other uses. Such unspent funds will be returned to the STEAP program account and will be used for awards made in future rounds.

## ELIGIBILITY REQUIREMENTS & PROVISIONS

- Timeline:
  - June 1, 2022      Announcement of 2022 STEAP Grant Program
  - August 15, 2022      STEAP Applications due by 5:00 PM ———— ✱
  - September 15, 2022      Projected Grant Award Notification ———— ✱
- Funding Level:
 

The 2022 round of STEAP grants will be funded from an aggregate amount of \$30,000,000. Individual grant award amounts will depend on the number of participating towns, and the number of qualified applications selected to receive an award.
- Municipalities which are eligible to opt into the STEAP program, but are not currently opted in, must submit their opt-in request prior to submitting their STEAP application.
- Municipalities with projects more than five years old or which have expired contracts, that have not been closed out with the administering agency are ineligible to apply for new funding. Municipalities should contact the administering agency for previous award information to ensure compliance.
- A 20% municipal match is preferred: ✓
  - While a municipal match is not required, preference for awards will be given to those that provide at least a 20% municipal match of the total project cost
  - Match funds must be municipal funds, not funds from other state or federal grants
  - Municipal salaries and/or expenses cannot be counted toward the municipal match
  - Funds spent on studies, planning, design, engineering are acceptable matches ✓
  - Municipality must spend 100% of its match prior to final reimbursement
  - Match expenditures can be those allowable project-related expenditures which were incurred before or during the grant contract period
- Funding (other than STEAP funding) for the entire project has been secured.
- An authorizing referendum vote and/or resolution by the local legislative body, or, in any town where the legislative body is a town meeting, by a vote of the board of selectmen, which authorizes the Chief Executive Officer to accept such grant if awarded, and enter into and ✓

execute any and all agreements, contracts and documents necessary to obtain said 2022 STEAP Grant with the State of Connecticut. This authorizing vote and/or resolution needs to be submitted to the administering agency within thirty (30) days of grant award notice if such is not available at time of application.

- Only minor changes germane to the original scope from the approved application shall be approved by the administering agency. STEAP grant funds cannot be repurposed (used for a project other than the one for which it was awarded.)
- All grant payments will be made on a reimbursement basis and only after the municipality has:
  - Incurred and paid for the allowable STEAP-related allowable project expenditures incurred between the start and end dates of the contract
  - Final reimbursement requires that municipality has met 100% of its match
- The administering agency will provide you with guidance on what information must be submitted to seek reimbursement. Expenditures incurred before the start date or after the end date of the agreement/contract will not be eligible for reimbursement.
- Consistent with past practices, these grants will be administered by project-relevant agencies other than OPM.
- Once a grant contract is in place, any grant related project questions, reimbursement questions, or requests for extensions should be directed to the agency assigned to administer your grant.

## ELIGIBLE PROJECTS AND PRIORITY PROJECT AREAS

### Projects eligible for STEAP funds include:

- Economic development projects such as (a) constructing or rehabilitating commercial, industrial, or mixed-use structures and (b) constructing, reconstructing, or repairing roads, access ways, and other site improvements; ★
- Recreation and solid waste disposal projects;
- Social service-related projects, including day care centers, elderly centers, domestic violence and emergency homeless shelters, multi-purpose human resource centers, and food distribution facilities;
- Housing projects;
- Pilot historic preservation and redevelopment programs that leverage private funds; and
- Other kinds of development projects involving economic and community development, transportation, environmental protection, public safety, children and families and social service programs.

### Priority Project Areas:

- Shovel ready projects which are at a stage where project work can begin (see below)
- Promoting economic growth *see time line*
- Developing our workforce
- Improving the quality of life and fiscal stability of municipality
- Improving the grand list

- Infrastructure
- Making government more effective, efficient and customer friendly ✓
- Economic development projects within transit-oriented areas
- Pollution control (water, waste, energy) in order to reduce costs and environmental impacts
- Public Service Answering Point (PSAP) Consolidation

**Shovel-ready projects are defined as those which have:**

- ★ • Legislative body approval (i.e.: referendum, town meeting)
- All funding (other than STEAP funding) for the STEAP project secured
  - ★ ○ Matching funds
  - ★ ○ Additional project funds
- Local permits in place (i.e.: Inland Wetlands, Zoning, Planning) - *can be secured*
- State approvals and permits in place
  - State Historical Preservation Office (SHPO) approved
  - Connecticut Environmental Policy Act (CEPA) Evaluation
  - Environmental Impact Evaluation (EIE)
  - Flood Management Certification (FMC)
- Utility coordination plan established
- Municipal Plan of Conservation and Development (POCD) up to date
- Project PS&E (plans, specifications and estimates) ready to be advertised - *can be soon*

N/A

All STEAP-funded projects are subject to all federal, state and local laws, ordinances, regulations and municipal bylaws. Depending on the nature of the project to be funded with a STEAP grant, certain projects may require additional reviews, evaluations, permits, approvals and or certifications, including but not limited to: Connecticut Environmental Policy Act (CEPA) Evaluation, Environmental Impact Evaluation (EIE), Flood Management Certification (FMC); State Historic and Preservation Office (SHPO) review and determination; and/or Municipal Plan of Conservation and Development (POCD) provisions with regard to eligibility for discretionary state funding. Such reviews, evaluations, permits and or certifications could significantly impact project costs and timelines. The grantee should only submit applications for such projects when it is able to continue with the proposed project and spend down the grant within the terms of the contract period despite these added costs and extended project timelines. ★

**EXPENDITURES THAT CANNOT BE FUNDED BY STEAP GRANT FUNDS:**

- Programmatic expenditures or recurring budget expenditures are not eligible for STEAP or any other state bond program. The Office of Policy and Management reserves the right to not fund or reimburse certain projects or certain project components with State bond funds due to public policy reasons.
- The following expenditures are not eligible for reimbursement: ceremonial or entertainment expenses; publicity; bonus payments; reserves; charges in excess of the lowest responsible bid where competitive bidding is required unless prior approval is obtained; deficits or overdrafts; interest charged; any judgment for damages arising from the project; fines and penalties; meals, municipal salaries or employee expenses.
- Project components not allowable for STEAP funded reimbursement: Furniture, fixtures and equipment (FF&E). FF&E includes movable furniture, fixtures or other equipment that have no permanent connection to the structure of a building or utilities. FF&E includes, but is not limited

to desks, chairs, computers, electronic equipment, appliances, tables, bookcases and partitions. (Exceptions: see

- Goods and/or services purchased and/or provided before the contract start date, or after the contract end date will not be funded.
- STEAP funds cannot be used to represent the required municipal "match" or "share" portion for another state or federal grant.

For the purposes of the application and any subsequent award, "Authorized Signatory" refers to the municipality's Chief Executive Officer (Town Manager, Mayor, First Selectman, etc.) – the individual who is legally authorized to apply for the grant and who has the authority to enter into any subsequent agreements/contracts per referendum vote or legislative body action.

Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
✓ Coventry	YES	NO	NO	NO
Cromwell	YES	NO	NO	NO
Danbury	NO	NO	NO	YES
Darien	YES	NO	NO	NO
Deep River	YES	NO	NO	NO
Derby	OPT-In Eligible	YES	YES	NO
Durham	YES	NO	NO	NO
East Granby	YES	NO	NO	NO
East Haddam	YES	NO	NO	NO
East Hampton	YES	NO	NO	NO
East Hartford	NO	YES	YES	YES
East Haven	OPT-In Eligible	YES	YES	NO
East Lyme	YES	NO	NO	NO
East Windsor	OPT-In Eligible	YES	NO	NO
Eastford	YES	NO	NO	NO
Easton	YES	NO	NO	NO
Ellington	YES	NO	NO	NO
Enfield	NO	YES	NO	YES
Essex	YES	NO	NO	NO
Fairfield	YES	NO	NO	NO
Farmington	YES	NO	NO	NO
Franklin	YES	NO	NO	NO
Glastonbury	YES	NO	NO	NO
Goshen	YES	NO	NO	NO
Granby	YES	NO	NO	NO
Greenwich	YES	NO	NO	NO
Griswold	OPT-In Eligible	YES	YES	NO
Groton	NO	YES	YES	YES
Gullford	YES	NO	NO	NO
Haddam	YES	NO	NO	NO
Hamden	OPT-In Eligible	YES	NO	NO
Hampton	YES	NO	NO	NO
Hartford	NO	YES	YES	YES
Hartland	YES	NO	NO	NO
Harwinton	YES	NO	NO	NO
Hebron	YES	NO	NO	NO
Kent	YES	NO	NO	NO

## **STEAP OPT-IN PROVISIONS**

Municipalities deemed eligible for the STEAP Opt-in provision may elect to be eligible for said program individually or as part of a group of municipalities in lieu of being eligible for financial assistance under section 4-66c (Urban Act Grants), by a vote of its legislative body or, in the case of a municipality in which the legislative body is a town meeting, its board of selectmen, and submitting a written notice of such vote to the Secretary of the Office of Policy and Management. Any such election shall be for the four-year period following submission of such notice to the secretary and may be extended for additional four-year periods in accordance with the same procedure for the initial election.

It is important to note that once a municipality opts-in to the STEAP program, the opt in period lasts for four years from the submission date of the opt-in request. There is no provision to opt-out prior to the end of the four-year term.

Municipalities which have already opted in, and the term of the opt-in has not expired as of the due date for this application, do not need to submit an opt-in request to apply for STEAP. However, if an opt-in municipality is awarded a STEAP grant from this current round, the town must renew their opt-in if their current opt-in expires during the term of the grant. For complete statute, click this link: C.G.S. 54-66g.

## **STEAP CONTACT INFORMATION**

**Programmatic and application questions should be directed to:** [Nikki.Sow@ct.gov](mailto:Nikki.Sow@ct.gov) and [Martin.Heft@ct.gov](mailto:Martin.Heft@ct.gov).

**Questions related to a specific grant that has been awarded (including questions about your grant contract/agreement, payment/reimbursement and a one-time extension), must be directed to the state agency assigned to administer your grant. Such information is provided in the STEAP award notification letter.**



## **CROMWELL CREATIVE DISTRICT**

Town of Cromwell – Mayor's Office, Attn. Cromwell Creative District  
41 West Street, Cromwell, CT 06416  
[www.cromwellcreativedistrict.org/](http://www.cromwellcreativedistrict.org/) [cromwellcreativedistrict@gmail.com](mailto:cromwellcreativedistrict@gmail.com)

Date: 7.13.22

To: State of CT, Intergovernmental Policy and Planning Division

Re: STEAP Grant

Cromwell Creative District (CCD) has been requesting to rehab a vacant town garage at 19 Community Field Rd., Cromwell, since 2018. The purpose is to have a place where nonprofits can meet and hold events. Part of the delay has been waiting for the new DPW facility to be finished. Part of their move-in delay was Covid. The garage was vacated in early September 2021. Since then, CCD has been actively working on plans and pricing to provide the Town Council with sufficient information to move to approval. The Town Council meeting is scheduled for July 13, 2022. If approval is granted, there are a slim four weeks to get the "preferred" requirements fulfilled for the STEAP grant. However, there are four years + one, to fulfill the grant.

In order to present to the Town Council for approval, CCD has produced proposal drawings, written documentation, and pricing that was effective in March 2022. Since then, prices have risen and as your grant indicates, there is no way to know the future. It is not possible to have bids ready before August 15, 2022. It could be possible to have them ready by September, when the grant is awarded, or at least by mid-fall. This project is small – rehabbing 3,200 square feet. It can easily be completed in less than four years.

CCD requests you review the STEAP application for this project with the understanding that Cromwell has no projects that are "shovel-ready", or "nearly-ready" with bids already in place. The garage remodel is the closest to ready. Respectfully, we request your consideration of this application as it will be a great asset to the community, and together with already guaranteed funding of \$350,000, the STEAP grant money will make it possible.

Thank you.

*Rethink How You See Cromwell*

Cromwell Creative District is a registered 501(c)3 nonprofit  
organization





July 1, 2022

Dear Cromwell Town Council Members,

As a proud resident of Cromwell for the last 52 years and as president of the Cromwell Arts Alliance it is with great hope and heartfelt respect that I ask you to consider how desperately our town needs a place for non-profits to hold meetings and small events.

Currently, our non-profit organization meets in the Senior Center dining room but has no venue to hold events which would nourish the creativity and well being of our community.

As proposed by the Cromwell Creative District, the Sewer Garage (The old Pierson Coal Building) is now vacant and would be a perfect spot. Granted it needs a lot of work but restoring a piece of Cromwell in our Historic District is far better than tearing it down. I understand that a STEAP Grant is available for such a project.

Restoring this property, making it available to organizations which help to make Cromwell such a great place to live, would be a boon to the downtown area. It would bring activity to a somewhat forgotten Main St. bringing more customers to those local business establishments. It would also help attract additional businesses to that area.

Our town hall is bursting at the seams. The Senior Center, Social Services, Recreation departments, etc would also benefit.

Please understand the frustration that those of us who volunteer in Cromwell feel when we can't move forward with a project because we have no place to hold it. Please vote to approve CCD's plan to convert the Sewer Garage to such a space. It's a good plan for all of us.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Rosemary Matus', is written over a horizontal line.

Rosemary Matus, President Cromwell Arts Alliance

From: michael j. polke jpolke@comcast.net  
Subject:  
Date: July 5, 2022 at 1:24 PM  
To:



To: Mayor Spotts and Town Council  
Re: Cromwell Creative District's request regarding the  
Town's vacant sewer garage  
From: Michael J. Polke, Private Citizen

After discussions with the Vice Chair of Cromwell Creative District, and awareness of the work this nonprofit has offered town residents in order to bring attention to businesses on Main Street, River Road and Pierson Park, even through Covid, I want to lend my support to their request to reuse the sewer garage as a meeting and event space for nonprofits. The anonymous donation, together with possible grant funding, benefits and supports volunteerism, residents, and businesses. Acceptance of this proposal will spotlight Town Hall's recognition of all that nonprofits do for Cromwell.

*Michael J. Polke*

To: Members of the Cromwell Town Council  
Re: Cromwell Creative District and the "Sewer Garage"  
Date: July 13, 2022

I am writing in support of the Cromwell Creative District's request to the Cromwell Town Council to utilize the "Sewer Garage" as a non-profit meeting space.

Since its founding almost four years ago, CCD's many imaginative efforts have gone a long way toward reinvigorating Main Street and the downtown business district. The organization is now looking to strengthen the area – and strengthen local organizations - by repurposing the now vacant "Sewer Garage" as a centrally-located public space for the meetings and events of Cromwell non-profit organizations.

In typically creative fashion, CCD has devised a plan for renovation of the "Sewer Garage" which will immensely benefit Cromwell residents while not raising their taxes at all.

First, CCD has secured a generous anonymous gift specifically directed toward the renovation of the "Sewer Garage." Second, CCD and Stuart Popper, Director of Planning and Development, are actively investigating promising grant opportunities to further offset the cost of renovation. Tonight CCD is requesting that the Town Council 1)approve CCD's proposal that the "Sewer Garage" be used as a non-profit meeting space and also 2)give authorization to write and submit grant applications in support of this project in timely fashion as those grant opportunities become available.

Plans generated for pricing for a modest renovation of the "Sewer Garage" have been completed and estimates of construction costs have been obtained. A minimal renovation using only the anonymous gift would have been possible when first generated in late December 2021, but in recent months construction costs have escalated. Additional grant funding will significantly enhance the possibility of construction in the current economy. It is conservatively projected that funds from the anonymous gift and the additional grants will cover all construction costs, particularly when considered in the light of the alternate idea of demolishing the building. Demolition costs are estimated to be at least \$40,000, which would be a direct cost to Cromwell taxpayers.

I think that this is a very attractive proposal for Cromwell residents. A newly-renovated, centrally-located meeting space for Cromwell non-profits with renovation costs totally covered by funds which do NOT come out of taxpayers' pockets! It can't get any better than that.

I am a rather new resident of Cromwell – a little over a year – but I have lived in this area for over 50 years and for 20 years I was managing director of Oddfellows Playhouse Youth Theater, a non-profit in Middletown. I have done a lot of fundraising for non-profits, and I can tell you that it is hard. The unexpected confluence of the anonymous gift and promising grant opportunities presents a golden opportunity to create a real asset for this town – a non-profit meeting space in the downtown district. I hope that you will whole-heartedly embrace this project.

Thank you.



Mimi Rich  
101 West St, Apt 6314  
Cromwell, CT 06416

July 2, 2022

To: Cromwell Town Council

Re: Cromwell Creative District's offer to rehab the  
sewer garage

From: Dee Doxey, Covenant Living Town Liaison

I have only lived in Cromwell for 8 months. During that time, I have become acquainted with both the Cromwell Senior Center and Cromwell Creative District (CCD) through their programming. Recently, CCD offered town residents the opportunity to paint a mystery mural called Paint by Number. 360 tiles had to be painted. But where? The Senior Center offered space on Saturday mornings and Covenant Living of Cromwell offered space on Sunday afternoons. While it worked out, it was less than efficient as paints had to be taken from location to location and tiles had to dry but be moved away to allow other programming in these two facilities. This is just one example of a program that could have been more successful if CCD had a brick-and-mortar location where events could be held.

I have learned that nonprofits in Cromwell are challenged when looking for a place to meet or hold events. CCD's interest in the sewer garage, specifically, is because it is #inthedistrict. However, CCD wants to offer this space to all nonprofits for meetings and events. The location is central to other town owned properties and will bring more attention to the businesses in this historic area - CCD's main mission.

Thank you for your time, and please approve this project.

*Dee Doxey*  
52 Mainway Road #3217

Good Evening, Mr. Mayor, Council Members, Mr. Town Manager, and other attendees,

My name is Betty Zuraw. I live at 52 Missionary Rd, just a short way up the road. I'm pleased that I've come to live in this area of Cromwell which is a major center of activity in town life. Within what must be less than a mile, we have the town hall, library, community center, recreation department, Pierson Park, police department, fire department, and the shortest and easiest walking and driving access in town to the Connecticut River. And if something is to be said for Location! Location! Location!—we've got it here--We're at the junction of 2 major highways: Routes 372 and 99., and we're a stone's throw from Rt. 9 for quick access to and from yet other directions. In other words, this is an active, vibrant, critical part of town which basically also serves other parts of town. But for all the wonderful features this area has, what it lacks but seriously needs is a gathering place, a community meeting venue where groups can meet comfortably to plan community activities that contribute so much to the life of Cromwell.

What makes any town or location a desirable place to live is its lively sense of community-spirit and involvement. What better way for Town Fathers to promote those goals than to provide a convenient and special place where groups, like the non-profits, can meet and plan the activities that bring so much to community life. As just one example of the liveliness these various groups can bring to town I'll mention the CCD-sponsored Halloween scarecrow event which I took part in—and which, by the way, shows that events can be fun for townspeople of all ages. What I found especially gratifying about the event was that, at so many of the displays, I kept running into the town's young people just gathering and having fun figuring out each entry in the scarecrow contest. Speaking as an older resident, it was reassuring to see enjoyable—and wholesome—activities available for our youth. Activities that need to be planned and organized—how about, in

some suitable, dedicated, convenient meeting place. These civic groups need to be supported and duly recognized for their valuable contributions to community life.

And what good news that Lady Luck is making a visit to Cromwell with the promise of helping this cause by even paying for creating just such a place with a STEAP grant. The Sewer building, which for 2 years now has just been gathering dust, can be repurposed and refurbished for this community use—the plans are ready--and it would cost tax payers nothing. And equally advantageous: This project of repurposing the Sewer Building is the only “shovel-ready” project in town at this time that qualifies for the STEAP grant, so no other town project would be denied or shortchanged. In fact, with no other project ready, the town would simply lose out altogether on the grant money that would be available for its improvement.

The only bottom line here is: What a wonderful, lucky, and cost-free opportunity for the town of Cromwell to provide a gathering location—and an easily acquired one at that—that would recognize the importance the town places on the value and contribution of community groups to the life of our town.

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2. Stuart Popper, Director of Planning and Development, approval to write for applicable grants to help with funding for this project.

### **CCD is requesting your support**

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**by July 6, 2020**

Cromwell Pizza & Pasta  
TYPE: BUSINESS NAME

Fabio Louniconi  
TYPE: NAME of PERSON SUPPORTING

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Intuition Art Collective

TYPE: BUSINESS NAME



TYPE: NAME of PERSON SUPPORTING

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Body Focus Therapeutic Massage  
TYPE: BUSINESS NAME

Santina Giuliani  
TYPE: NAME of PERSON SUPPORTING

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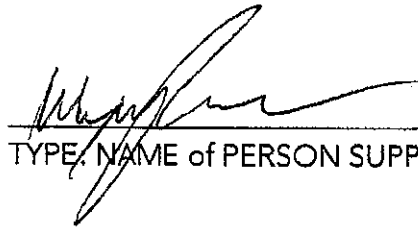
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**by July 6, 2020**

Cromwell Automotive

TYPE: BUSINESS NAME



TYPE: NAME of PERSON SUPPORTING

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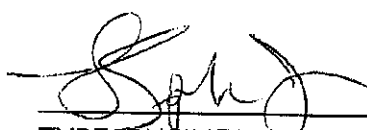
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	<u>CROMWELL ENERGY INC!</u>
TYPE: BUSINESS NAME	TYPE: NAME of PERSON SUPPORTING

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X  
TYPE: BUSINESS NAME

Alvan Water  
TYPE: NAME of PERSON SUPPORTING

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**by July 6, 2020**

New Image Hair  
TYPE: BUSINESS NAME

John Morello (John Morello)  
TYPE: NAME of PERSON SUPPORTING

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TOM'S FLOUR SHOP

TYPE: BUSINESS NAME

ANTHONY PALMIERI

TYPE: NAME of PERSON SUPPORTING

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<u>Big Deals Plus Size Consignment</u>	<u>Cynthia Lynn</u>
TYPE: BUSINESS NAME	TYPE: NAME of PERSON SUPPORTING

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The American Legion

TYPE: BUSINESS NAME

Jessica Abel

TYPE: NAME of PERSON SUPPORTING

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