

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

---

Wednesday, April 13, 2022

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

**Also Present:** Town Manager Salvatore, Police Chief Denise LaMontagne, Captain Sifodaskalakis, Finance Director Marianne Sylvester, Assistant Finance Director Sharon DeVoe, Public Works Director Bill Russo

**A. CALL TO ORDER**

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

**B. PLEDGE OF ALLEGIANCE**

The Council stood to recite the Pledge of Allegiance.

**C. APPROVAL OF AGENDA**

**MOTION** made by P. Luna and **SECONDED** by S. Fortenbach to approve the agenda as presented.

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

***Motion carried.***

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

**1. CMS Building Committee Update**

CMS Building Committee Chairperson Rosanna Glynn was in attendance and presented her report. See Attachment A.

A brief discussion followed. Marianne Sylvester handed out the attached timeline in regards to bonding. See Attachment B.

Matt Brown, Co-Chair of the LGBTQ Committee was present to read his report. See Attachment C.

**E. MAYOR'S UPDATE**

**2/9** - The fourth graders he and State Representative Christie Carpio gave a presentation to made them thank you notes and already want them to come back soon.

- **3/10** – He had lunch with Larry McHugh of Middlesex Chamber of Commerce, the Town Manager, Rodney Bitgood of Cromwell Children's Coalition and Jay Polke of the Chamber Board of Directors.
- **3/16** – Charter Revision Commission has had several meetings, their next one is on April 13<sup>th</sup>.
- **3/27** – He attended the brunch for Enzo. It was a great event and well attended. Councilwoman Donohue added that they raised \$250 for the Mike Camilleri Scholarship fund.
- **4/6** – Board of Finance Public Hearing was held and continued to 4/7.
- **4/7** – He held Mayor's office hours with Paula Luna. They had a few visitors.
- **4/9** – He attended the Swearing in Ceremony for Cromwell Fire District personnel. It was well attended.
- **4/9** – He attended the Police Department event at Watrous Park with the Easter Bunny. There was a great turn out, it was a successful event.
- In the near future Paula Luna and State Representative Carpino will join in during his office hours to the Girl Scouts come in to learn about state and local government.

**F. TOWN MANAGER'S UPDATE**

The Town Manager reported the following:

- Conceptual Architectural Bids are in. The winning bid came in at \$29,800 which is half of what was approved for the project. Work began.
- Mr. and Mrs. Polke gave up the Farmers Market and the Children's Garden. However, they offered to donate planters. Library Director Kara Canney developed a plan for a Children's Program using the Children's Garden. They are going to have a pizza garden to grow pizza vegetables and they will grow pumpkins and gourds for the Fall season. Planting begins soon.
- The chicks in the library have hatched and are available for viewing.
- He plans to visit the Basketball Court and Cromwell Landing with the Public Works Director tomorrow to look it over and discuss paving.

**G. FINANCIAL/FINANCE DIRECTOR'S UPDATE**

**1. Budget Report**

The Finance Director was in attendance and presented her Budget Report to the Town Council.

**2. Discussion and action to appoint Town Auditor for Fiscal Year 2022**

**MOTION** made by A. Waters and **SECONDED** by S. Fortenbach to reappoint PKF O'Connor Davies as Town Auditor for Fiscal Year 2022 as recommended by the Finance Director.

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

***Motion carried.***

3. Discussion and action to authorize the use of a portion of the funds originally designated for the School Building architectural design (\$100,000) to pay expenses related to the School Building Committee, such as payment of the Commission Clerk, as approved by the Town Manager.

Finance Director Marianne Sylvester reminded the Town Council that this was approved by the Board of Finance a couple of months ago and it came in significantly lower than projected. A brief discussion was held.

**MOTION** made by J. Demetriades and **SECONDED** by A. Waters to authorize \$72,700 of the funds originally designated for the School Building Architectural Design to pay expenses related to the School Building Committee as approved by the Town Manager and Staff with an expiration date of June 30, 2022.

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

***Motion carried.***

4. Discussion and possible action regarding use of the American Rescue Plan Act funds for the purchase of two dump trucks in the amount of \$500,000

Public Works Director Bill Russo was in attendance to explain the need for two dump trucks. He explained that they need the first truck because one is currently down and the second truck is needed to replace an older one that will need replacing within the next 5 years. This older truck will then become a spare.

The Town Council asked questions of the Public Works Director relating to life expectancy of dump trucks and what the Town would do with the older ones. A brief discussion followed.

**MOTION** made by A. Waters and **SECONDED** by P. Luna to approve the use of American Rescue Plan Act Funds for the purchase of two dump trucks in the amount of \$500,000.

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

**Opposed:** J. Demetriades and J. Donohue

***Motion carried.***

The Town Council took a brief recess from 8:20 p.m. to 8:25 p.m.

5. Discussion and possible action regarding Request to Reallocate Funds for Zoning Regulations Update

Finance Director Marianne Sylvester explained the Memo from Director of Planning and Development Stuart Popper.

**MOTION** made by S. Fortenbach and **SECONDED** by J. Henahan to transfer \$17,000 from the available balance within the "Update Plan of Conservation and Development" to the budget line allocated for updating the Zoning Regulations.

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

***Motion carried.***

6. Tax Refunds

**MOTION** made by A. Waters and **SECONDED** by J. Henahan to approve Tax Refunds 1-13.

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

***Motion carried.***

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

Chief Lamontagne was in attendance and presented her report to the Town Council.

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

The Public Works Director reported:

- The crews have been out crack sealing, patching and street sweeping for the past couple of weeks.
- He complimented the Sewer Department and Public Works crews on taking care of a drainage issue.
- Asplundh Tree service has been cutting trees and branches through Eversource all over Town – they have been great at communicating where they will be cutting.
- The parks are doing great. He went around to several recently and they were all being used.
- The Tennis Courts are looking good. On Friday, 65-70 concrete trucks will be pouring the concrete. The concrete will need to sit for 30 days then the company will come back to sand and paint. Everything else they need is ordered.
- They are still assessing the fields and doing their best to continue to improve them. Suggestions are encouraged and welcome.

- Two seasonal workers have been hired. He thanked the Council for approving the increase in hourly wage, he believed it helped attract qualified individuals.
- The Transfer Station will be open on Thursdays until 6 p.m. from April 28<sup>th</sup> to June 2<sup>nd</sup>.
- They are planning to keep parks open later since they have great lighting.
- In the future, they plan to rip up and have the Public Works crew repaint the basketball courts.

**J. CITIZEN COMMENTS**

Jim Rude of High Ridge Road – Is a proud Cromwell resident for many decades. He would like the Rose Garden at Pierson Park to be up-kept because at one time Cromwell was known for roses. He requested that the Town think about how we can better address sidewalk needs for safety and other reasons. He also asked the Town to continue thinking about ways we can work better together with the Fire District to save money. He gave the example of how we have two audits, one for the Town and one for the Fire District and how we currently have two sets of dispatch for fire and police.

Town Manager Salvatore explained to Mr. Rude that the Rose Garden was a donation to the Town and it was promised to be upkept by the donors and it was not. The Town Manager assured Mr. Rude that the rose garden will be better kept this year as we have hired two seasonal employees for the Public Works crew. Town Manager Salvatore invited Mr. Rude to set up a meeting with his Senior Executive Assistant to talk about his suggestions for ways the Town could work with the Fire District to save money and to also update him on discussions the Town has had previously regarding this.

**K. NEW BUSINESS**

1. Discussion regarding Request for Shared Services at 139 North Road in Rocky Hill

Town Manager Salvatore explained that he informed the Town Manager of Rocky Hill that he would propose to the shared services request to the Town Council. He added, if he could obtain fire services through the Fire District and if the Superintendent of Schools agreed to provide services, it would be at our Mil Rate and the Fire District's Mil Rate with the Town of Cromwell's Assessor doing an assessment on the house and the 12 acres of property. This would be via a formal agreement between the Towns of Cromwell and Rocky Hill.

A brief discussion was held.

**MOTION** made by J. Donohue and **SECONDED** by J. Henahan to allow the Town Manager to work with the Town of Rocky Hill to explore sharing the services for 139 North Road in Rocky Hill.

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

**Abstained:** A. Spotts

***Motion carried.***

2. Discussion and possible action regarding the Cultivation of Cannabis in Cromwell

Town Manager Salvatore presented the memo provided to the Town Council.

**MOTION** made by J. Donohue and **SECONDED** by S. Fortenbach to approve the Resolution to allow for the indoor cultivation of cannabis (pursuant to Public Act 21-1) in Cromwell within the Industrial Zone District.

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

***Motion carried.***

3. Permission Request to Use Parking Area at 2 River Road for Town Events

Town Manager Salvatore presented the memo provided to the Town Council. A brief discussion was held.

**MOTION** made by S. Fortenbach and **SECONDED** by P. Luna to give permission to the Town to use the Parking Area at 2 River Road for Town events.

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

***Motion carried.***

L. **APPROVAL OF MINUTES**

1. March 9, 2022 Regular Meeting Minutes

**MOTION** made by S. Fortenbach and **SECONDED** by J. Donohue to approve the Regular Meeting Minutes of March 9, 2022.

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

**Abstained:** A. Waters

***Motion carried.***

**2. March 22, 2022 Special Meeting Minutes**

**MOTION** made by J. Donohue and **SECONDED** by S. Fortenbach to approve the Special Meeting Minutes of March 22, 2022.

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

***Motion carried.***

**3. March 30, 2022 Special Meeting Minutes**

**MOTION** made by P. Luna and **SECONDED** by S. Fortenbach to approve the Special Meeting Minutes of March 30, 2022.

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

***Motion carried.***

**M. RESIGNATIONS**

**N. APPOINTMENTS**

**1. Recreation Commission**

Gregory R. Valente (U), Regular Member for a term expiring 4/13/2026

**MOTION** made by J. Donohue and **SECONDED** by S. Fortenbach to appoint Gregory Valente (U) as a Regular Member on the Recreation Commission for a term expiring 4/13/2026.

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

***Motion carried.***

**O. INFORMATIONAL ITEMS**

**1. Job Descriptions**

Town Manager Salvatore informed the Council that he has provided several sets of job descriptions in their packets so they can look over them to see the changes that have been made from the previous versions to the newer ones.

**2. Board of Education Operating Budget**

Town Manager Salvatore explained this document is for their information and is statutorily required to be provided to them quarterly.

Councilman Demetriades informed the Council that he attended Dr. Walter Diaz's Retirement. Dr. Diaz was the Vice President of Student Affairs at Eastern Connecticut State University and is a resident of Cromwell. He provided 25 years of service before retiring. He congratulated him and wished him well.

**P. ADJOURN**

**MOTION** made by J. Donohue and **SECONDED** by A. Waters to adjourn. The meeting was adjourned at 9:58 p.m.

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

***Motion carried.***

Respectfully submitted,

A handwritten signature in black ink that reads "Amanda Calve". The signature is written in a cursive, flowing style.

Amanda Calve  
Secretary





**Town Council**

**April 13, 2022**

**Rosanna Glynn, Chair, CMS Building Committee**

The Building Committee is making great progress towards its June 30 grant submission deadline.

On March 30th, the Building Committee unanimously voted to move forward with an all new middle school.

The current ROM estimates Cromwell's costs will be about \$35.7 million. Due to the state reimbursement rates, this option does bring the highest cost to Cromwell, but it is the lowest total project cost. The committee decided to move forward with this option for several reasons.

1. The 'renovate with an addition' option had a greater risk of scope creep, from renovating a nearly 70-years-old building. We can't predict everything that could happen with this building once construction began.
2. The all-new building has a lower operating cost over the life of the building - estimated to be \$1.9M less to operate the building through a 50 years lifespan.
3. The layout of an all-new building provides greater opportunity for community use, where the academic wings will be locked off while the public uses the building.
4. The new building increases safety and security for our students and staff by improving visibility for administration to those entering the building - and throughout the building with one large, main corridor. The Building is also able to be sectioned off and locked down to prevent a possible intruder from progressing deeper into the building.

Today, the Cromwell Public Schools' central office is part of the Cromwell Middle School building. Therefore, the central office will be included as part of the total project. Keeping the central office on the same campus as the middle school also allows the town to take advantage of a reimbursement rate from the state.

The central office was originally built in 1979 when the current Middle School was converted from a high school. The office today is under-sized for the number of administrators needed to run a district of our size. The current office space is also lacking infrastructure for 21st century technology and sufficient conference room space. The office also doesn't have secure storage space for student files, which would be added as part of the project. The files are located in a different area of the building.


The central office administration is responsible for budgeting and business operations, facilities management, technology systems, special education, continuing education, and human resources for the school district. The professionals working in this office require sufficient space to perform their duties in support of the students of Cromwell. Also, additional conference room space is essential for the administration to have confidential meetings with student families and for HR discussions.


#### **Next Steps**

1. We submitted a revised building committee budget request of **\$6,806** to the Town Manager and Finance Director. The highest cost to the Building Committee is communicating to all town residents. We propose mailing two postcards to every household in town. The first postcard is to let residents know about the project, the second is to provide the project's tax impact after the financial analysis is complete. While we have been working to collect contacts via our own personal networks and social media, at this time we have built an email list that represents just under 2% of Cromwell's total households. This is a very important project and we want every resident to know about it.
2. The architect finalized their detailed drawings and provided them to an independent cost estimator. Those costs will be provided to the Building Committee next week and then to the Town Council May 11.
3. The Building Committee meets next week, Wednesday, April 20. At this meeting, the committee will discuss:
  - a. Should a turf field for the Middle School soccer field be included in the scope of the project
  - b. Review and possibly suggest edits to the ed specs for central office
  - c. Review architect proposals for stage/auditorium. Review price differentials for different stage/auditorium options.
  - d. Review and possibly approve the costs
4. A tri-board meeting is being scheduled for April 19. I will give an update to Town Council, Board of Finance and Board of Ed and provide an opportunity for questions and answers. The architect and owner's rep will also be invited to attend.
5. An Open House is being planned for early May. The tentative date is May 3 in the evening. I invite you to attend, learn more about the project, and hear from residents about the project.

Respectfully Submitted,  
Rosanna Glynn  
Chair, CMS Building Committee

## References

Other Considerations 			
	1	2	3
	Renovate Existing + limited additions	Renovation As New (RVN) 55:45%	New Building
Expected Duration of Construction	36 - 48 Months	36 Months	24 Months
Total Building Area	Approx. 100,623 (including basements)	Approx. 100,623 (including basements)	Approx. 83,313
OSCG&R Max. Allow/Space Waivers	Exaggerated, waiver required	Exaggerated, waiver required	Compliant
21 <sup>st</sup> Century Ed. Environments	Modestly Improved	Significantly Improved	Maximized
Phasing & Logistics	8 Phases Operationally Challenging	3 Phases Operationally Challenging	2 Phase Limited Impact
Operating Costs	Modestly Improved	Significantly Improved	Maximized

Value Analysis 			
	1	2	3
	Renovate Existing + limited additions	Renovation As New (RVN) 55:45%	New Building
Possibility of unforeseen conditions, conflicts, and cost increases	Very likely, est. 4-7% of construction \$2,739,974 +\$1,800,458	Somewhat limited, est. 1-3% of const. \$2,739,974 +\$1,800,458	Somewhat limited, est. 1-3% of const. \$939,518 \$0
Costs that don't stay in the building General Conditions Analysis (Typically between 5-10% of the construction cost)	48 Months (uses 8%) \$3,985,420 +\$1,166,866	36 Months (uses 6%) \$3,985,420 +\$1,166,866	24 Months (uses 6%) \$2,818,554 \$0
Temporary Facilities & Field Office Administrative Expenses (Typically between \$25,000 - \$30,000 per month)	48 Months \$1,440,000 +\$400,000	36 Months \$1,170,000 +\$300,000	24 Months \$940,000 \$0
Annual Energy Costs (Analysis based upon HERS for a typical, 10 year assessment, owner strongly encourage to consider netzero)	Approx. 100,623 (including basements) ~\$1.5/SF x 10 years \$1,509,345 +\$487,933	Approx. 100,623 (including basements) ~\$1.5/SF x 10 years \$1,509,345 +\$487,933	Approx. 83,313 (no basements) ~\$1.25/SF x 10 years \$1,041,413 \$0

References cont.

Probable Cost Summary			
Tecton			
<b>Middle School</b>			
Opinion of Probable Cost - Summary of Options			
Line Item Category	Option 1	Option 2	Option 3
Site Improvements	4,738,750	4,738,750	4,738,750
Building Improvements	45,079,002	44,370,006	42,237,156
Subtotal Construction Costs	50,017,752	49,108,756	46,975,906
Soft Costs	9,714,462	9,576,207	9,160,302
Other Costs (Variances only)	1,051,240	359,640	0
Estimated ~ Total Project Costs	\$60,570,453	\$59,044,303	\$56,136,208
State Reimbursement	-26,738,442	-26,280,179	-20,410,979
Estimated Cost to Cromwell	\$33,832,011	\$32,764,124	\$35,725,228

Probable Cost Summary			
Tecton			
<b>Central Office</b>			
Opinion of Probable Cost - Summary of Options			
Line Item Category	Option 1	Option 2	Option 3
Site Improvements	506,250	506,250	506,250
Building Improvements	1,768,450	1,688,180	1,816,750
Subtotal Construction Costs	2,274,700	2,194,430	2,323,000
Soft Costs	443,567	427,914	452,985
Other Costs (Variances only)	0	0	0
Estimated ~ Total Project Costs	\$2,718,267	\$2,622,344	\$2,775,985
State Reimbursement	620,308	598,419	494,681
Estimated Cost to Cromwell	\$2,097,958	\$2,023,925	\$2,281,304

03/31/2022 DRAFT

TOWN OF CROMWELL 2022 AUTHORIZATION CALENDAR Worksheet				
Proposed Date	Town Calendar	Action	Requirements	Ref.
05/11/2022 Wednesday	<b>Scheduled Meetings:</b> 04/13, 05/11, 06/08, 07/13, 08/10, 09/14, 10/12	<b>Town Council Meeting: (1)</b> recommends appropriation to Board of Finance, (2) refers project to Planning and Zoning Commission for Conn. Gen. Stat. § 8-24 review, and (3) sets date for a Special Town Meeting.	Recommendation must be approved by a majority of the Town Council. Town Council, in lieu of a Board of Selectmen, calls a Town Meeting to be otherwise held in accordance with Chapter 90 of the General Statutes.	Charter §8.09(a)  CGS § 8-24
05/17/2022 Tuesday	<b>Scheduled Meetings:</b> 04/05, 04/19, 05/05, 05/17, 06/07, 06/21, 07/05, 07/19, 08/02, 08/16, 09/06, 09/20, 10/06, 10/18	<b>Planning and Zoning Commission Meeting:</b> acts on Conn. Gen. Stat. § 8-24 referral for review as to conformance with municipal plan of conservation and development.	It is suggested that Planning and Zoning Commission act before the Special Town Meeting is called. Action must be taken prior to the Town's expending any portion of the appropriation.	CGS § 8-24
05/26/2022 Thursday	<b>Scheduled Meetings:</b> 04/28, 05/26, 06/23, 07/28, 08/25, 09/22, 10/27	<b>Board of Finance Meeting: (1)</b> approve the appropriation and borrowing authorization, and (2) recommend to the Town Meeting.	Board of Finance approves the appropriation, borrowing authorization, and recommends approval to the Town Meeting.	Charter §§ 8.09(a), 8.16

Follow with Table A if no referendum petition is received or Table B is a referendum petition is received.

TABLE A: No Referendum Petition is Received				
Proposed Date	Town Calendar	Action	Requirements	Ref.
05/27/2022 <i>Friday</i>	<i>Not later than:</i> 05/27/22, based on 06/01/22 Special Town Meeting	Notice of Special Town Meeting: published and posted.	At least five days prior to Special Town Meeting. Do not include day of meeting in counting days of notice given.	Charter § 8.09(a) CGS §§ 7-3, 7-4, 7-9c
06/01/2022 <i>Wednesday</i>	---	Special Town Meeting: (1) Resolution is introduced and discussed, (2) vote is taken on the Resolution.	---	Charter § 809(a) CGS § 7-6, 7-7

Cromwell LGBTQ Committee  
Town Council Report  
4/16/22



The Cromwell LGBTQ+ Committee has had a busy last couple months as we are working towards our 2022 goals.

Some of the activities we have been participating include:

- We partnered with Celina and the BOE on an LGBTQ+ training that happened last week. The training was run by Dusty Rader, who is an experienced Public Speaker on LGBT Rights. Thank you for the Board of Education as well as Town Council members Henehan, Demetriades, and Luna and CMS Building Committee Chair Glynn for also attending.
- We registered as part of the Cromwell Creative District Rock Hunt and will be providing painted rocks for their event.
- We have partnered with an area marketing company who are selling "Cromwell Cares" lawn signs, wall signs, and t-shirts this month and donate a portion of the proceeds for everything they sell to our committee. This will allow our committee to bring additional programming to the community. If you are interested in purchasing, the store is online store is open until April 27th.
- We are finalizing our plans for our Cromwell Spring into PRIDE events. We have focused on a variety of events to impact different parts of the Cromwell community. Currently, we have the following events planned:
  - **LGBTQ+ Art Show** displayed in Town Hall through the month of June
  - **LGBTQ+ Family Event** at the library on June 4th where we are working with members of the CHS GSA in our planning. The library will be hosting an LGBTQ "book tasting" with pre-selected age-appropriate books.
  - **Middletown Pride March** in Middletown. You are all invited to walk with our committee. It is on June 4th at 2 p.m. Lana and I met with the Middletown Pride leaders today and we will provide more information shortly.
  - **"Names I've Been Called" Lunch and Learn session** for our Senior Community in partnership with our Senior Services on June 9th.
  - Additional events include an **LGBTQ+ Trivia Night, Pride Outdoor Yoga Class** on June 13th with Peaceful Chaos Yoga studio, and an **LGBTQ+ Movie Night** at the library on June 16th.
- In the next two weeks, we will provide updates on the latest information for our Cromwell Spring into PRIDE events.

The LGBTQ Committee thanks you for your continued support of our committee. Please reach out to us with any questions and for further discussion.

Matthew Brown & Lana Dupont  
LGBTQ Committee Co-Chairs