

**TOWN OF CROMWELL
TOWN COUNCIL
REGULAR MEETING
WEDNESDAY MARCH 11, 2015
7:00 PM TOWN HALL ROOM 224/5**

MINUTES

Present: Mayor Faienza, Deputy Mayor Newton, Counselors Waters, Terry,
Emanuele (arrived at 7:07 p.m.), Banic

Absent: Counselor Spotts

Also Present: Acting Town Manager A. Salvatore, Finance Director M. Sylvester,
Public Works Director L. Spina, Recreation Director S. Schein, Senior/Human Services
Director J. Hollister, Police Captain LaMontagne, Public and Press

A. CALL TO ORDER

Mayor Faienza called the meeting to order at 7:05 p.m.

B. PLEDGE OF ALLEGIANCE

R. Newton led the Pledge of Allegiance.

C. APPROVAL OF AGENDA

Mayor Faienza requested that item New Business item #11 be moved to after New
Business Item #3, so both Police Grant items could be heard together.

Motion made by R. Newton seconded by A. Waters and *unanimously carried* to
approve the agenda as amended.

D. COMMISSION CHAIRMAN REPORTS/LIAISON REPORTS

(F. Emanuele arrived at 7:07 p.m.)

Board of Education Liaison P. Sousa gave an update on the last two Board of
Education Meetings and recent and upcoming school events.

E. CITIZEN COMMENTS (*Rules at the end of the agenda)

1. B. Anderson, 25 Chestnut Court -Spoke about the Field Use Policy that was
approved by the Town Council last month and American Legion Baseball Teams.

F. MAYOR'S REPORT

Mayor Faienza reported:

- The search for a new Town Manager is underway. The 11 candidates are in the
Essay portion and they are due March 20th. The evaluation process will then
begin.
- Town Staff is working on obtaining a Drainage Easement for 28 Wildwood. The
Mayor noted that the former Town Manager Jon Sistare is the owner of that
property.

- The next Business Visitation will be to GKN on March 26th. Mayor Faienza asked the Council Members to let him know if they are planning on attending due to the security protocol at GKN.
- The Cromwell Division of the Chamber will meet tomorrow at 8 a.m. in the Arch Room.
- The new Discover Cromwell books are ready. Mayor Faienza distributed a copy to each Counselor so they have a chance to see them before they are made public on Friday.
- Mayor Faienza participated in a Police-ride-along and encouraged any Counselor that hasn't done one to do so. It is a great opportunity to see all that the Police Officer does and all the equipment that is in the cruisers.
- Mayor Faienza gave kudos to the Public Works Department, Police Department and Fire Department for fine job done during the winter events.

G. TOWN MANAGER'S REPORT

Acting Town Manager Salvatore reported:

- It is busy in Town Hall.
- The new website is going live on Friday. Hopefully the camera and sound system will be fixed by the next Town Council Meeting.
- He is working with the Mayor, Finance Director and Public Works Director to schedule a Bulky Waste Pick-up for the residents sometime in the Spring. This will not be done during the Golf Tournament. They are in the process of working with CRRA to obtain dumpsters.
- Chief displayed a plan for an expanded parking lot drafted by Town Engineer Harriman. The plan would provide approximately 22 more parking spaces. He polled the Council to get a consensus if he should obtain more information to expand the parking lot. It could be done during the restoration of the present parking lot. The consensus of the Council was to move forward with this project pending permission for a right-of-way from the State and also the project must be done without harm to the large Pine-tree in front of the Town Hall, even if it reduces the number of additional parking places.

H. CHIEF OF POLICE'S REPORT

Chief Salvatore reported:

- The Monthly Incident Report was distributed for the month of February.
- So far this year the Department has received over 2,000 calls for services.
- The new computer system is working well; additional training has been provided.
- Chief asked Captain LaMontagne to give an overview of the table-top exercise that was held this morning for the Department's Sergeants and School Resource Officers. The scenario was for a school shooting. The purpose of the exercise was to improve communications in an emergency situation. The exercise produced a lot of discussion and ideas.
- The Department is up to full staff however one Officer has a few more weeks of Field Training and they are one Officer down due to an injury.

- There is some concern regarding the Police Overtime Account but they will do their best to stay on budget.

I. PUBLIC WORKS DIRECTOR'S REPORT

Public Works Spina reported:

- He has been working with staff to transition from winter to spring activities.
- Stan Swol is doing well in his position as Building Superintendent. Due to injuries he is the only Building Maintainer on the day shift.
- The bids for County Line Drive were opened last Friday. The three lowest bids were disqualified.
- Willowbrook Road plans are moving forward.
- The Highway Crews are out patching pot holes. There is a lot of frost heave damage throughout town. The Asphalt Plants will be opening the second week of May. At that time they will start using hot-patch.
- The Street-sweeping Program will begin on April 13th. They are planning on sweeping the streets twice a year.
- There is a drainage issue in the back of the Dog Park that they are working on.
- The Highway over-time line is expended. They are expecting to find funds within the Public Works Department Budgets.

J. FINANCIAL

1. Budget Reports

Finance Director M. Sylvester presented the Budget Reports.

Other than the overtime expense area of concern, everything else is on course.

2. Tax Refunds

Motion made by A. Waters seconded by R. Newton and *unanimously carried* to approve Tax Refunds 1 - 6.

3. Appropriate \$35,000 within the Town Improvement Fund for playground improvements based on the risk assessment review done by CIRMA on January 21, 2015.

Recreation Director S. Schein presented the request. The consensus of the Council was to approve this request with the understanding that the Town's Purchasing Policy will be followed. Acting Town Manager Salvatore assured the Council that the Purchasing Policy will be followed.

Motion made by A. Waters seconded by R. Newton and *unanimously carried* to appropriate \$35,000 within the Town Improvement Fund for playground improvements based on the risk assessment review done by CIRMA on January 21, 2015.

4. Approve 2015-16 Capital Improvement Program.

Motion made by R. Newton seconded by A. Waters and *unanimously carried* to approve \$785,393 for the 15/16 Capital Improvement Program Items.

1. Police
 - a. Police Vehicles -\$87,393
 - b. Body Cameras -\$30,000
 - c. Car-Port -\$150,000
2. Computer Network -\$40,000
3. Public Works Admin.
 - a. Pavement Management Study -\$30,000
4. Engineering
 - a. Drainage -\$200,000
5. Highway
 - a. Mason Dump Truck - \$125,000
6. Building Maint.
 - a. Town Hall asphalt shingles -\$100,000
 - b. HVAC Software (replac.) Police Station - \$23,000

- a. Approve transfer of funds from the General Fund fund balance to the CNR Fund to support approved 2015-16 capital requests.

Motion made by R. Newton seconded by M. Terry and *unanimously carried* to approve transfer of \$785,393 from the General Fund fund balance to the CNR Fund to support approved 2015-16 capital requests.

5. Discussion and action on any unfinished business from the March 2nd & 5th Budget Workshops.
 - a. Discussion and possible action on Economic Development Coordinator Agreement.
Discussion and action taken during Special Meeting that was held earlier in the evening.
 - b. 5. Town Planner Budget -\$142,087
Motion made by R. Newton seconded by F. Emanuele and *unanimously carried* to approve \$136,669.
 - c. Any other Budget matter.
None
 - d. Approve Grand Total of General Fund Budget.
Motion made by R. Newton seconded by A. Waters and *unanimously carried* to approve Grand Total of General Fund Budget of \$15,677,537. (1.94% increase, 4.61% increase including Capital Improvements)

K. STAFF REPORTS

1. Economic Development Coordinator Report for February.
Written Report submitted (attached to the agenda packet)

L. UNFINISHED BUSINESS

1. Presentation by consulting engineer on possible sites for a new DPW/CWPCA facility with discussion and possible action to follow. -*Tabled Left on table.*

2. Discussion and action to approve request from the Mattabassett District to install odor monitors on town property. -Tabled
Left on table.

M. NEW BUSINESS

1. Discussion and possible action to allow the Cromwell Outboard Association to sub-lease their parking area to the Farmers Market.
Heather Polke, Sponsor of the Farmers Market attended an Outboard Association Meeting and received unanimous approval to use their parking lot for the Farmer's Market. The Outboard Association will not receive any compensation for the sub-lease.
Motion made by F. Emanuele seconded by R. Newton and *unanimously carried* to allow the Cromwell Outboard Association to sub-lease their parking area to the Farmers Market.
 2. Discussion and possible action for the Town of Cromwell to be a Co-Sponsor for the Farmers Market.
Heather Polke presented the request to the Council.
The issue of liability was discussed. Acting Town Manager Salvatore stated that our Insurance Representative CIRMA is researching the issue but at this point it doesn't appear that the Town's rates will be increased if they choose to co-sponsor the Farmer's Market. He expects to have further information later in the week.
Motion made by R. Newton seconded by A. Waters and *unanimously carried* to approve that the Town of Cromwell Co-Sponsors the Farmer's Market.
- Mayor Faienza called for a recess from 8:23 - 8:33 p.m.*
3. Discussion and action to apply for and receive a 2015 JAG Grant.
Captain LaMontagne presented the request.
Motion made by R. Newton seconded by A. Waters and *unanimously carried* to approve applying for and receiving a 2015 JAG Grant
 - a. Appropriate \$22,000 from Capital Non-Recurring of which 100% will be reimbursed to the Town.
Motion made by F. Emanuele seconded by M. Terry and *unanimously carried* to appropriate \$22,000 from Capital Non-Recurring of which 100% will be reimbursed to the Town.
 4. Discussion and possible action on location of the Splash Pad.
S. Schein informed the Council that the Recreation Commission's recommendation is to install the Splash Pad in Pierson Park. This will be pending boring tests to make sure the ground is firm enough for a splash pad and how much it will cost to bring utilities to the site (water and electricity).
L. Spina reported that the monthly cost and maintenance shouldn't be too high if the Splash Pad is installed with energy efficient products.

Motion made by R. Newton seconded by F. Emanuele and *unanimously carried* to approve the location of Pierson Park.

5. Discussion and action to approve Building Permit Fee Refund to Solar City for permit #23147 as recommended by Building Official D. Jolley.

Motion made by A. Waters seconded by R. Newton and *unanimously carried* to approve Building Permit Fee Refund to Solar City for permit #23147 as recommended by Building Official D. Jolley.

6. Discussion and action to approve Building Permit Fee Refund to Brian Bozzuto for permit #23128 as recommended by Building Official D. Jolley.

Motion made by A. Waters seconded by R. Newton and *unanimously carried* to approve Building Permit Fee Refund to Brian Bozzuto for permit #23128 as recommended by Building Official D. Jolley.

7. Authorize the Town Manager to apply for and sign all necessary contractual documents pertaining to the 5310 grant.

J. Hollister presented the request.

Motion made by A. Waters seconded by M. Terry and *unanimously carried* to authorize the Town Manager to apply for and sign all necessary contractual documents pertaining to the 5310 grant.

8. Discussion and action to apply for the State Matching Grant Program for Elderly and Disabled Demand Response Transportation.

J. Hollister presented the request.

Motion made by A. Waters seconded by R. Newton and *unanimously carried* to authorize the Town Manager to apply for the State Matching Grant Program for Elderly and Disabled Demand Response Transportation.

a. Authorize Chief Executive Officer to sign the grant.

Motion made by R. Newton seconded by A. Waters and *unanimously carried* to authorize Chief Executive Officer to sign the grant.

9. Discussion and possible action to approve fees at Transfer Station.

L. Spina presented the request.

Motion made by A. Waters seconded by F. Emanuele to approve a fee of \$40.00 per household per year for a Transfer Station Pass.

After discussion the consensus of the majority of the Council was to charge \$25.00 per household per year and \$15.00 to replace a lost pass. L. Spina advised that the passes are done in January for the calendar year and recommended that the Town begin selling the passes in January. The Council agreed to leave the amount of punches at 24 per year.

A. Waters rescinded his original motion and F. Emanuele rescinded his second.

Motion made by A. Waters seconded by F. Emanuele and *carried* to charge \$25.00 per household per year for a Transfer Station Pass and \$15.00 to replace a lost pass. Sales of the passes will begin in January and the amount of punches for the year will remain at 24.

Aye: S. Banic, F. Emanuele, E. Faienza, R. Newton, A. Waters

Nay: M. Terry

Motion carried

10. Discussion and action to approve Resolution of Endorsement and Authorization for the Regional Performance Incentive (RPI) Program.

Mayor Faienza presented the item and advised the Council that the other COG Towns approved the Resolution.

Motion made by R. Newton seconded by A. Waters and *unanimously carried* to approve Resolution of Endorsement and Authorization for the Regional Performance Incentive (RPI) Program.

(Item 11 moved to after New Business #3)

11. Discussion and action to apply for and receive a 2015 Distracted Driver High Visibility Enforcement Grant.

Captain LaMontagne presented the item.

Motion made by R. Newton seconded by F. Emanuele and *unanimously carried* to apply for and receive a 2015 Distracted Driver High Visibility Enforcement Grant.

- a. Appropriate \$23,800 from Capital Non-Recurring of which 75% will be reimbursed to the Town.

Motion made by M. Terry seconded by S. Banic and *unanimously carried* to appropriate \$23,800 from Capital Non-Recurring of which 75% will be reimbursed to the Town.

N. APPROVAL OF MINUTES

1. Regular Meeting February 11, 2015

Motion made by A. Waters seconded by M. Terry and *unanimously carried* to approve the minutes of February 11, 2015.

O. RESIGNATIONS

1. Cromwell Water Pollution Control Authority

- a. Jonathan Beatty

Motion made by R. Newton seconded by A. Waters and *unanimously carried* to accept Mr. Beatty's resignation with regret.

P. APPOINTMENTS

None

Q. TOWN COUNCIL COMMISSION LIAISON REPORTS

Faienza -Advised that the Board of Assessment's first meeting is Thursday March 12th. He is planning on attending.

Newton -Cromwell Water Pollution Control Authority

R. GOOD & WELFARE

None

S. ADJOURNMENT

Motion made by R. Newton seconded by M. Terry and *unanimously carried* to adjourn the Regular Meeting at 9:29 p.m.

Respectfully submitted,

Re Matus
Secretary

Rules for Citizen Comments:

1. Each speaker will have a total of 3 minutes to speak on the issues of their choice;
2. The Mayor shall recognize only one speaker at a time;
3. The purpose of the Citizen Comment period is to give the residents of Cromwell, or others, the opportunity to make comments regarding matters of public concern, town policies or actions of the town, and to ask questions of the Council or Town Staff. All questions and comments will be taken under advisement and questions raised may be answered this evening or addressed at a later date. There will be no open debate with the Council members during the public comment period and all questions and comments shall be directed to the Mayor;
4. The Mayor shall have the right to discontinue recognition of any speaker whom the Mayor believes is not using proper decorum for a public meeting; is verbally abusive of a member, or members of the Council, Town Staff, or the public; becomes belligerent; or uses profanity.