

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

---

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

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

**Also Present:** Town Manager Salvatore, Finance Director Sharon DeVoe, Town Engineer Jon Harriman, Chief Sifodaskalakis, Public Works Director Lou Spina, Attorney Weinstock, Andrew Bittner, CEO Guaranteed Clean Energy (via Zoom), Tom Fernandes, Guaranteed Clean Energy, Joe Cermola, III, President of Cardinal Engineering Associates, and Darin Lemire, Project Engineer, Cardinal Engineering Associates

**A. CALL TO ORDER**

Mayor Fortenbach called the meeting to order at 7:42 p.m.

RECEIVED FOR RECORD  
Aug 16 2023 09:21A  
JoAnn Doyle  
TOWN CLERK  
CROMWELL, CT

**B. PLEDGE OF ALLEGIANCE**

The Town Council stood to recite the Pledge of Allegiance.

**C. APPROVAL OF AGENDA**

Mayor Fortenbach proposed amending the agenda to include, under letter "E. PRESENTATION FROM GUARANTEED ENERGY, *possible action*."

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

**D. EXECUTIVE SESSION**

1. Ratify Police Sworn Union Contract (*action possible*)
2. Ratify Police Non-Sworn Union Contract (*action possible*)

**MOTION** made by P. Luna and **SECONDED** by J. Henahan to invite Town Manager Salvatore, Chief Sifodaskalakis, Finance Director Sharon DeVoe and Attorney Weinstock into Executive Session. **All in favor.**

The Town Council entered Executive Session at 7:43 p.m.

**MOTION** made by J. Donohue and **SECONDED** by A. Waters to come out of Executive Session. **All in favor.**

The Town Council came out of Executive session at 8:24 p.m.

**MOTION** made by A. Waters and **SECONDED** by J. Polke to ratify the Police Sworn Union Contract. **All in favor.**

**MOTION** made by A. Waters and **SECONDED** by J. Henehan to ratify the Police Non-Sworn Union Contract.

**All in favor.**

**E. PRESENTATION FROM GUARANTEED CLEAN ENERGY (*action possible*)**

Tom Fernandes and Andrew Bittner, CEO (via Zoom), were in attendance to present an overview of Guaranteed Clean Energy. GCE are specialists at serving public entity clients. GCE's mission is to provide a strategic specialty around finding grants and incentives and creating capital that enables you to upgrade your community around energy and sustainability infrastructure. *See Attachment A.*

After some discussion, it was decided that the Town Council would enter into an agreement with Guaranteed Clean Energy.

**MOTION** made by A. Waters and **SECONDED** by J. Polke to authorize Town Manager Salvatore to enter into an agreement with Guaranteed Clean Energy. **All in favor.**

Town Manager Salvatore will keep the Town Council updated of any workings with Guaranteed Clean Energy.

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

**1. CMS Building Committee**

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

Director of Human Services, Amy Saada, submitted a report to the Town Council. *See Attachment C.*

Director of Recreation, Scott Kieras, submitted a report to the Town Council. *See Attachment D.*

**G. MAYOR'S UPDATE**

- The West Street sidewalk project has begun.
- There are five baseball and softball fields that have been renovated or will be completed; the field adjacent to the Police Department at Pierson Park and the two rear fields in Watrous Park. The High School Varsity baseball and softball fields have been completed.
- Employee Handbooks have been printed and distributed. The handbooks are also available on the employee shared drive.
- The Engineering Department continues to work on the improvements that are going to be part of the grant for Pierson Park.



- The CMS Building Project is continuing to move ahead.
- The Cromwell Health Department is sponsoring a Seasonal Vaccination Clinic; September 13th, October 11th and November 8th.

#### H. TOWN MANAGER'S UPDATE

The Town Manager provided his report in the packet for the Town Council.

#### I. FINANCIAL/FINANCE DIRECTOR'S UPDATE

##### 1. Budget Report

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

##### 2. Approve an interdepartmental transfer to Central Services from Employee Benefits in the amount of \$2,000.

Town Manager Salvatore explained that this is a normal end-of-the-year transfer. Finance Director DeVoe explained further that the line item for legal notices and the cost of paper was higher this year; which are part of Central Services.

**MOTION** made by J. Donohue and **SECONDED** by P. Luna to approve an interdepartmental transfer from Employee Benefits to Central Services in the amount of \$2,000. **All in favor.**

##### 3. Tax Refunds

Motion made by A. Waters and seconded by J. Henahan to approve Tax Refunds #1-5.

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

**Abstention:** S. Fortenbach

**Motion carried.**

#### J. CHIEF OF POLICE'S UPDATE

Chief Sifodaskalakis was in attendance and presented his report to the Town Council. The two officers who recently graduated from the Academy, Officer Visconti and Officer O, are officially certified and working on their own.

Sergeant Steven Penn has been selected to be the next Captain of the Cromwell Police Department. Once the Town Manager approves, Sergeant Penn will be sworn in on August 21, 2023 at 1:00 in the atrium of Town Hall.

A new dispatcher has been hired and her name is Catherine Evans. Kate will start on August 21, 2023.

Chief Sifodaskalakis gave a special thanks to Savannah and Alyssa for their generous donation. They held a lemonade stand and made \$177.00. They donated the entire \$177.00 to Animal Control Officer Gagnon for a "Special Needs for Pets Fund." They did a great job.

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

Public Works Director Lou Spina was in attendance and presented his report. He mentioned the OSHA informal conference, which was held on August 2, 2023, in Town Council Chambers. The premise of that meeting was to discuss the violations that they did find during their inspection in April. Some of the violations were corrected immediately and we were able to cut the OSHA fines by fifty-percent, and we are still abating them as we speak. The training division of OSHA is going to provide us with in-person training, free of charge.

Councilman J. Demetriades asked Director Spina what types of violations were cited and the total cost of the fines. Director Spina stated that the fines were originally \$13,800, reduced to \$6,900. The violations included cardboard in a cabinet, extension cords being used for appliances and some grinder guards were over the 1/8" requirement. Also, some of the policies and training needs to be updated or revised. Director Spina stated that he believes that 90-95% of it is good and valid, but that it just needs to be revised.

**1. Drainage Study Presentation**

Town Engineer Jon Herriman introduced Joe Cermola, III, President of Cardinal Engineering Associates, and Darin Lemire, Project Engineer. Mr. Cermola conducted the presentation. The presentation focused on four priority areas where flooding has been a concern. *See Attachment E.*

**L. CITIZEN COMMENTS** *(limited to two minutes per speaker, please be respectful)*

Joan Foose was in attendance from the Cromwell Creative District. Ms. Foose stated that Project Wings, along with five other non-profit organizations in town, has been completed. The CCD provided all of the materials, managed all the schedules and had the wings installed. There are six wings on display in Pierson Park, beyond the pavilion, along the walking path. The CCD hopes that residents will take the time to enjoy them, pose with them, take pictures and post on social media to get the word out and spread the news.

The CCD would like to thank the members and painters from the following groups: Cromwell Arts Alliance, Cromwell Lions, Cromwell Children's Coalition, LGBTQ+, Diversity, Equity and Inclusion, Amy Saada, for the use of the Senior Center, and the Maintenance staff at Town Hall.

James Rude, 25 Highridge Road, read his letter about the BerryDunn presentation and Cultural Assessment Report. *See Attachment F.*

**M. NEW BUSINESS**

**1.** Discussion and possible action to amend the Retirement Plan Ordinance S54-16 and S54-22. *See Attachment G.*

Town Manager Salvatore proposed changing the Retirement Plan Ordinance to change the vesting from ten years to five years.

Councilman J. Demetriades recused himself from the discussion. After some discussion, it was decided that it wasn't quite clear in the memo from Town Manager Salvatore to the Town Council, that a change in the Retirement Plan Ordinance was what is being proposed.

**MOTION** made by P. Luna and **SECONDED** by J. Henehan to amend the Retirement Plan Ordinance S54-16 and S54-22.

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

**Abstention:** J. Demetriades

**Motion carried.**

**N. TOWN RESPONSE AND DISCUSSION REGARDING BERRYDUNN'S FINDINGS AND RECOMMENDATIONS**

Town Manager Salvatore distributed the "Town Manager's Response to BerryDunn's Organizational Culture Assessment and Prioritized Recommendations" to the Town Council. *See Attachment H.*

*See Attachment I.* Draft message regarding the strategic plan offering BerryDunn would like to make available.

After some discussion, it was decided that the Town Council will hold a workshop in order to further discuss BerryDunn's Organizational Culture Assessment, proposed Mission Statement and Strategic Plan.

**O. APPROVAL OF MINUTES**

**1.** July 12, 2023 Regular Meeting Minutes

**MOTION** made by J. Henehan and **SECONDED** by P. Luna to approve July 12, 2023 Regular Meeting Minutes.

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

**Abstention:** J. Donohue

**2.** July 18, 2023 Special Meeting Minutes

**MOTION** made by J. Henehan and **SECONDED** by P. Luna to approve July 18, 2023 Special Meeting Minutes.

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

**Abstention:** J. Donohue

**P. APPOINTMENTS**

None.

**Q. INFORMATIONAL ITEMS**

The Town Manager provided a letter of achievement from the Government Finance Officers Association (GFOA) to the Town Council. *See Attachment J.*

**R. ADJOURN**

**MOTION** made by J. Dononhue **SECONDED** by J. Henahan to adjourn.  
**All in favor.**

The meeting adjourned at 10:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "JoAnn Doyle".

JoAnn Doyle  
Recording Secretary

Attachment A



## SUSTAINABILITY ADVISOR ENGAGEMENT AGREEMENT

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

### ORGANIZATION INFORMATION

ORGANIZATION NAME

EIN/TAXID

CONTACT PERSON(S)

PHONE/EMAIL

CONTACT PERSON(S)

PHONE/EMAIL

MAILING ADDRESS

PROPERTY ADDRESS

(IF DIFFERENT FROM PROPERTY ADDRESS)

PROPERTY OWNER/LEGAL ENTITY NAME

EST.# PEOPLE AT FACILITIES



**GUARANTEED  
CLEAN ENERGY**

## **DELIVERABLES:**

AS PART OF OUR RETAINER, GCE WILL DELIVER:

1. Comprehensive Energy & Sustainability Strategic Plan

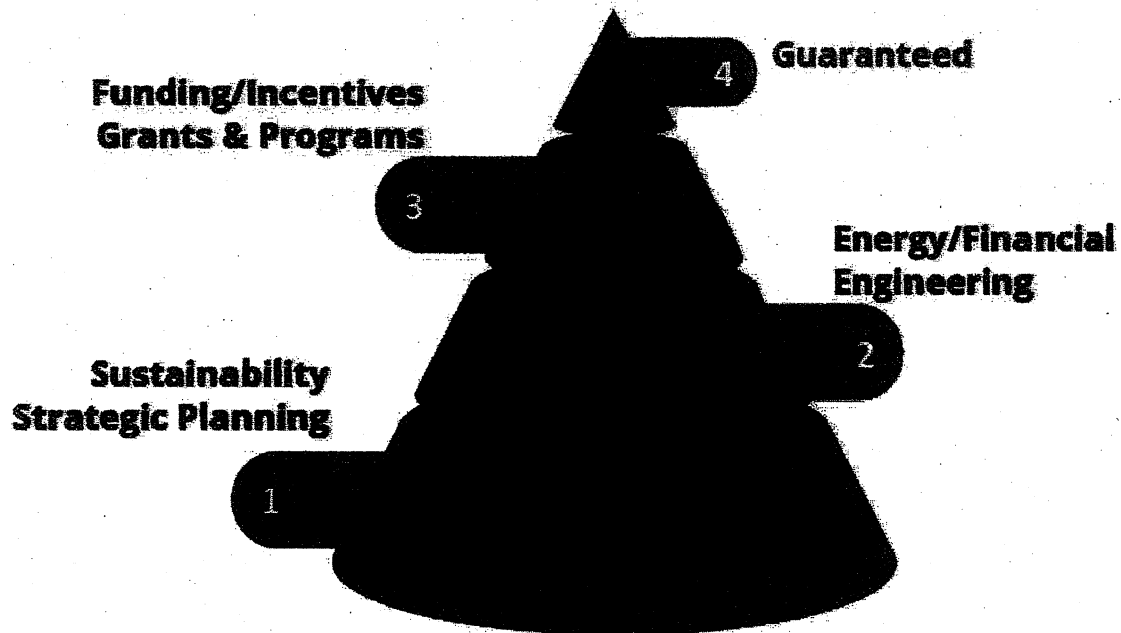
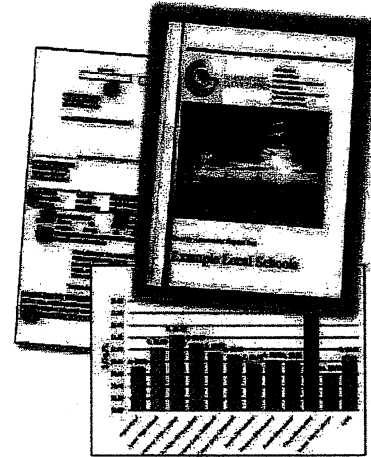
2. On-site Engineering & Performance Audits

3. Review of energy use & carbon footprint

4. Identification of energy efficiency & equipment



5. Analysis of energy maintenance costs

6. Utility bill analysis and structure





**GUARANTEED  
CLEAN ENERGY**

Name: \_\_\_\_\_ Grant Organization No: \_\_\_\_\_

LIGHTING	\$325,780	\$372,746	3.2
ELECTRICAL SYSTEMS			
SENSORS/ LOAD SHEDDING	\$137,925	\$169,394	5.2
ENERGY STORAGE			
SOLAR WINDOW FILM	\$10,907	\$11,823	6.5
HVAC CONTROLS / AUTOMATION	\$94,439	\$113,104	6.1
ENERGY EFFICIENT LIGHTING			2.0
SMART SENSORS	\$29,754	\$42,096	2.0
ENERGY STORAGE			9.9
ROOFING	\$5,423	\$30,423	25.5
WATER HEATING			

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

7. "Energy Efficiency" system design & recommendations

8. "Energy Generation" design & sizing

9. Financial grade energy reporting, as applicable

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

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

12. Holistic executable energy plan

13. Funding sources identified

14. Project Management through completion of the agreed upon scope

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





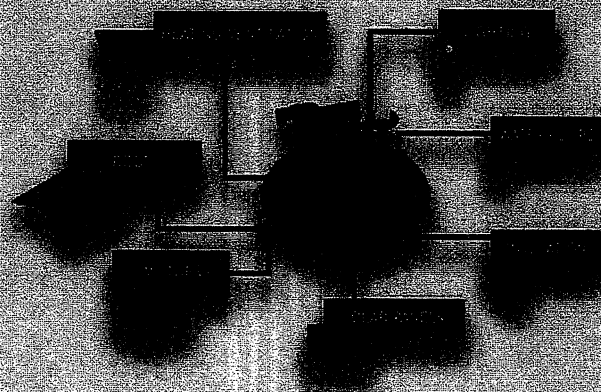


**GUARANTEED  
CLEAN ENERGY**

## SCOPE OF WORK FOR ENGINEERING EVALUATION:

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

### ENERGY EFFICIENCY



- LED Lighting
- Lighting Sensors
- Lighting controls
- Load Balancing/ Surge Suppression
- Peak/ Load Shedding
- Economizers
- Energy Data Monitoring
- HVAC Equipment (RTUs, Chiller)
- Thermostat controls
- Pumps and Compressors
- Refrigeration
- Smart Scoreboards & billboards
- Refrigerant
- Stadium Lighting
- Natatorium management & coverings
- Building Envelope
- Window Film
- Water Conservation
- Insulation/ Thermal Mass
- Light Ventilation and Sterilization
- Other energy conservation measures
- Smart automation systems
- Smart Surfaces

### CLEAN ENERGY GENERATION

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

### ALTERNATIVE FUEL VEHICLE

- Electric
- Propane
- Natural Gas
- Hydrogen



- Panels
- Inverters
- Pool Heating



- Heat Pumps
- Air Conditioning
- Duct Replacement



- Sealing
- Skylights
- Shading



- LED
- Lighting Controls



- Attics
- Walls
- Under floor



- Low Flow Plumbing
- Grey Water Systems
- Drip Irrigation



- Impact-Resistant Windows
- Strapping
- Water Barriers



- Drip Irrigation
- Rainwater Catchment Systems
- Artificial Turf





GUARANTEED  
CLEAN ENERGY

### TRUSTED ADVISORY ROLE

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

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

### EXAMPLE INCENTIVES, GRANTS, AND REBATES

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



ITC Federal  
investment tax credit



State Tax  
Credits



Cash  
Rebates



SRECs Solar Renewable  
Energy Certificates



PBIS Performance-  
Based Incentives



GUARANTEED  
CLEAN ENERGY

## RETAINER ENGAGEMENT

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

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

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

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

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

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

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

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

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

## ADVISORY POLICIES AND PROCEDURES STRUCTURE

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

### PROJECTS WILL BE EVALUATED BY GCE ADVISORS IN 4 MAIN STAGES

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

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

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





GUARANTEED  
CLEAN ENERGY

## PROGRAM GUARANTEE

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

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

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

## PROGRAM COMPLETION EXPECTATIONS, PARTICIPATION, AND AGREEMENT

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

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

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

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

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

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



GUARANTEED  
CLEAN ENERGY

**DISCLOSURE STATEMENT: PLEASE THOROUGHLY READ AND SIGN THE FOLLOWING:**

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





**GUARANTEED  
CLEAN ENERGY**

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

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

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

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

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

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

ORGANIZATION NAME

REPRESENTATIVE PRINTED NAME

TITLE

REPRESENTATIVE SIGNATURE

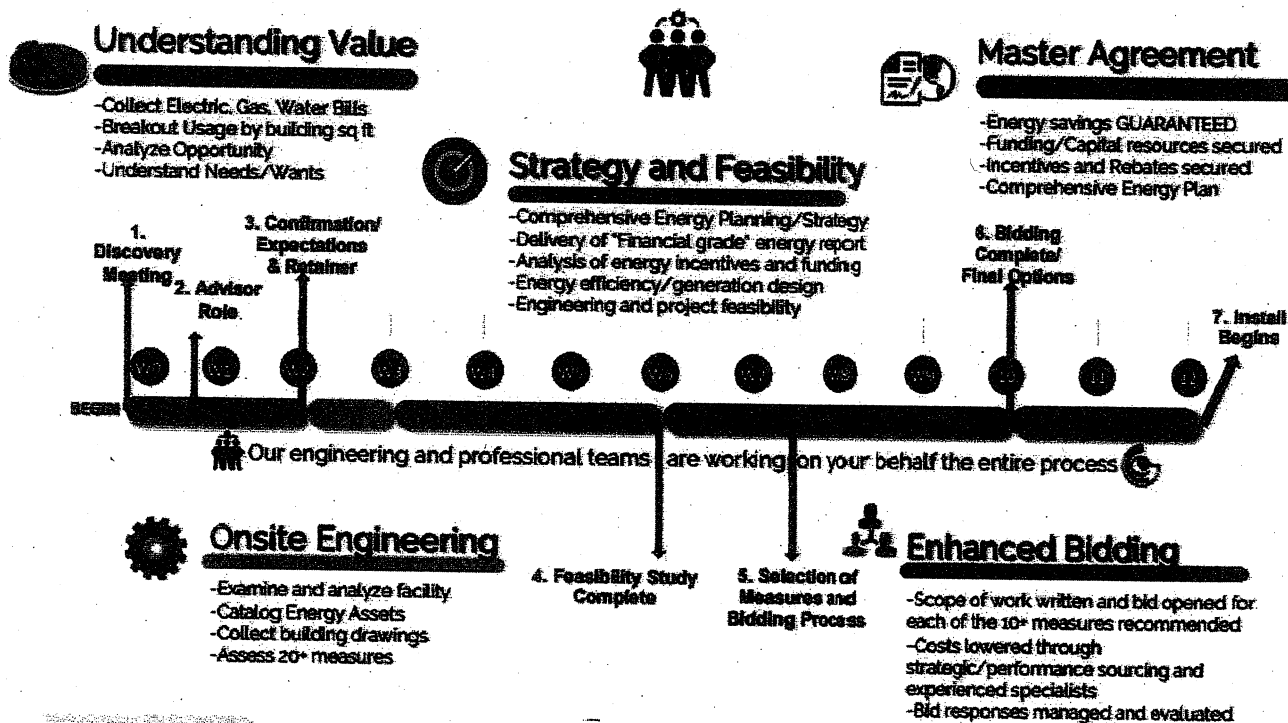
DATE



GUARANTEED  
CLEAN ENERGY

## TIMELINE & TEAMWORK

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





GUARANTEED  
CLEAN ENERGY

### GCE ENERGY PROJECT CHECKLIST

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Immediate Items:** required to schedule GCE Energy Evaluation

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

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

- ☐ 12 Months of Utility Bills -OR- Utility account manager contact info:
  - ☐ Electric Name: \_\_\_\_\_
  - ☐ Gas Phone: \_\_\_\_\_
  - ☐ Water Email: \_\_\_\_\_

- ☐ List of facilities with approximate square footage and address

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

Preferred Visit Dates: \_\_\_\_\_ or \_\_\_\_\_

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

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

Please fill out: \_\_\_\_\_ (organization name)

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

Please email items to your representative or directly to the GCE team: [cbittner@guaranteedcleanenergy.com](mailto:cbittner@guaranteedcleanenergy.com)

# MUNICIPAL SUSTAINABILITY



GUARANTEED  
CLEAN ENERGY

## FINANCE, ENGINEERING & INCENTIVES

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

Your project will be:

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



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

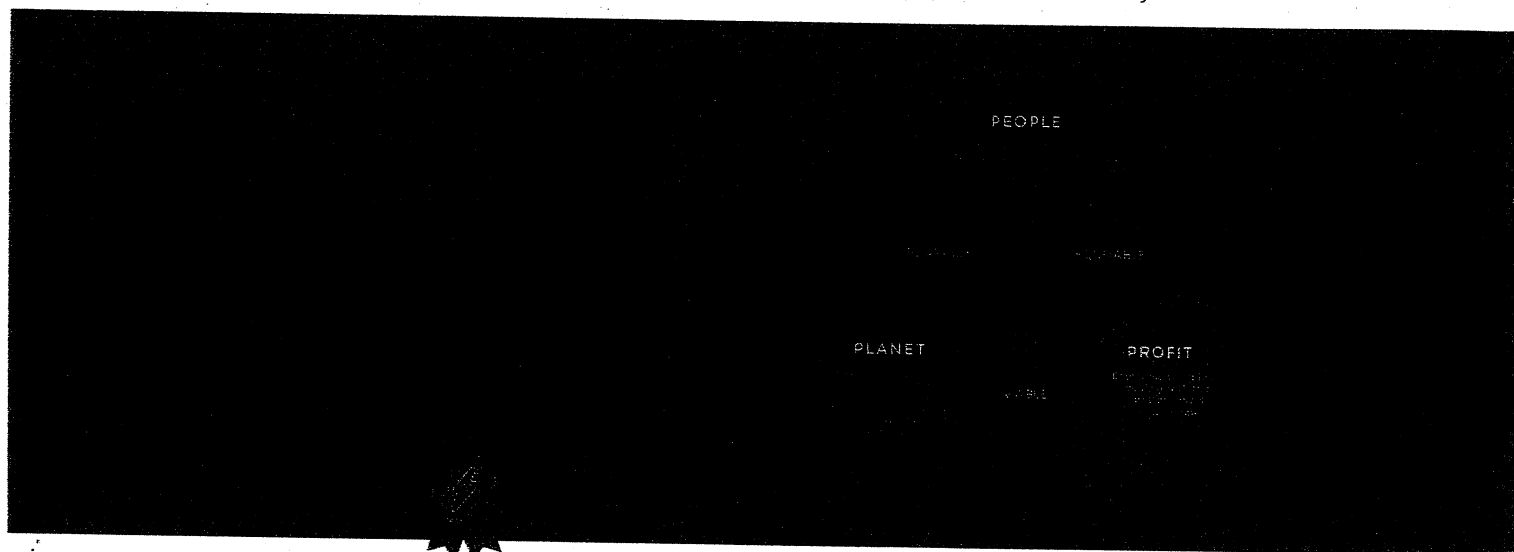


Top  
**CLEANTECH**  
COMPANIES - 2021

Awarded by  
StartUp City

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

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

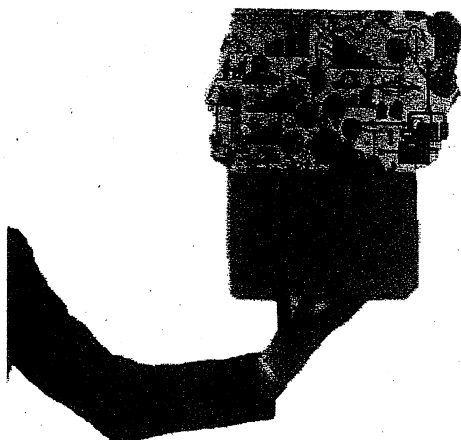


## HOLISTIC ENERGY STRATEGY

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

## GUARANTEED ENERGY SAVINGS

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

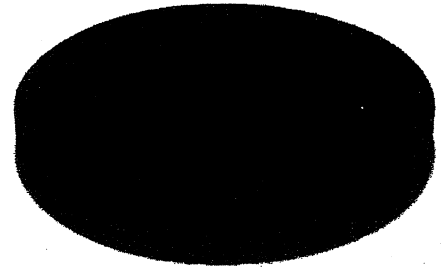




## WE SOLVE THE 3 BIG ENERGY PROJECT CONCERNS

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

### Three Main Problems



■ Trust ■ Experience & Time ■ Funding



## REFERENCES & TESTIMONIALS

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

- Keith Hartbauer  
Superintendent Brownsville Area Schools

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

- Josh Stubenvoll  
Facilities Manager - Mt. Healthy City

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

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

- Rocky Lambert  
Treasurer - Western Local School District

## A PERSONAL MESSAGE

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



Andrew Bittner  
Founder/CEO  
Guaranteed Clean Energy (GCE)



Watch our  
GCE Intro Video  
to learn more

\*Clickable PDF





**Building Committee**

CROMWELL MIDDLE SCHOOL

**Town Council Report**

**Aug. 9, 2023**

As of 8/1/23

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

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

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

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

Respectfully Submitted,  
Rosanna Glynn  
Chair, CMS Building Committee



Attachment C

**TOWN OF CROMWELL  
HUMAN SERVICES**

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

---

# Memo

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

---

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

**Some Senior Center Programs for August:**

8/8- History of Symphonic Music and the Romantic Era

8/9- Stop in to our 2<sup>nd</sup> Hydration Station and stay for a Snack & Learn with Cromwell PD on Fraud/Scams!

8/11- Ice Cream Social by Apple Rehab

8/16- We are taking 32 Seniors to the Yard Goats game!

8/22- Lunch & Learn- on Live-in Home Care services and others services available to keep you in your home

8/24- Celebrity Makeup Artist, Joby Rogers will be here for a special event on makeup lessons for aging skin!

**Human Services/Youth Services Updates**

8/2- Staff will be at Walmart doing a Back to School Drive to collect items for our Back to School Program

8/10 Kin Care Connection - The Cromwell Kin Care Connection is a place for caregivers raising a relative's child(ren) to gather, network, and support one another. Dinner is served and childcare is provided. Our next meeting is Thursday, August 10<sup>th</sup>

8/11- Farmers Market Voucher Distribution- vouchers are for low income to use at local Farmers Markets.

8/11- Youth Services will be at the Farmers Market with the **Responsible Play van**- (responsible gaming/gambling)

8/18- Youth Services will be at the Farmers Market with the **Change the Script van** – (public awareness campaign to help communities deal with the prescription drug and opioids misuse crisis)



**SCOTT KIERAS**  
RECREATION Director

**SHELBY JONES**  
Program Coordinator

**ROSANNE KRAJEWSKI**  
Administrative Assistant

---

## MEMORANDUM

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

---

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

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

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



# **Town of Cromwell**

## **Office of the Town Manager**

---

### **TOWN MANAGER'S REPORT**

**Date:** August 2, 2023

**To:** Members of the Town Council

**From:** Anthony J. Salvatore, Town Manager

**Subject:** Town Manager's Report for 8/9/2023 Town Council Meeting

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

---

## TOWN OF CROMWELL

---

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

---

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

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

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

Thank you.

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



FY 2023 Revenue

FOR 2023 13

ACCOUNTS FOR:

GENERAL FUND

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
001						
002 TOWN CLERK'S OFFICE	-372,000	0	-372,000	-342,355.77	-29,644.23	92.0%
021 TAX COLLECTOR	-47,894,122	0	-47,894,122	-48,682,244.54	788,122.54	101.6%
022 ASSESSOR'S OFFICE	-500	0	-500	-99.50	-400.50	19.9%
030 PUBLIC WORKS ADMIN.	-45,900	0	-45,900	-60,523.51	14,623.51	131.9%
033 BUILDING INSPECTION	-350,000	0	-350,000	-366,746.15	16,746.15	104.8%
040 POLICE DEPARTMENT	-99,800	0	-99,800	-92,817.39	-6,982.61	93.0%
042 ANIMAL CONTROL	-550	0	-550	.00	-550.00	.0%
050 HEALTH DEPARTMENT	-25,000	0	-25,000	-32,295.00	7,295.00	129.2%
053 SENIOR SERVICES	-500	0	-500	-925.00	425.00	185.0%
061 LIBRARY	0	0	0	-3,112.90	3,112.90	100.0%
206 BOARDS & COMMISSIONS	-9,500	0	-9,500	-15,314.05	5,814.05	161.2%
207 STATE OF CONNECTICUT	-5,627,265	0	-5,627,265	-5,891,072.96	263,807.96	104.7%
208 MISCELLANEOUS SOURCES	-578,404	0	-578,404	-1,480,886.95	902,482.95	256.0%
999 FUND BALANCE	-979,000	0	-979,000	.00	-979,000.00	.0%
TOTAL GENERAL FUND	-55,982,541	0	-55,982,541	-56,968,393.72	985,852.72	101.8%

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



FY 23 expanded lines

FOR 2023 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
001 TOWN MANAGER'S OFFICE	387,846	1,723	389,569	380,639.56	.00	8,929.74	97.7%
002 TOWN CLERK'S OFFICE	216,953	3,137	219,090	214,203.96	4,531.80	354.72	99.8%
003 REGISTRAR OF VOTERS	80,209	104	80,313	74,353.68	58.40	5,900.44	92.7%
004 PLANNING COMMISSION	3,525	0	3,525	2,680.09	.00	844.91	76.0%
005 ECONOMIC DEVELOPMENT	22,302	0	22,302	19,365.99	.00	2,936.01	86.8%
006 BOARD OF FINANCE	1,350	0	1,350	19,959.85	.00	390.15	71.1%
008 CHARTER REVISION COMM	3,000	0	3,000	147.10	.00	2,852.90	4.9%
009 BOARD OF ASSESSMENT APPEALS	1,200	0	1,200	621.50	.00	578.50	51.8%
010 ZONING BOARD OF APPEALS	1,250	0	1,250	570.06	.00	679.94	45.6%
011 INLAND WETLANDS	1,900	0	1,900	781.00	.00	1,119.00	41.1%
012 COMM. FOR DISABLED PEOPLE	49,872	0	49,872	.00	.00	49,872.00	0%
013 DONATIONS AND DUES	42,130	0	42,130	49,337.00	.00	535.00	98.9%
014 TOWN COUNCIL	232,100	15,000	247,100	41,761.00	.00	369.00	99.1%
015 LEGAL EXPENSE	210,401	0	210,401	202,056.03	.00	45,043.97	81.8%
016 CENTRAL SERVICES	607,610	0	607,610	211,523.77	381.05	-1,503.82	100.7%
017 INSURANCE EXPENSE	754,002	0	754,002	587,748.62	1,624.18	19,861.38	96.7%
018 GENERAL EXPENSE	140,299	741	141,040	748,299.97	.00	4,077.85	99.5%
019 DEVELOPER/PLANNER	443,179	2,266	445,445	140,326.58	.00	713.68	99.5%
020 FINANCE DEPARTMENT	159,943	164,284	324,227	431,485.55	.00	13,959.56	96.9%
021 TAX COLLECTOR	279,922	1,079	281,001	301,661.00	4,715.91	17,850.31	94.5%
022 ASSESSOR'S OFFICE	246,354	2,049	248,403	243,036.73	.00	5,130.01	97.9%
030 PUBLIC WORKS ADMIN.	878,220	648	878,868	275,954.57	2,391.79	2,654.95	99.1%
031 ENGINEERING	1,505,106	5,583	1,510,689	643,760.82	4,543.24	-592.54	100.2%
032 SOLID WASTE REMOVAL	656,972	-13,236	643,736	214,071.80	137,566.55	97,540.15	88.9%
033 BUILDING INSPECTION	451,431	37,089	488,520	1,220,125.01	75,484.12	2,281.91	98.9%
034 HIGHWAY DEPT.	449,000	-13,806	435,194	650,728.38	3,480.59	196,261.00	86.8%
035 BUILDING MAINTENANCE	330,200	0	330,200	410,535.59	6,705.11	39,851.98	94.3%
036 PARKS & GROUNDS	3,837,472	1,665	3,839,137	462,588.72	6,705.11	20,384.17	95.3%
037 PUBLIC WORKS-OTHER	21,050	0	21,050	227,271.45	1,228.70	-14,817.42	103.3%
038 VEHICLE MAINTENANCE	95,414	0	95,414	31,316.69	31,316.69	71,611.86	78.5%
040 POLICE DEPARTMENT	205,377	4,542	209,919	3,782,505.29	74.97	1,321.48	93.7%
041 EMERGENCY MANAGEMENT	137,217	1,093	138,310	19,728.52	.00	2,993.84	96.9%
042 ANIMAL CONTROL	136,972	336	137,308	92,420.16	.00	5,101.83	97.6%
050 HEALTH SERVICES	107,755	318	108,073	204,817.61	.00	8.04	100.0%
053 SENIOR SERVICES	152,064	699	152,763	138,302.05	113.97	1,342.68	99.0%
055 TRANSPORTATION SERVICES	277,639	951	278,590	135,851.43	.00	8,338.40	92.3%
060 RECREATION DEPARTMENT	653,393	2,558	655,951	99,734.87	205.38	1,961.35	98.7%
061 LIBRARY	3,429,499	0	3,429,499	150,596.37	.00	6,730.98	97.6%
070 BONDED DEBT	4,208,128	-58,772	4,149,356	271,859.44	99.03	30,254.90	95.4%
080 EMPLOYEE BENEFITS	33,996,415	0	33,996,415	625,596.63	.00	129,999.00	96.2%
090 BOARD OF EDUCATION	109,799	2,871	112,670	3,299,500.00	7,550.00	495,979.37	88.0%
119 DEVELOPMENT COMPLIANCE				29,701,849.60	.00	4,294,565.40	87.4%
				111,972.92	.00	696.62	99.4%



# TOWN OF CROMWELL, CT



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 13		ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
ACCOUNTS FOR:								
001 GENERAL FUND								
120 CONSERVATION COMMISSION		1,210	0	1,210	.00	.00	1,210.00	.0%
TOTAL GENERAL FUND		55,982,541	164,099	56,146,640	50,281,608.69	282,071.48	5,582,959.86	90.1%

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



FY 2024 Revenue

FOR 2024 01		ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
ACCOUNTS FOR:							
001 GENERAL FUND							
002 TOWN CLERK'S OFFICE		-336,000	0	-336,000	-7,701.50	-328,298.50	2.3%
021 TAX COLLECTOR		-49,919,166	0	-49,919,166	-7,961,930.24	-41,957,235.76	15.9%
022 ASSESSOR'S OFFICE		-500	0	-500	.00	-500.00	0%
030 PUBLIC WORKS ADMIN.		-45,900	0	-45,900	-993.00	-44,907.00	2.2%
033 BUILDING INSPECTION		-350,000	0	-350,000	-42,505.00	-307,495.00	12.1%
040 POLICE DEPARTMENT		-99,800	0	-99,800	-441.00	-99,359.00	.4%
050 HEALTH DEPARTMENT		-25,000	0	-25,000	-100.00	-24,900.00	.4%
053 SENIOR SERVICES		-500	0	-500	.00	-500.00	0%
061 LIBRARY		-500	0	-500	-54.13	-445.87	10.8%
206 BOARDS & COMMISSIONS		-9,500	0	-9,500	-57.00	-9,443.00	.6%
207 STATE OF CONNECTICUT		-5,841,349	0	-5,841,349	-139,027.23	-5,702,321.77	2.4%
208 MISCELLANEOUS SOURCES		-928,239	0	-928,239	-30,521.40	-897,717.60	3.3%
TOTAL GENERAL FUND		-57,556,454	0	-57,556,454	-8,183,330.50	-49,373,123.50	14.2%

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



FY 2024 Expenditures

FOR 2024 01

ACCOUNTS FOR: GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
001 TOWN MANAGER'S OFFICE	421,255	0	421,255	19,246.17	119.04	401,889.79	4.6%
002 TOWN CLERK'S OFFICE	225,761	0	225,761	11,509.85	519.04	213,732.11	5.3%
003 REGISTRAR OF VOTERS	84,951	0	84,951	1,739.80	18,434.04	64,777.16	23.7%
004 PLANNING COMMISSION	3,525	0	3,525	13.62	195.52	3,315.86	5.9%
005 ECONOMIC DEVELOPMENT	122,443	0	122,443	.00	.00	122,443.00	.0%
006 BOARD OF FINANCE	41,867	0	41,867	.00	505.00	41,362.00	1.2%
007 CHARTER REVISION COMM	600	0	600	.00	.00	600.00	.0%
008 BOARD OF ASSESSMENT APPEALS	1,250	0	1,250	13.62	149.82	1,086.56	13.1%
009 ZONING BOARD OF APPEALS	1,900	0	1,900	.00	.00	1,900.00	.0%
010 INLAND WETLANDS	100	0	100	.00	.00	100.00	.0%
011 COMM. FOR DISABLED PEOPLE	51,060	0	51,060	26,118.00	24,407.00	535.00	99.0%
012 DONATIONS AND DUES	2,400	0	2,400	75.00	.00	2,325.00	3.1%
013 TOWN COUNCIL	232,100	0	232,100	.00	201,600.00	30,500.00	86.9%
014 LEGAL EXPENSE	211,925	0	211,925	45,986.96	39,192.12	126,745.92	40.2%
015 CENTRAL SERVICES	620,330	0	620,330	142,235.77	419,547.84	58,546.39	90.6%
016 INSURANCE EXPENSE	15,002	0	15,002	1,850.19	3,000.00	10,151.81	32.3%
017 GENERAL EXPENSE	147,981	0	147,981	9,178.65	930.00	137,872.35	6.8%
018 DEVELOPER/PLANNER	164,379	0	164,379	41,851.95	1,894.04	380,633.01	10.3%
019 FINANCE DEPARTMENT	253,058	0	253,058	11,556.70	1,119.04	155,404.28	5.8%
020 TAX COLLECTOR	247,328	0	247,328	14,125.42	1,523.16	240,501.30	5.0%
021 ASSESSOR'S OFFICE	249,420	0	249,420	13,096.87	14,651.54	221,671.59	11.1%
022 PUBLIC WORKS ADMIN.	827,740	0	827,740	20,206.65	623,244.02	184,289.33	77.7%
023 ENGINEERING	1,528,616	0	1,528,616	53,071.11	5,319.64	207,015.82	8.0%
024 SOLID WASTE REMOVAL	224,935	0	224,935	12,599.54	298,658.52	1,176,886.37	23.0%
025 BUILDING INSPECTION	658,784	0	658,784	29,679.58	170,197.37	458,907.05	30.3%
026 HIGHWAY DEPT.	458,248	0	458,248	23,842.98	70,216.46	364,188.56	20.5%
027 PARKS & GROUNDS	474,000	0	474,000	71,201.69	22,650.19	380,148.12	19.8%
028 PUBLIC WORKS-OTHER	326,371	0	326,371	8,191.66	139,265.72	178,913.62	45.2%
029 VEHICLE MAINTENANCE	3,952,555	0	3,952,555	244,870.50	140,597.50	3,567,087.00	9.8%
030 POLICE DEPARTMENT	21,050	0	21,050	.00	2,120.00	18,930.00	10.1%
031 EMERGENCY MANAGEMENT	95,128	0	95,128	4,287.60	.00	90,840.40	4.5%
032 ANIMAL CONTROL	214,966	0	214,966	8,843.12	66,234.68	139,888.20	34.9%
033 HEALTH SERVICES	144,009	0	144,009	8,544.88	1,619.04	133,845.08	7.1%
034 HUMAN SERVICES	145,338	0	145,338	3,487.25	14,938.18	126,912.57	12.7%
035 SENIOR SERVICES	113,172	0	113,172	5,843.34	6,014.12	101,314.54	10.5%
036 YOUTH SERVICES	159,489	0	159,489	7,888.38	8,585.20	143,015.42	10.3%
037 TRANSPORTATION SERVICES	290,775	0	290,775	19,963.91	28,652.70	242,158.39	16.7%
038 RECREATION DEPARTMENT	690,975	0	690,975	55,481.86	43,929.34	591,563.80	14.4%
039 LIBRARY	3,131,059	0	3,131,059	414,275.00	.00	2,716,784.00	13.2%
040 BONDED DEBT	4,294,415	0	4,294,415	370,840.96	1,669,549.45	2,254,024.59	47.5%
041 EMPLOYEE BENEFITS	36,163,384	0	36,163,384	.00	.00	36,163,384.00	.0%
042 BOARD OF EDUCATION	116,125	0	116,125	6,553.76	630.00	108,941.24	6.2%
043 DEVELOPMENT COMPLIANCE							

# TOWN OF CROMWELL, CT

## YEAR-TO-DATE BUDGET REPORT



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

Condition(s) : Bill Dist/Susp/Bank	Name Address	Prop Loc/Vehicle Info. UniqueID/Reason	Paid Date	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2021-03-0058111	MJ LOGISTICS LLC 15 GRACE LN CROMWELL CT 06416-2319	2000/IXPFD9X8YN517201 58111 Sec. 12-129 Refund of Excess Payments.	6/23/2023	18.92 32.46	0.00 0.00	0.00 0.00	18.92 32.46	-13.54
2022-03-0051852	CALABRO MICHAEL 69 HILLSIDE RD CROMWELL CT 06416-2034	2013/2FMDK4AK6DBA56253 51852 Sec. 12-129 Refund of Excess Payments.	7/17/2023	222.20 266.75	0.00 0.00	0.00 0.00	222.20 266.75	-44.55
2022-03-0052110	CARTELLI FRANCESCO B + 60 WEST ST CROMWELL CT 06416-2155	2006/4T1BE32K36UJ36016 52110 Sec. 12-129 Refund of Excess Payments.	7/12/2023	102.91 123.52	0.00 0.00	0.00 0.00	102.91 123.52	-20.61
2022-03-0054595	FORTENBACH PATRICIA 8 AMY LN CROMWELL CT	2011/KNAGM4A62B5142007 54595 Sec. 12-129 Refund of Excess Payments.	7/21/2023	149.70 179.70	0.00 0.00	0.00 0.00	149.70 179.70	-30.00
2022-03-0059018	NISSAN INFINITI LT LLC P O BOX 254648 M012 SACRAMENTO CA 95865	2021/JN1BJ1AW5MW673001 59018 Sec. 12-129 Refund of Excess Payments.	7/19/2023	0.00 572.32	0.00 0.00	0.00 0.00	0.00 572.32	-572.32
TOTAL	5			493.73 1,174.75	0.00 0.00	0.00 0.00	493.73 1,174.75	-681.02



# CROMWELL POLICE DEPARTMENT



**Frederick Sifodaskalakis**

**Chief of Police**

## MEMO

**TO:** Anthony Salvatore, Town Manager

**FROM:** Chief Fred Sifodaskalakis 

**SUBJECT:** Town Council Report (July 2023)

**DATE:** August 1, 2023

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

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

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

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

**Training (June):**

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

### **Police Department News:**

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

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

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

5 WEST STREET, CROMWELL, CT 06416

Tel: 860-635-2256 | [www.CromwellPD.com](http://www.CromwellPD.com) | Fax: 860-632-8248

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

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

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

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

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

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

#### **Kind words from citizens:**

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

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



# CROMWELL POLICE DEPARTMENT

---



*Frederick Sifodaskalakis*

*Chief of Police*

**TO:** Chief Sifodaskalakis

**FROM:** K-9 Sergeant John Carlson

**SUBJECT:** Monthly K-9 Activity July 2023

**DATE:** 07/27/2023

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

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

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

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

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

Nothing further at this time.



## Incident Statistics Report

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

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

## Incident Statistics Report

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

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

## Monthly NIBRS Statistics

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

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



# CROMWELL POLICE DEPARTMENT



*Frederick Sifodaskalakis*

*Chief of Police*

July 27, 2023

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

**Subject:** Trek Electric Bicycles Donation

Dear Mr. Grube:

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

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

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

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

Sincerely,

Fred Sifodaskalakis  
Chief of Police

---

5 WEST STREET, CROMWELL, CT 06416

Tel: 860-635-2256 | [www.CromwellPD.com](http://www.CromwellPD.com) | Fax: 860-632-8248



# CROMWELL POLICE DEPARTMENT



*Frederick Sifodaskalakis*

*Chief of Police*

July 27, 2023

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

**Subject:** Trek Electric Bicycles Donation

Dear Mr. Bessette:

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

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

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

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

Sincerely,

Fred Sifodaskalakis  
Chief of Police

---

5 WEST STREET, CROMWELL, CT 06416

Tel: 860-635-2256 | [www.CromwellPD.com](http://www.CromwellPD.com) | Fax: 860-632-8248

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

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

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

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

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

Create appointment

8:27 AM

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



Hello Officer Tate,

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

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

Shirley K. Frisbie

Thank you, too!

From all three of us.

Sirley, Eric and Rob

You really helped make  
our day !!!



Administrative Officer Jones,

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

**Shipment Will Be Sent To:**

Administrative Officer Elizabeth Jones

**Next Step:** Nothing else is needed at this time.

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

**Software Upgrade Media Statement Link:**

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

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

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

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

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

Ira Gabriel



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

---

MEMORANDUM

To: Anthony J. Salvatore, Town Manager

From: Louis J. Spina, Jr.  
Director of Public Works

Date: August 1, 2023

Re: **Town Council Updates**

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

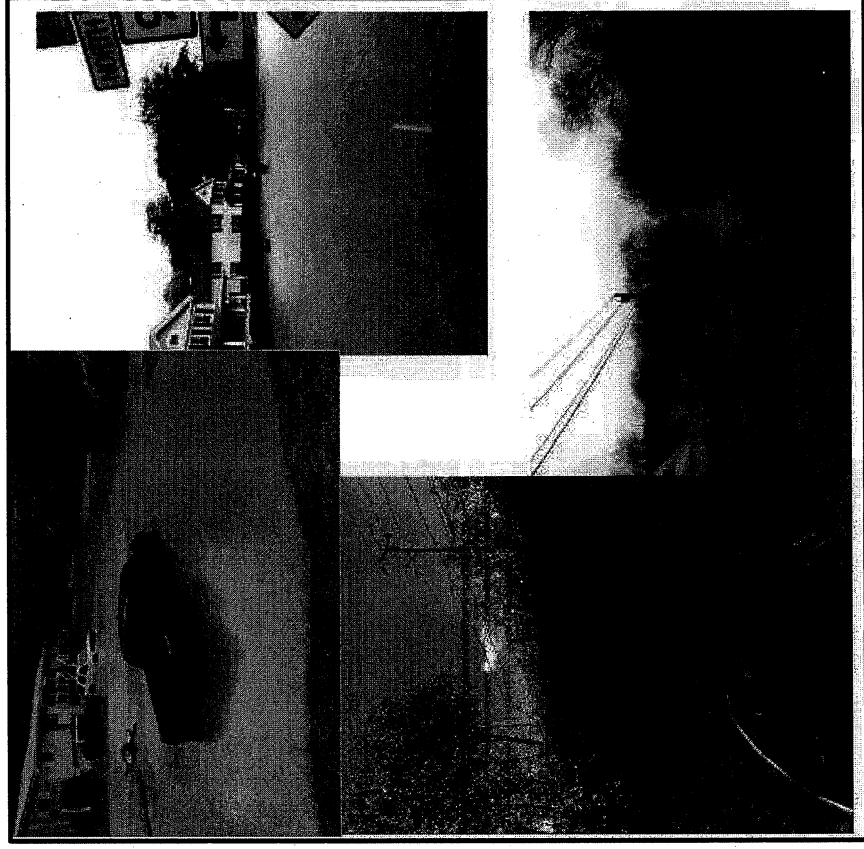
- High School athletic facility in design – wetlands and P&Z applications soon
- Pierson Park – design team working on site survey and plans
- West Street sidewalks – experiencing delays in utility pole relocation which is key to much of the work. Utilities indicate they will begin relocation middle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

# Drainage Study Overview

**Town of Cromwell**

**Wednesday  
August 9, 2023**

**Presented by:**  
Joe Cermola, III, P.E., President  
Cardinal Engineering Associates, Meriden, CT



# Study Scope



## 10 Locations Analyzed

- Area 1: Cedar Drive and Coles Road
- Area 2: Shadow Brook Culvert at Nooks Hill Road
- Area 3: Willow Brook Culvert at Evergreen Road
- Area 4: Culverts at Evergreen Road  
& Copper Knoll Drive
- Area 5: Geer Street Culverts
- Area 6: Pierson Park/West Street Culvert
- Area 7: Glenwood Terrace/Field Road Area
- Area 8: South Street Culvert at Cromwell Creek
- Area 9: Franklin Road & Chelsea Drive
- Area 10: Willow Brook Culvert at 170 Evergreen Rd

## Timeline

January 2023 : Study Initiated

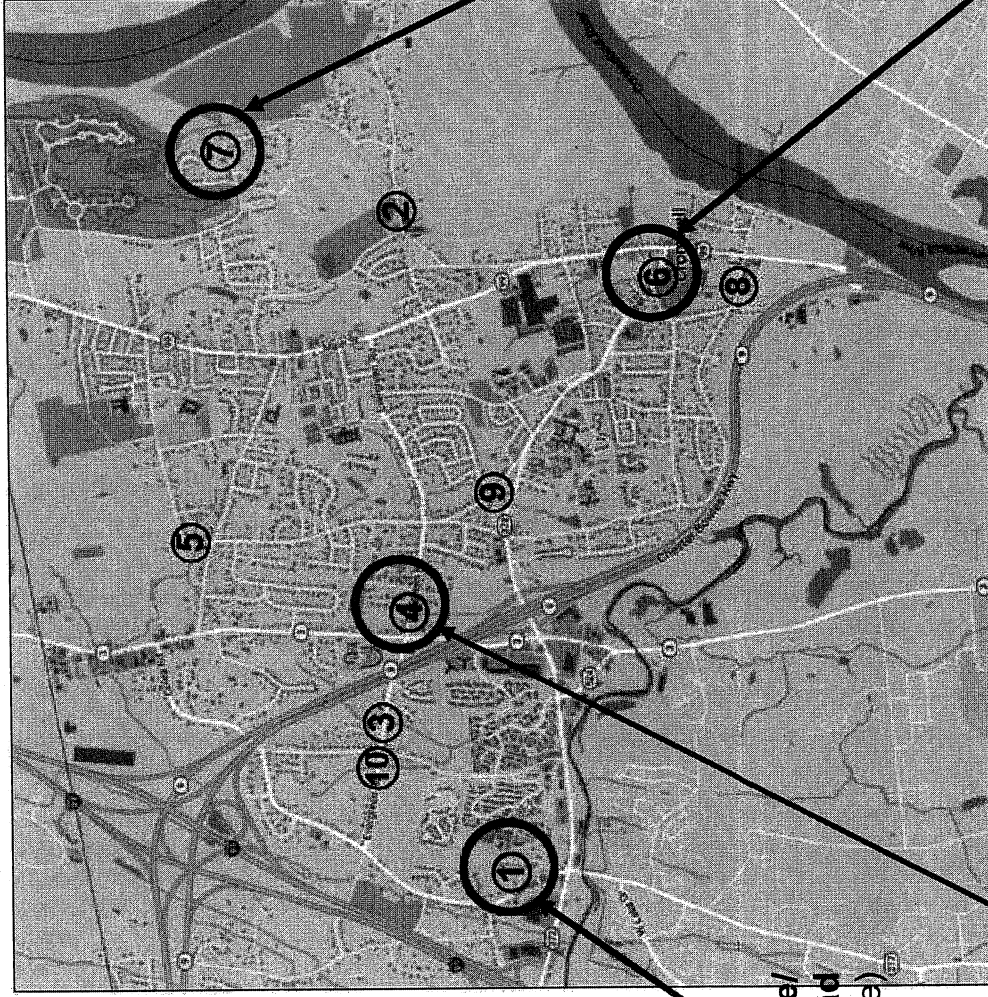
July 2023: Report Issued with Recommendations



# Prioritized Areas

## 4 Locations Selected for Design

- Area 1: Cedar Drive and Coles Road
- Area 4: Culverts at Evergreen Road & Copper Knoll Drive
- Area 6: Pierson Park/West Street Culvert
- Area 7: Glenwood Terr./Field Road Area



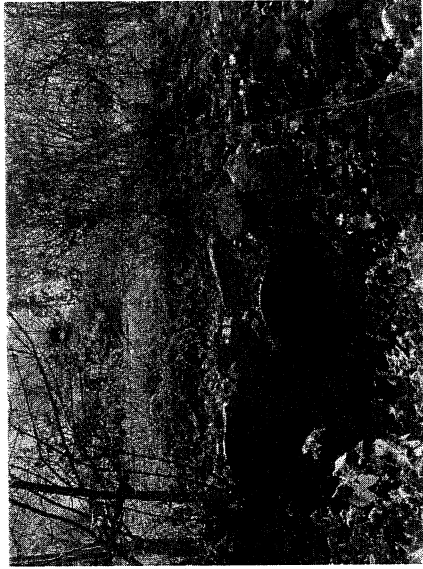
**Cedar Drive/  
Coles Road**  
(drainage swale)

**Copper Knoll/Evergreen Road**  
(Shunpike Creek)

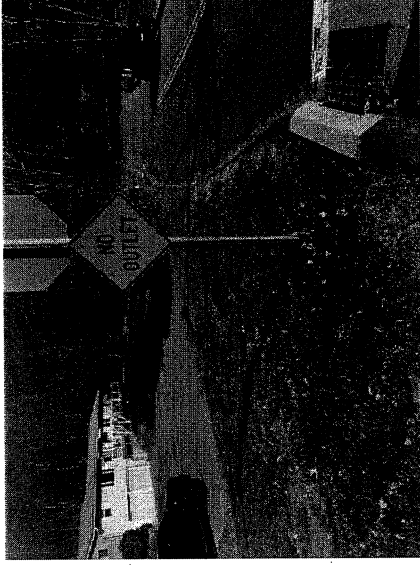
**Pierson Park/  
West St**  
(Cromwell Creek)

**Field Road** (drainage swale)

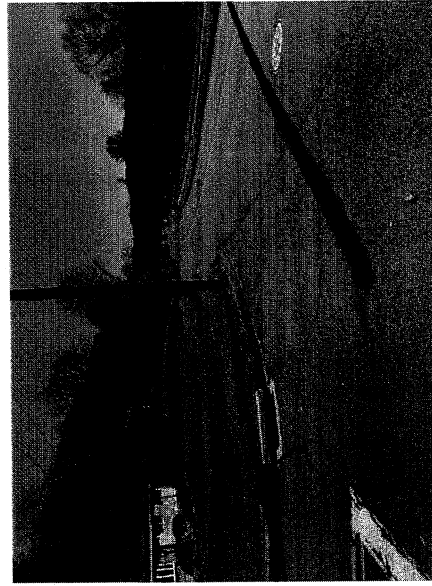
# Area 1: Cedar Drive and Coles Road



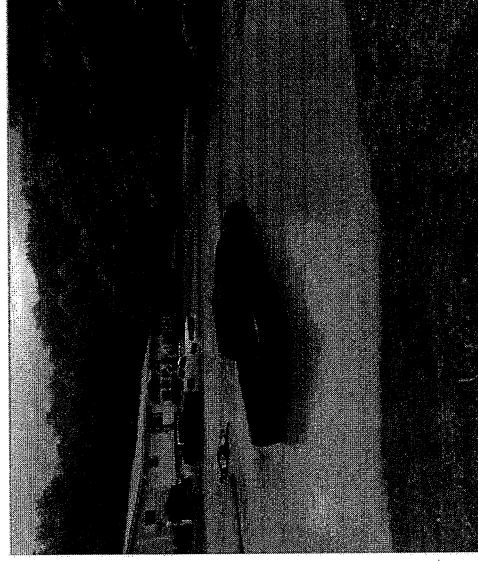
Pipe Inlet in Swale at 20 Cedar



Looking at Cedar from Coles Rd

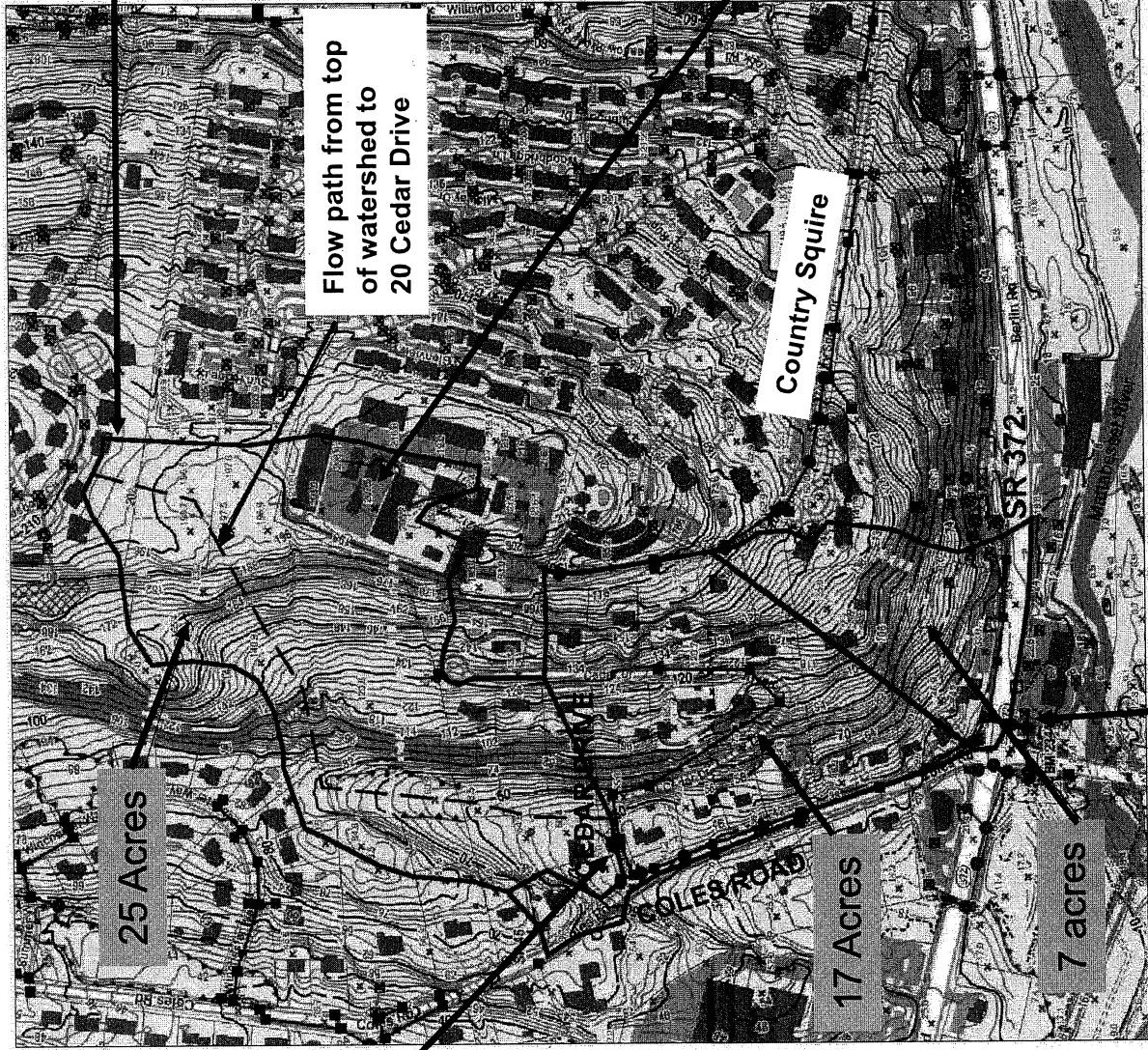


Cedar/Coles Intersection



July 2021 Storm  
(3.5 to 4 inches rainfall in 6 hours  
25 year storm)

# Area 1 Drainage Area



Drainage Area  
extends almost  
to Woodsboro  
Circle

Flow path from top  
of watershed to  
20 Cedar Drive

Drainage area includes  
The Landon of Cromwell

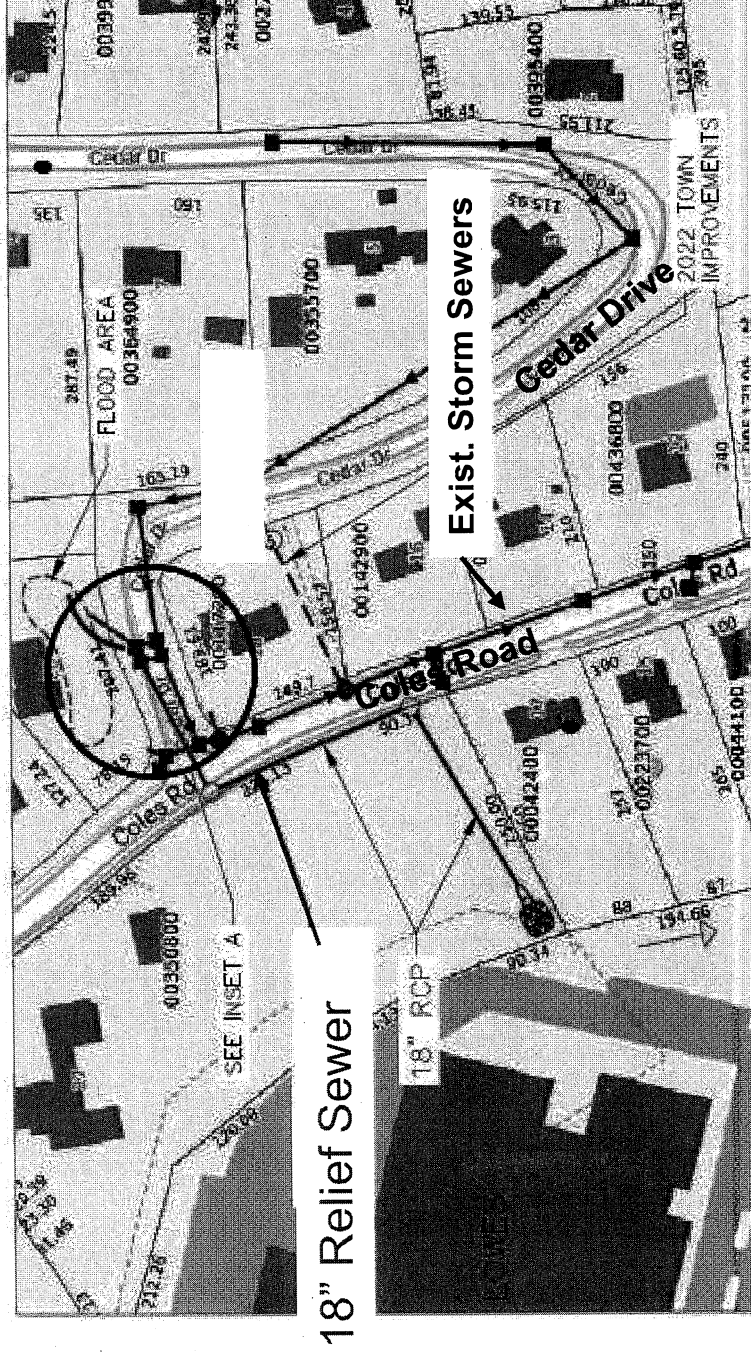
Existing Capacity  
Cedar Drive swale &  
Coles Rd system  
< 2 year storm

20 Cedar Drive

System discharge  
to river

**CARDINAL**  
ENGINEERING ASSOCIATES

# Area 1 Cedar Drive - Relief Sewer Alternate



## Proposed Improvements needed:

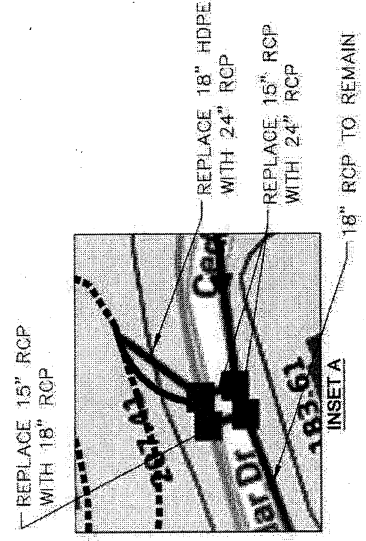
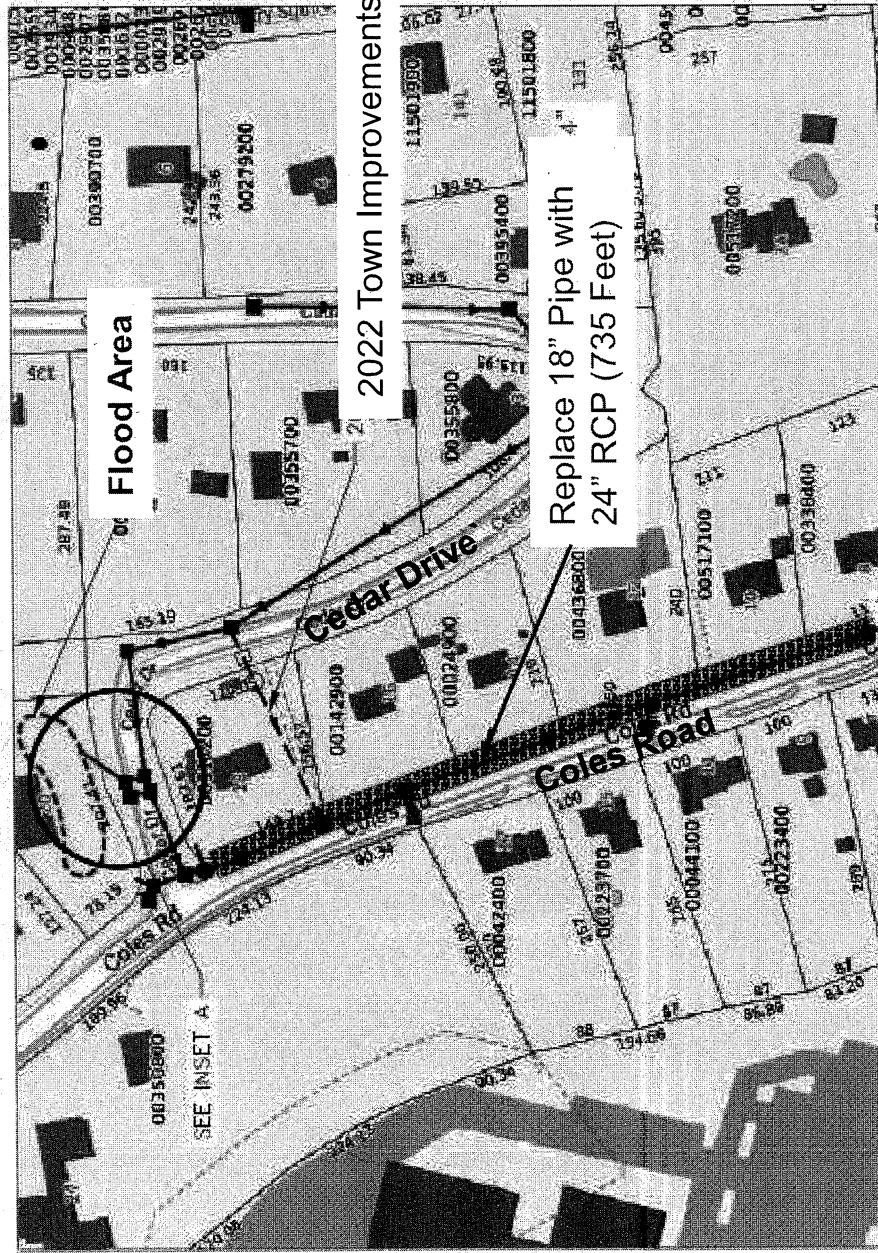
- A. Regrading of swale and earthen berm at 20 Cedar to channel runoff to a larger inlet pipe
- B. Relief sewer to existing drainage swale



# Area 1: Selected Alternate

## Proposed Improvements

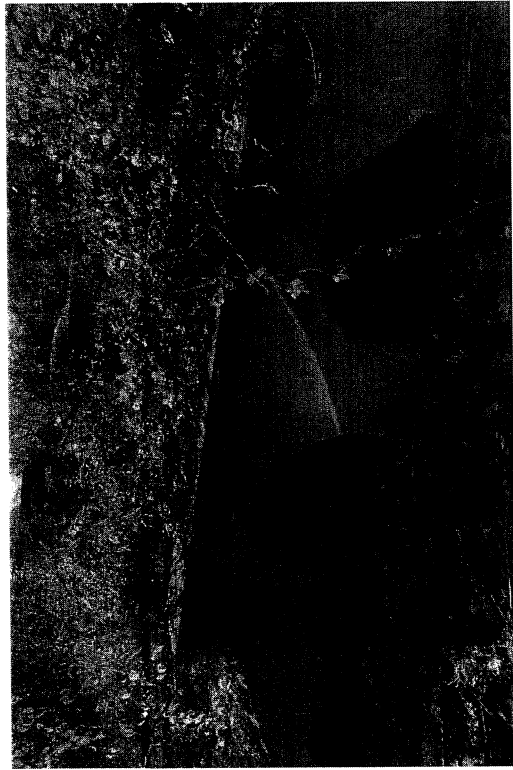
- A. Regrading of swale, earth berm at 20 Cedar to channel runoff to larger inlet pipe
- B. Upgrade Coles Rd storm sewer to pass 25-year storm



# Area 4: Copper Knoll Drive/Evergreen Rd

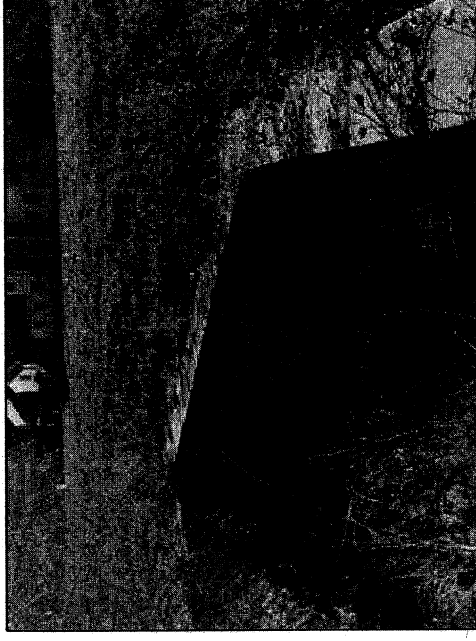


Evergreen Road Flooding 12-2-2002



Copper Knoll Culverts

Hydraulics  
Copper Knoll Only 2-yr capacity



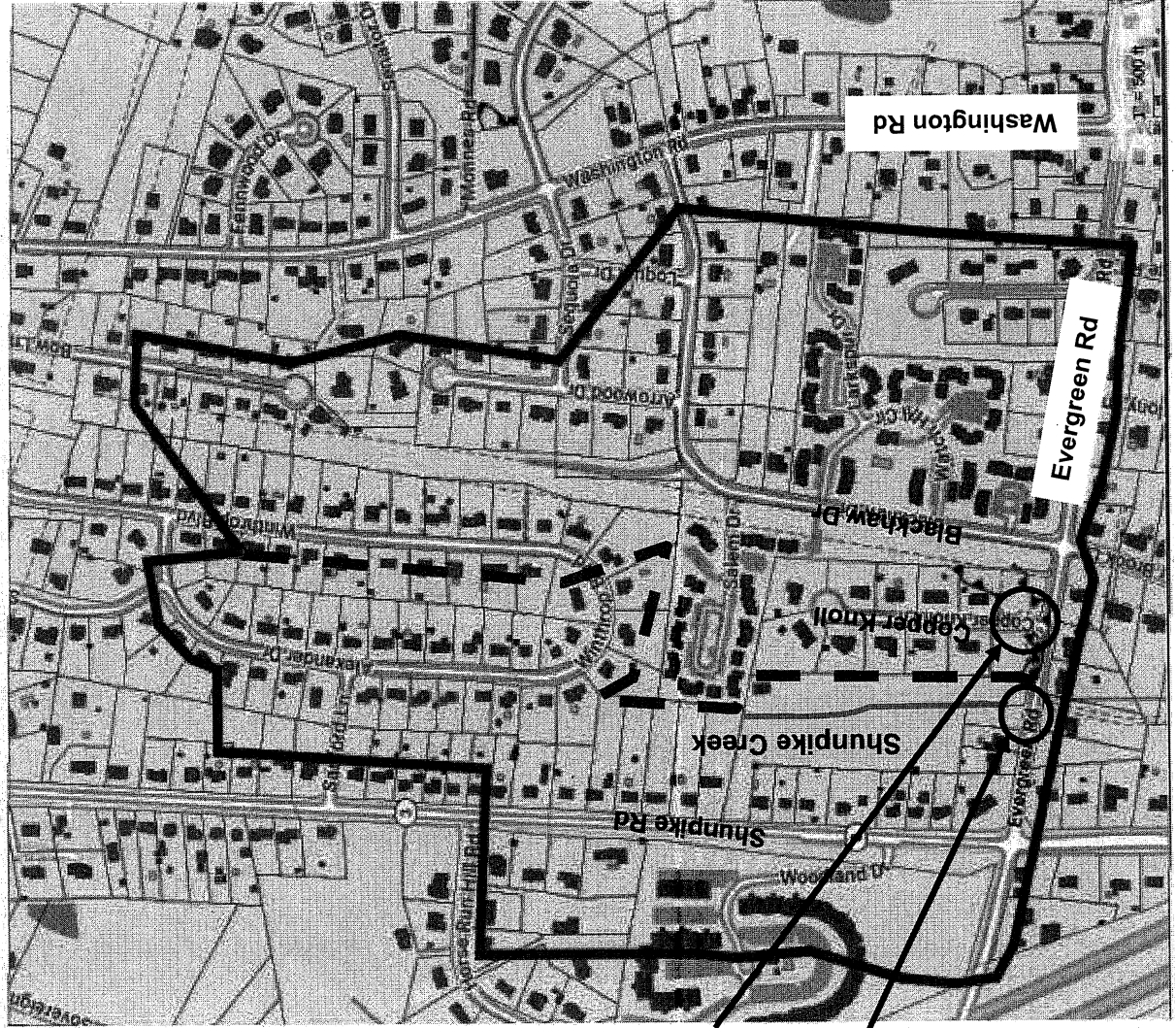
Evergreen Rd Culvert Inlet



Evergreen Rd culvert outlet and  
Shunpike Creek  
Hydraulics  
Evergreen Culvert = 50-yr capacity



# Area 4 Drainage Area



Total Drainage Area:  
150 acres

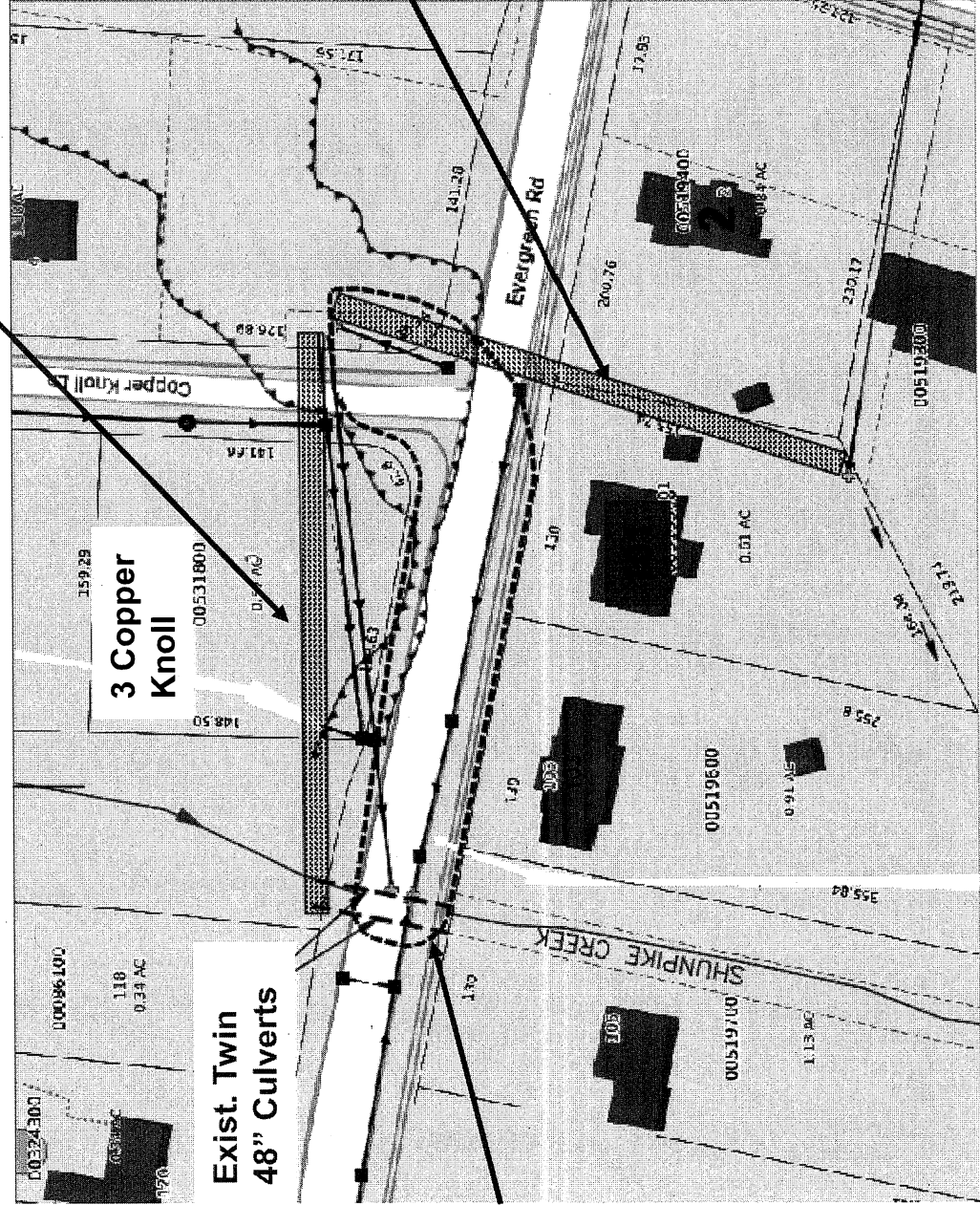
Copper Knoll Drainage  
Area: 90 Acres

Copper Knoll Culvert  
36" Twin CMP

Evergreen Culvert  
48" Twin RCP

# Area 4: Copper Knoll Drive

Alternate B: Replace Existing Copper Knoll culvert with 12 ft x 3 ft box



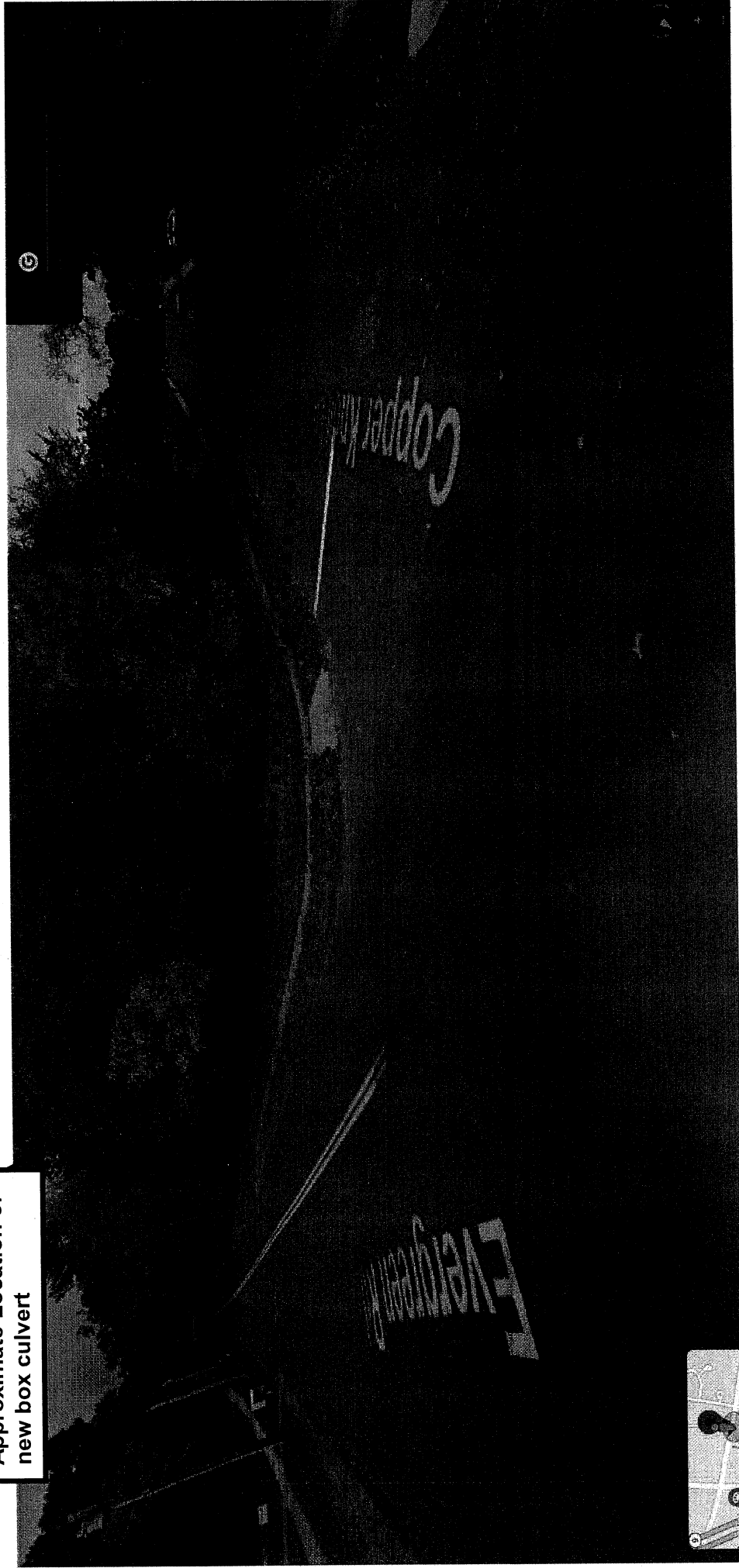
Alternate A: Diversion using 7 ft x 3 ft box

**Alternate B  
Selected**

Flooding  
Area

# Area 4: Copper Knoll Drive/Evergreen Rd

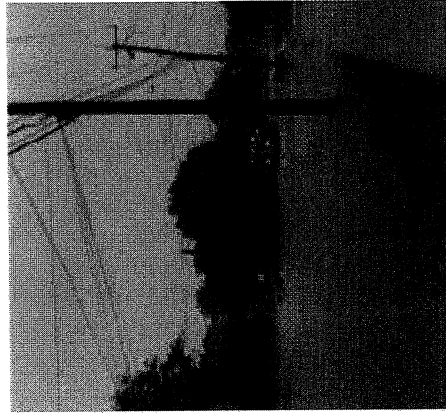
Approximate Location of  
new box culvert



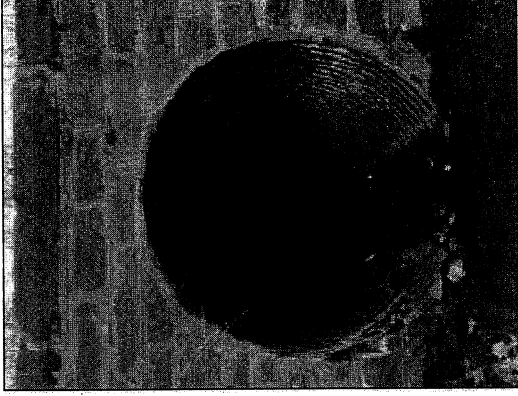
Looking west from Copper Knoll/Evergreen  
Rd Intersection

**CARDINAL**  
ENGINEERING ASSOCIATES

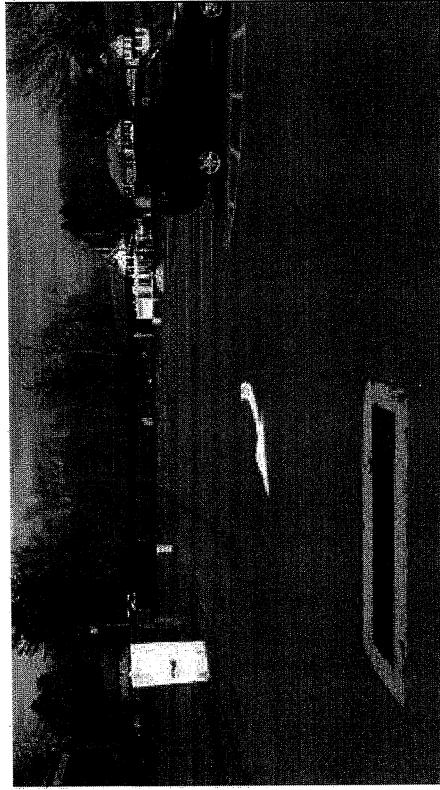
# Area 6: West St Culvert at Pierson Park



July 9, 2021 Flooding



West Street Culvert Inlet  
6 -foot dia. CMP (330 feet)



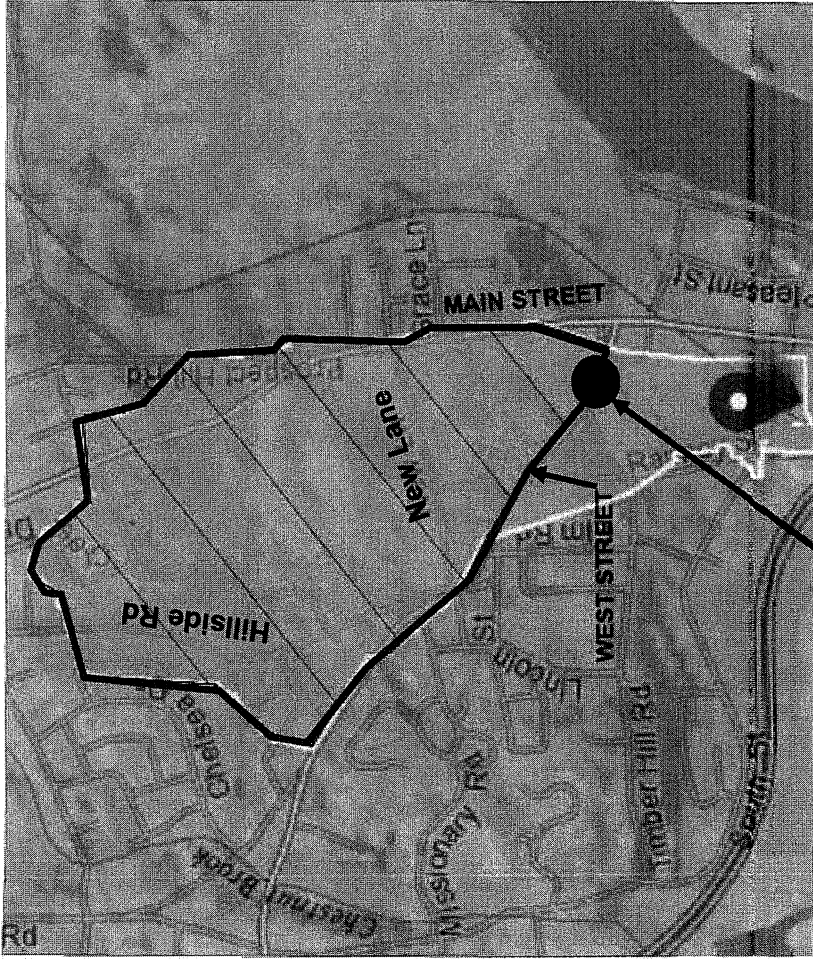
Pierson Park looking North



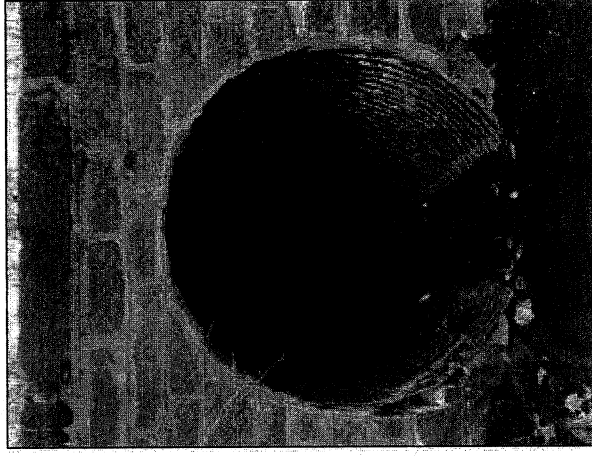
Culvert Outlet  
5 foot dia HDPE (110 feet)



# Drainage Area for West St Culvert



Drainage Area = 325 acres  
(0.49 sq miles)



West Street Culvert

Only 25-year hydraulic capacity  
before overtopping roadway

Design Standard: 50 years or better

# Area 6: Pierson Park

## ALTERNATE A

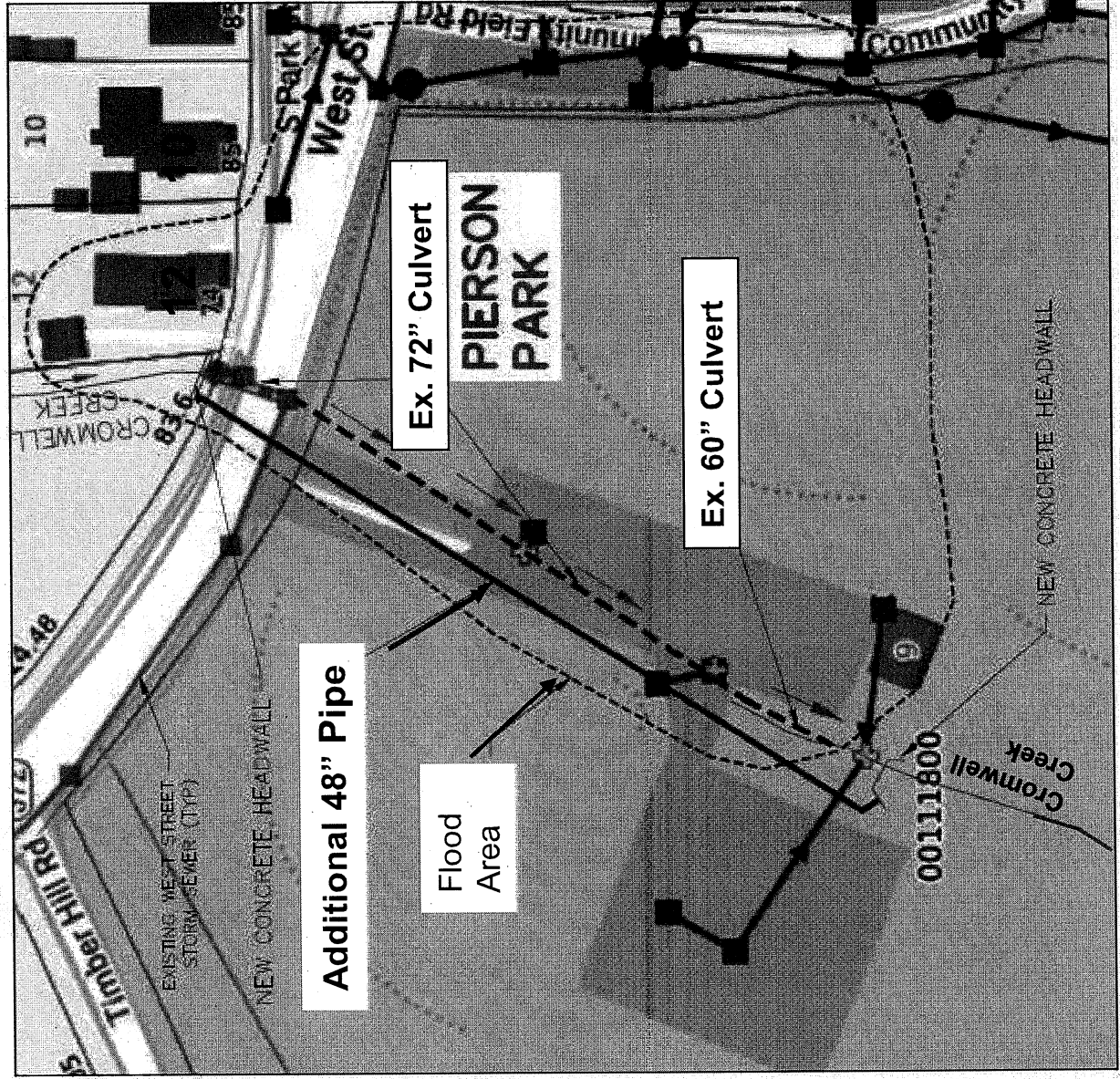
### Alternatives Evaluated

#### Alternate A (Selected)

Add additional pipe to provide 50-year storm capacity

#### Alternate B

Replace Entire Pipe Culvert with 6 x 6' Box Culvert

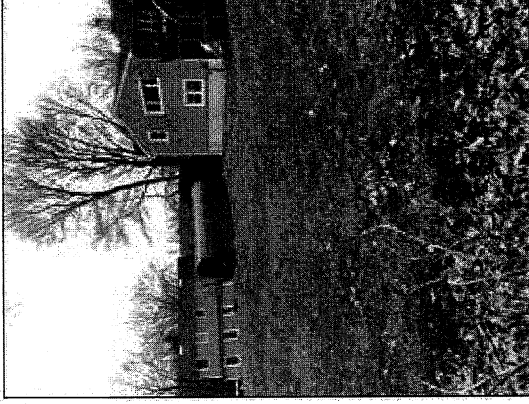




# Area 7: Glenwood Terrace/Field Road



*Glenwood Terrace*



*Swale discharge at rear  
of 95 Field Road*

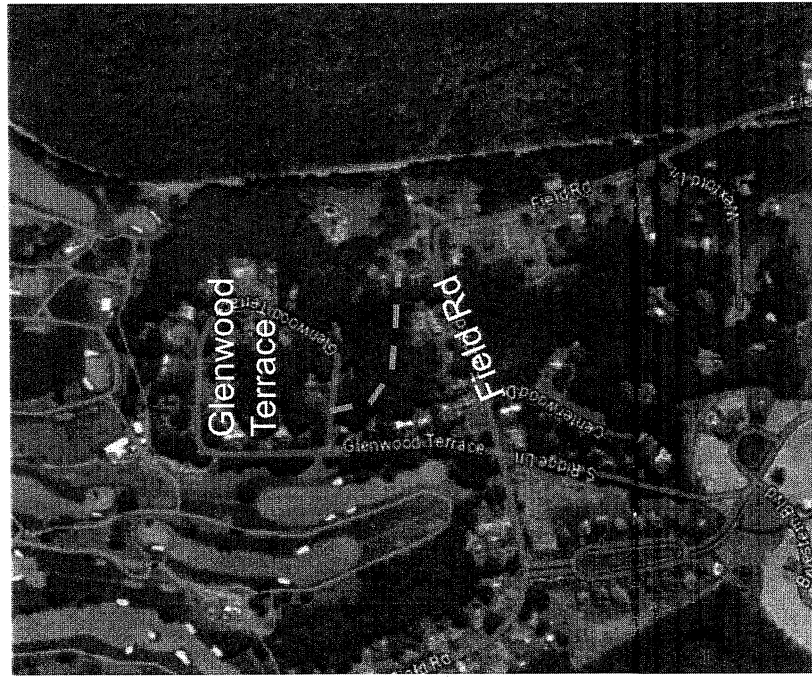


*Drainage Swale Downstream  
of Glenwood Terrace*



*Rear of 97 Field Road  
where water enters house*

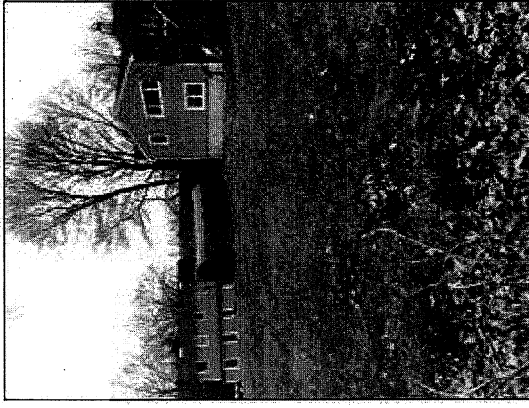
# Area 7: Glenwood Terrace/Field Road



Location Plan



*Glenwood Terrace*



*Swale discharge at rear  
of 95 Field Road*

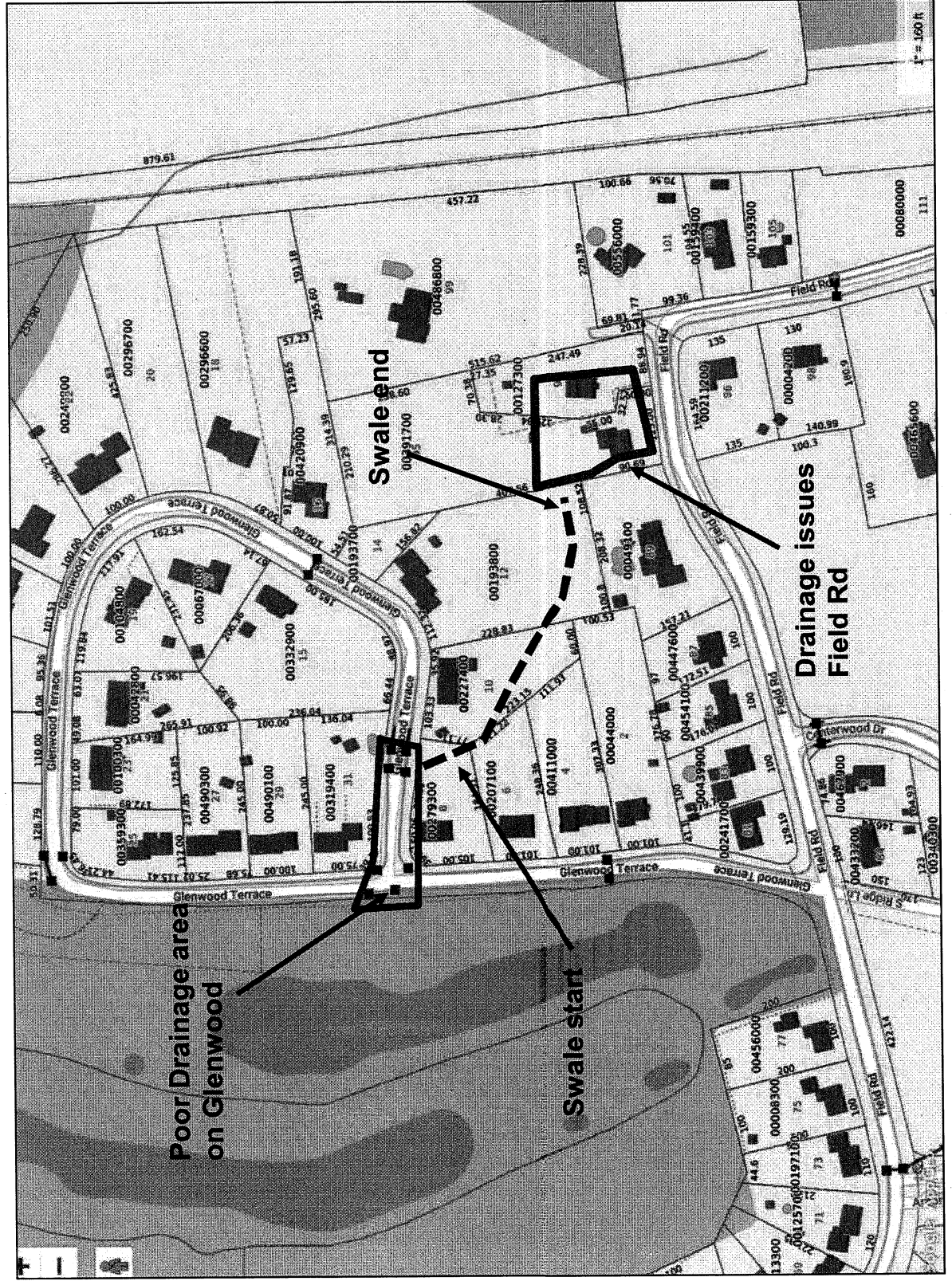


*Drainage Swale Downstream  
of Glenwood Terrace*



*Rear of 97 Field Road  
where water enters house*

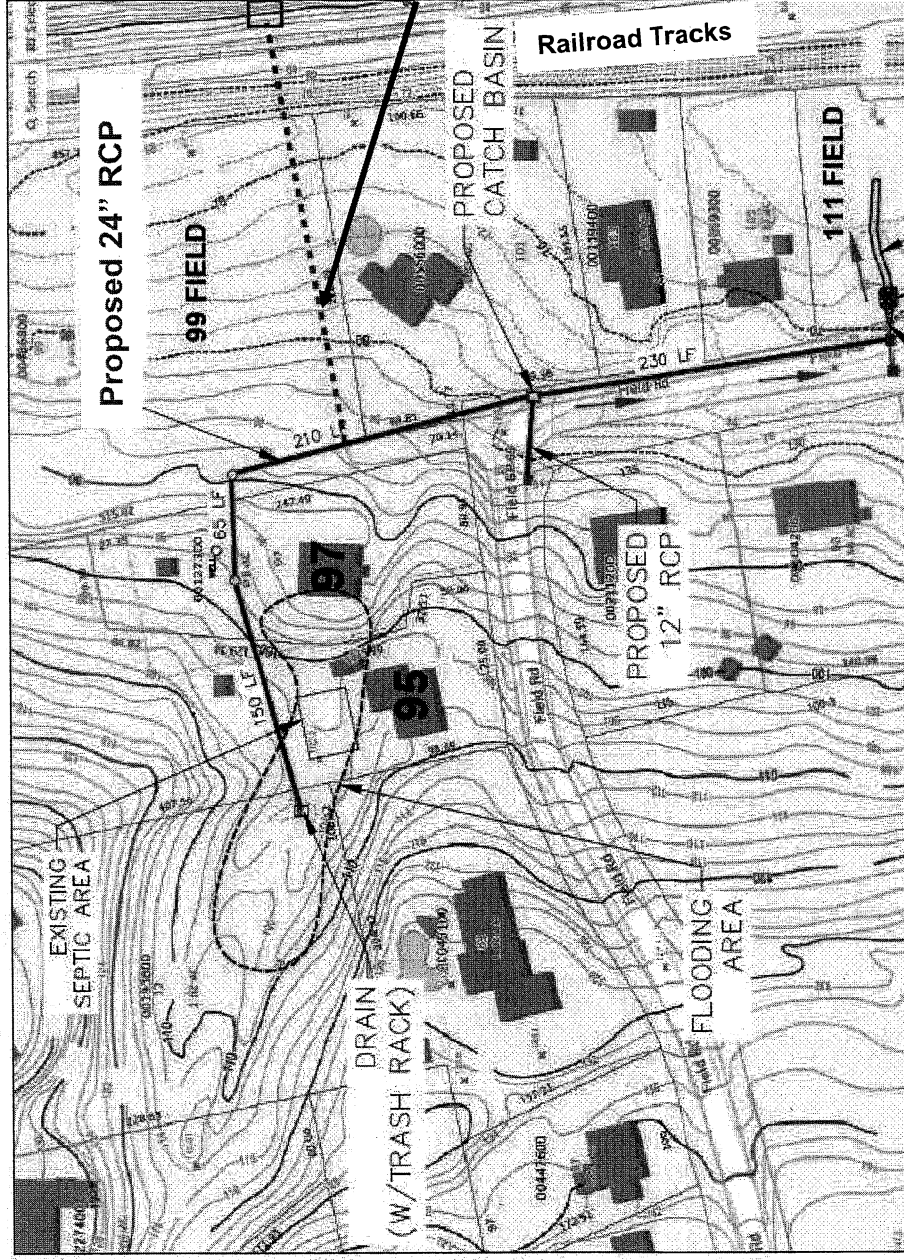
# Area 7: Glenwood Terrace/Field Road





# Area 7: Field Road Alternates

## Alternate A: Intercept Runoff & Pipe to Existing Discharge Point at 111 Field Rd



DRAINAGE AREA=28 ACRES  
10 YEAR FLOW=35 CFS

Alternate B: Pipe under  
Railroad to Brook

STONE  
INFILTRATION  
TRENCH  
RIP RAP  
SCOUR HOLE  
PROPOSED  
36" PIPE AT  
DISCHARGE

# Preliminary Project Cost Estimates

Priority Rating (1=Highest, 10=Least)	Area	Recommendation	Conceptual Construction Cost Estimate	Total Project Cost Estimate (2024 \$)
1	Area 6 Pierson Park	Alternate A Add 48" RCP Relief Culvert	\$420,000	\$610,000
2	Area 1 Cedar Drive/Coles Road	Alternate A Increase capacity of storm sewers on Coles Road & Cedar Drive	\$390,000	\$500,000
3	Area 4 Copper Knoll	Alternate B Replace existing with 9 ft by 4 ft Box Culvert	\$2.06 Million	\$2.31 Million
4	Area 7 Field Road	Alternate A Intercept Runoff and Pipe to Existing Discharge Point at 111 Field Road	\$370,000	\$500,000

- Construction Cost Estimate based on 2024 construction
- Project Cost Includes:
  - Construction, Engineering, Permitting, Soil Borings, Construction Inspection
  - Allowance for Rights of Way and Utility Relocations

# Next Steps

## **Proceed to Preliminary Engineering**

- Perform CCTV of existing culverts (Pierson Park)
- Delineate Wetlands
- Soil Borings
- Topographic Survey
- Preliminary Engineering
- Finalize Hydrology & Hydraulics
- Preliminary Design
- Permits
- Easement Mapping

## **Final Design**

## **Bid Phase**

## **Start Construction 2024**

# Questions/Comments

## **Town of Cromwell**

Jon Harriman, P.E., Town Engineer

[jharriman@cromwellct.com](mailto:jharriman@cromwellct.com)

860-632-3465

## **Cardinal Engineering**

Joe Cermola III, P.E., President

[jac3@cardinal-engineering.com](mailto:jac3@cardinal-engineering.com)

203-238-1969

Darin Lemire, PE, Hydraulic Engineer

[dlemire@cardinal-engineering.com](mailto:dlemire@cardinal-engineering.com)

203-238-1969



# Drainage Review Criteria

- Runoff based on land use & type
  - Golf Course area
  - Large residential lot (>1.2 AC)
  - Small lot (<1.2 AC)
  - Condo area
  - Roads

Land Use Description	C
Wetland Area	0.10
Meadow Area	0.15
Golf Course Area	0.15
Wooded Area	0.20
Nursery Area	0.20
Large Residential lots (>1.2 ac)	0.25
Small Residential lots (<1.2 ac)	0.35
School Property Area	0.40
Condo Area	0.50
Roads	0.90

- Connecticut DOT design standards used for hydraulic capacity analysis
- Storm Sewer Systems: Designed for 10-year storm
- Cross Culverts:
  - DA Less than 1 square mile with defined watercourse, designed for 50-year storm
  - DA Less than 1 square mile with intermittent flows, designed for 25-year storm

# 2021 Tropical Storms

## Tropical Storm Elsa

July 9, 2021

3.5 to 4.0 inches of rain in 6 hours

Classified as 25-year storm event (NOAA Atlas 14 median values)

## Tropical Storm Ida

September 1, 2021

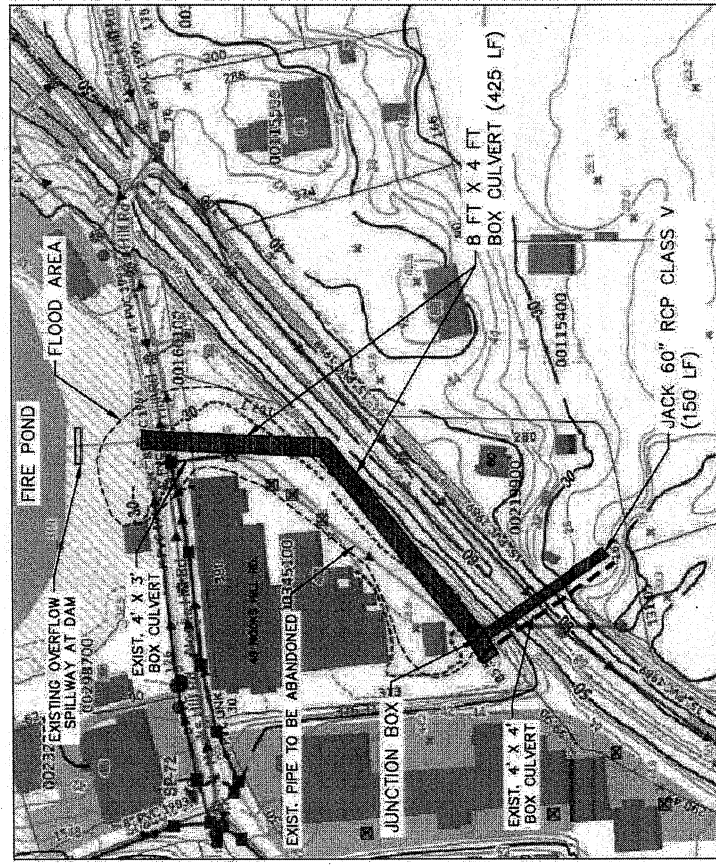
4.5 to 5.0 of rain in 6 hours

Classified as 100-year storm event (NOAA Atlas 14 median values)

# Area 2 Nooks Hill

## AREA 2: NOOKS HILL ROAD

1. REPLACE NOOKS HILL RD CROSS CULVERT
2. REPLACE STORM SEWER AT 48 NOOKS HILL ROAD WITH BOX CULVERT
3. JACK 60" RCP UNDER RAILROAD



DRAINAGE AREA = 1.0 SQ. MI.  
100 YEAR FLOW=365 CFS



NOT TO SCALE

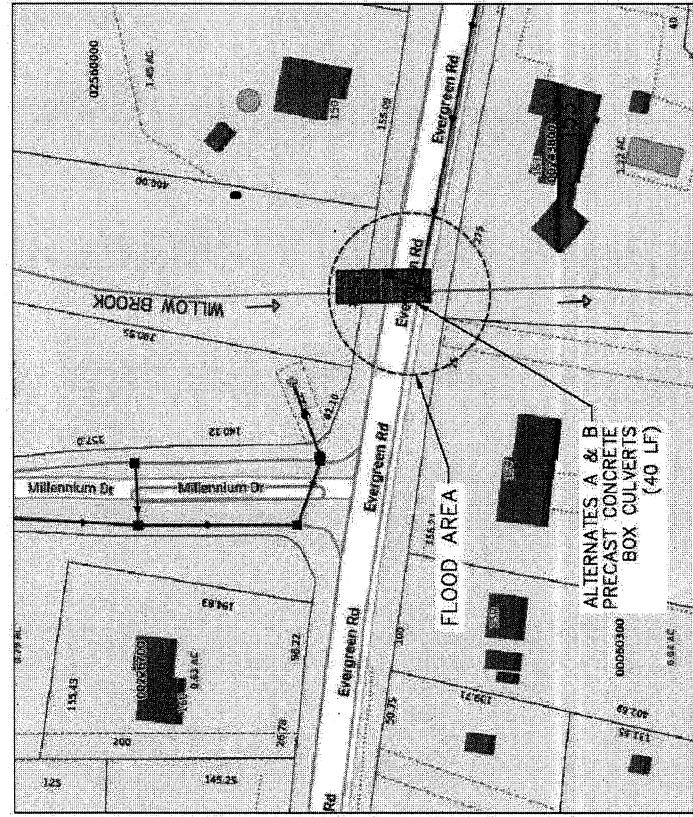
FIGURE 2

**CARDINAL**  
ENGINEERING ASSOCIATES  
200 WILSON AVENUE, SUITE 200  
407 WILSON RD | LITCHFIELD, CT 06026-9977-2000

**CARDINAL**  
ENGINEERING ASSOCIATES

**AREA 3: WILLOW BROOK CULVERT, EVERGREEN ROAD**

ALTERNATE B: PRECAST CONCRETE BOX CULVERT 6 FT X 5 FT (25 YEAR STORM)



DRAINAGE AREA=159 AC  
50 YEAR FLOW=301 CFS

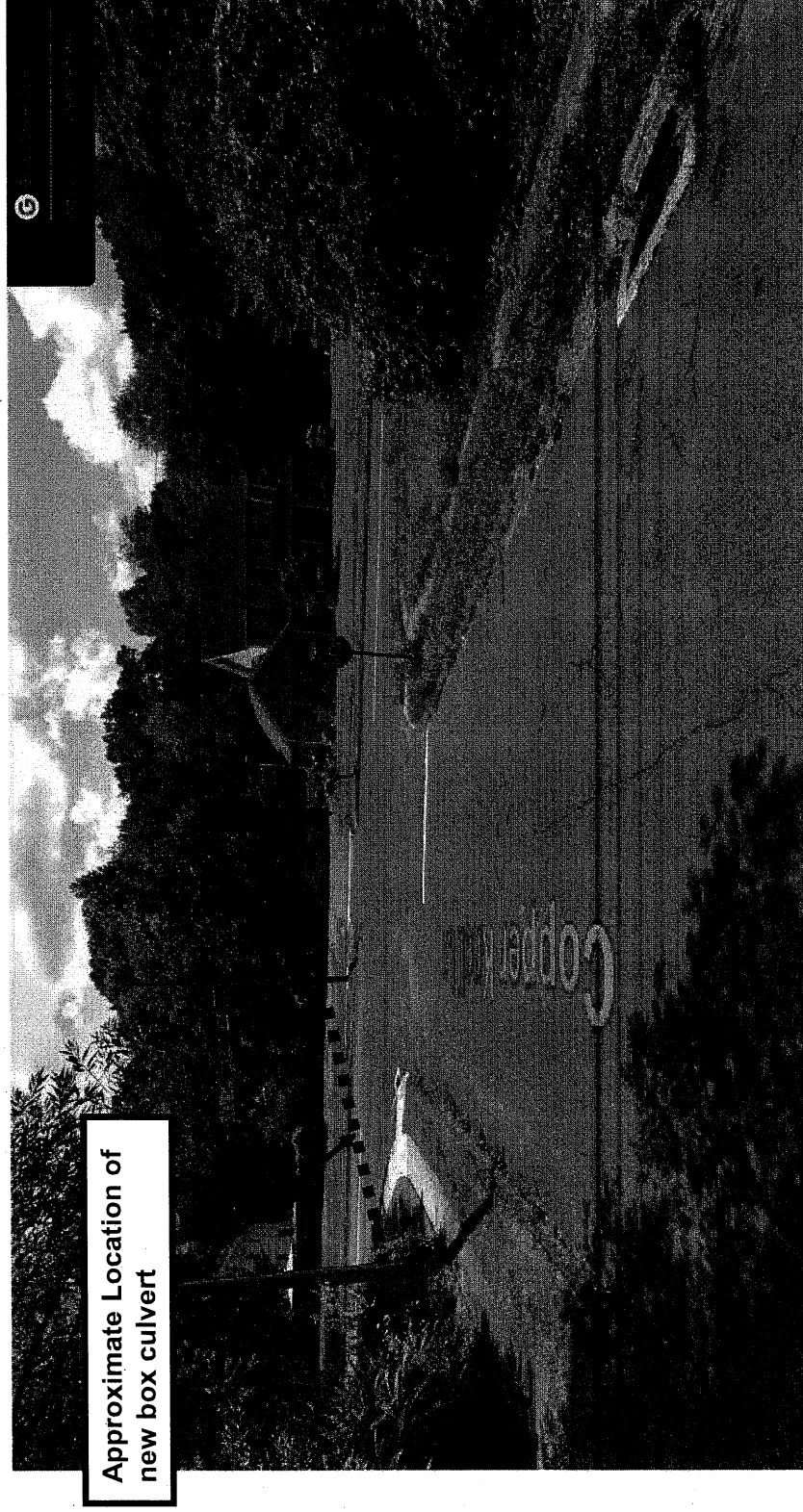
**NOT TO SCALE**

**CARDINAL**  
**ENGINEERING ASSOCIATES**  
200 HUNTER HILL PARKWAY, SUITE 200, CT 06455-2000  
487 BENTLEY RD. | LITCHFIELD, CT 06034-5074-5074

**FIGURE 3**

**CARDINAL**  
**ENGINEERING ASSOCIATES**

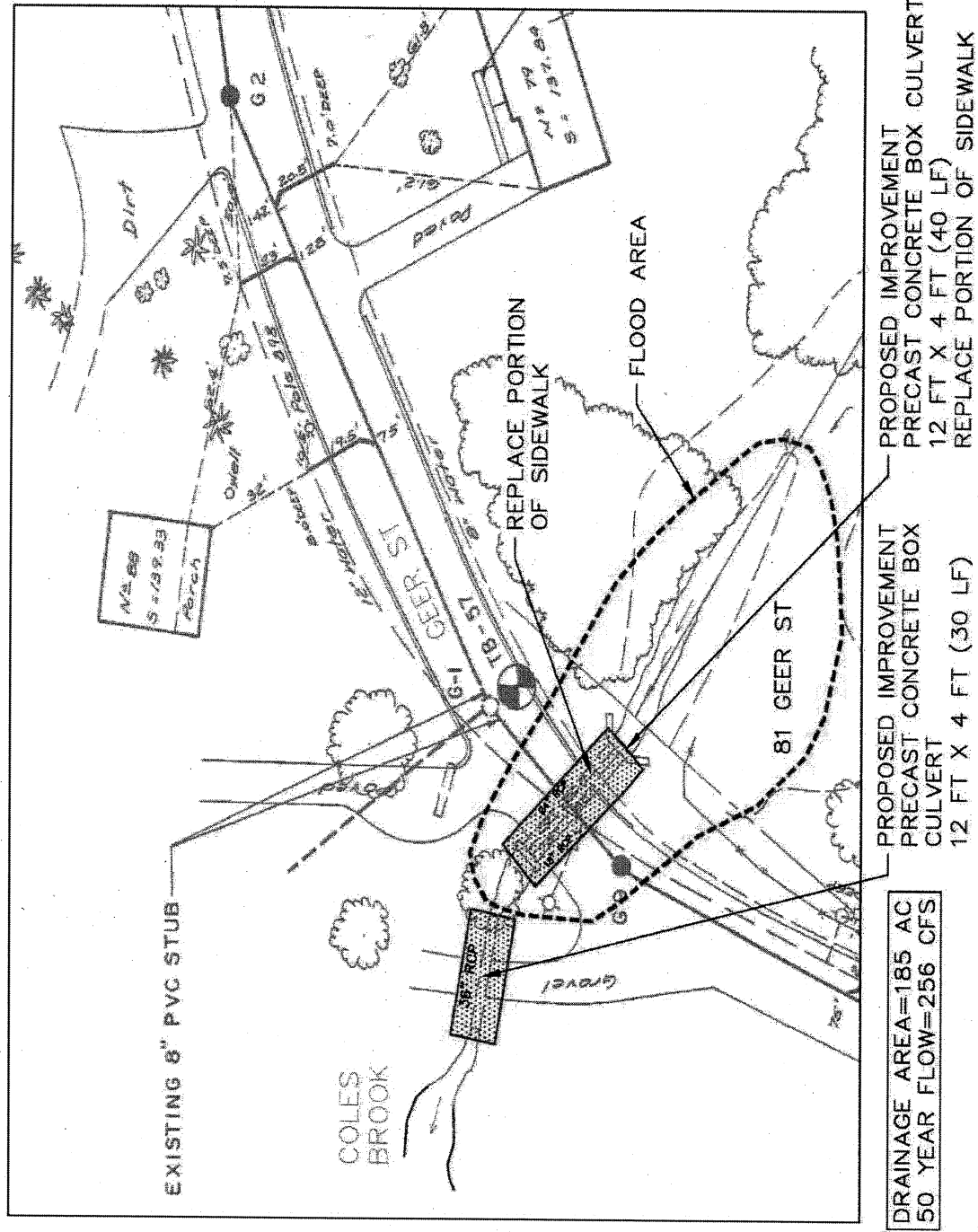
## Area 4: Copper Knoll Drive/Evergreen Rd



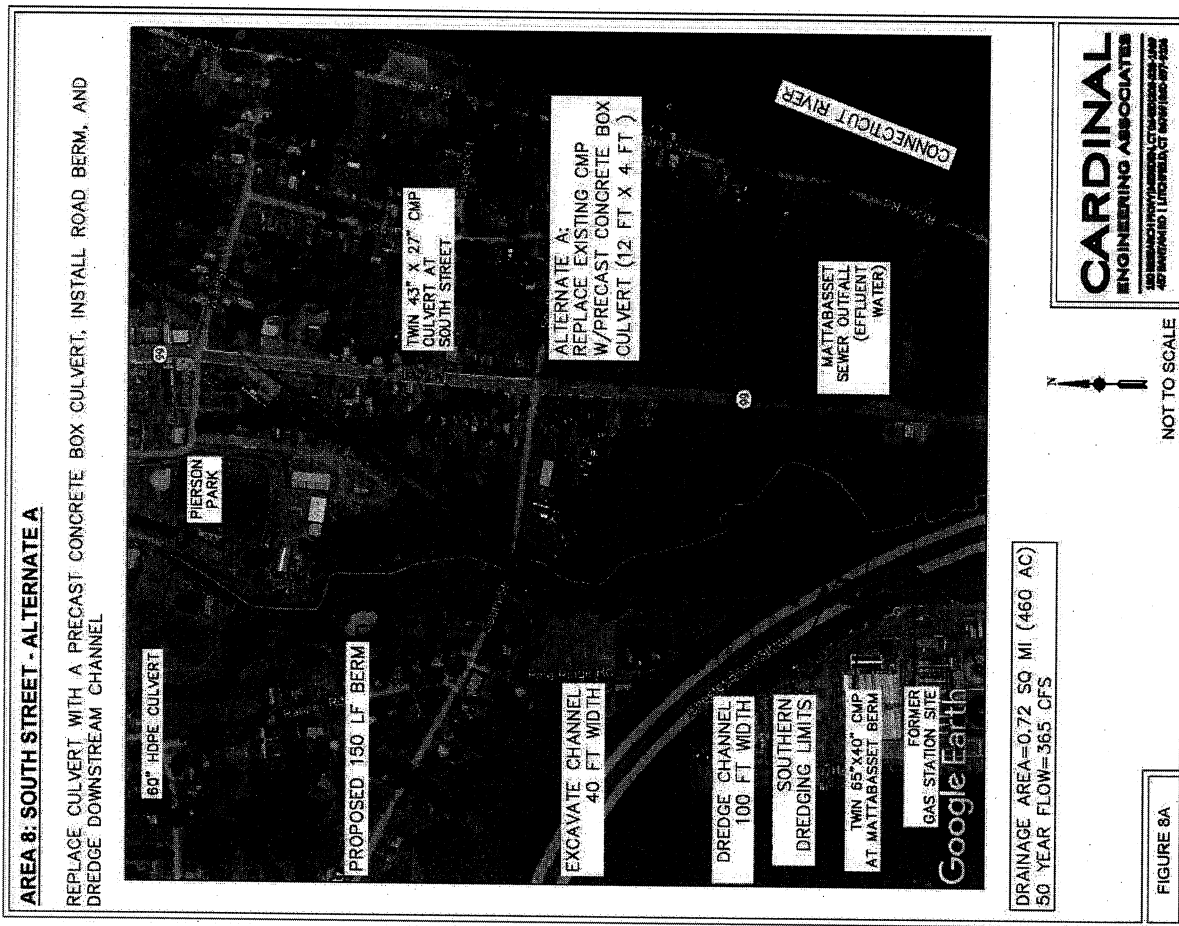
Looking at Copper Knoll/Evergreen Rd Intersection

- Discharge to existing Summer Brook Road discharge point
- Discharge downstream of Evergreen Culvert

# Area 5 Geer St



# Area 8 South Street Alternate A

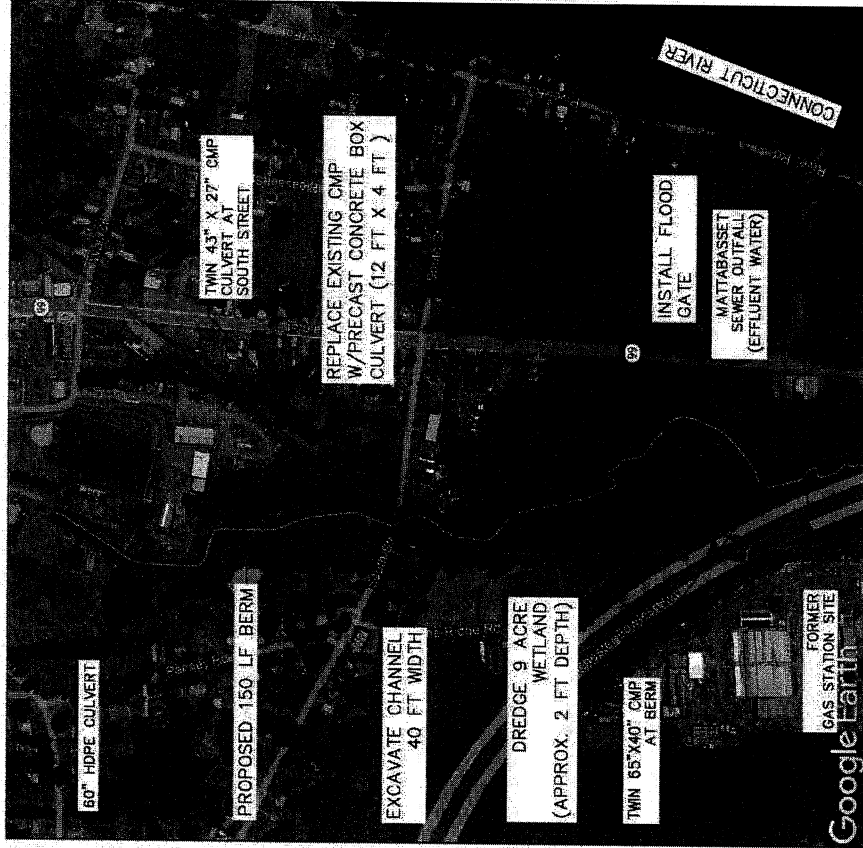




# South Street Alternate B

## AREA 8: SOUTH STREET - ALTERNATE B

REPLACE EXISTING CULVERT WITH A PRECAST CONCRETE BOX CULVERT, DREDGE ENTIRE WETLAND AREA UP TO 2 FT DEEP, INSTALL FLOOD GATE.



DRAINAGE AREA=0.72 SQ MI (460 AC)  
150 YEAR FLOW=365 CFS



NOT TO SCALE

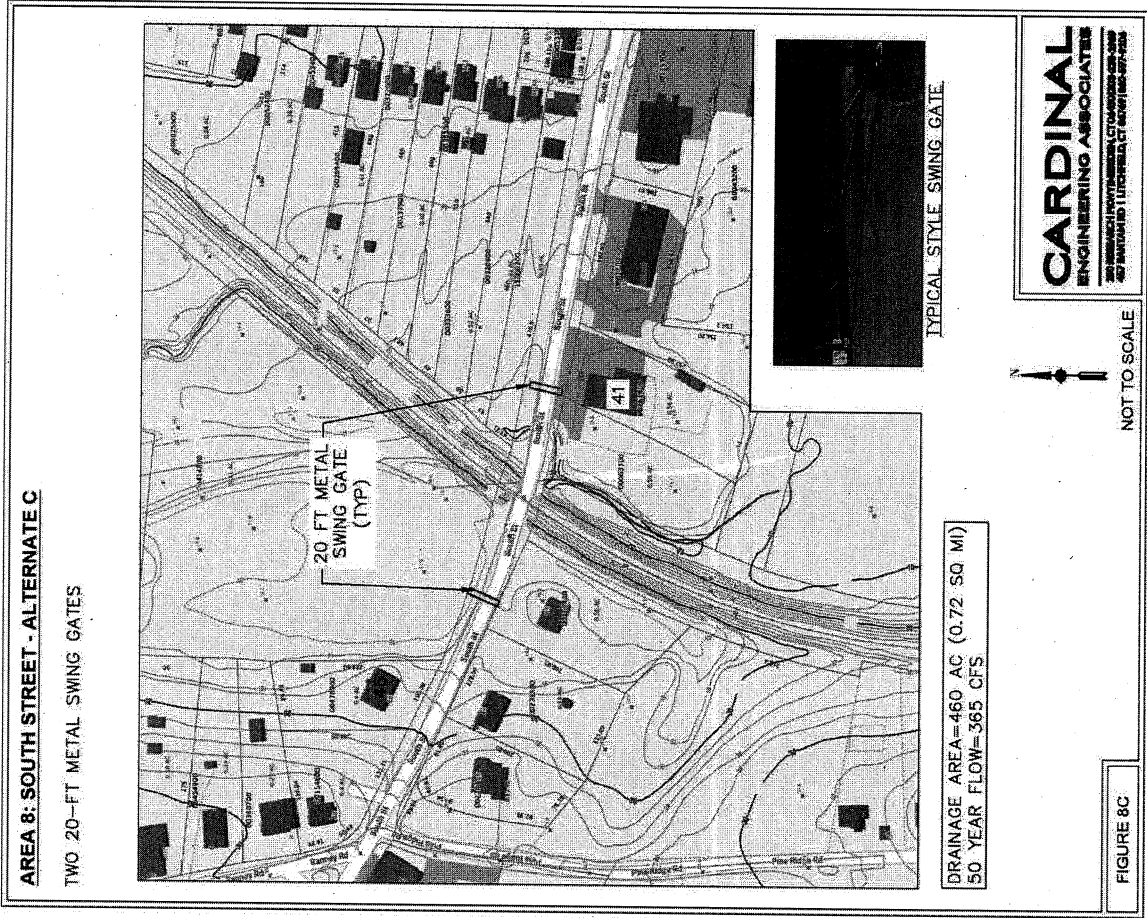
FIGURE 8B

**CARDINAL**  
ENGINEERING ASSOCIATES

200 WASHINGTON STREET, SUITE 200  
LITCHFIELD, CT 06026-1000  
TEL: 860.261.1000 FAX: 860.261.1001

**CARDINAL**  
ENGINEERING ASSOCIATES

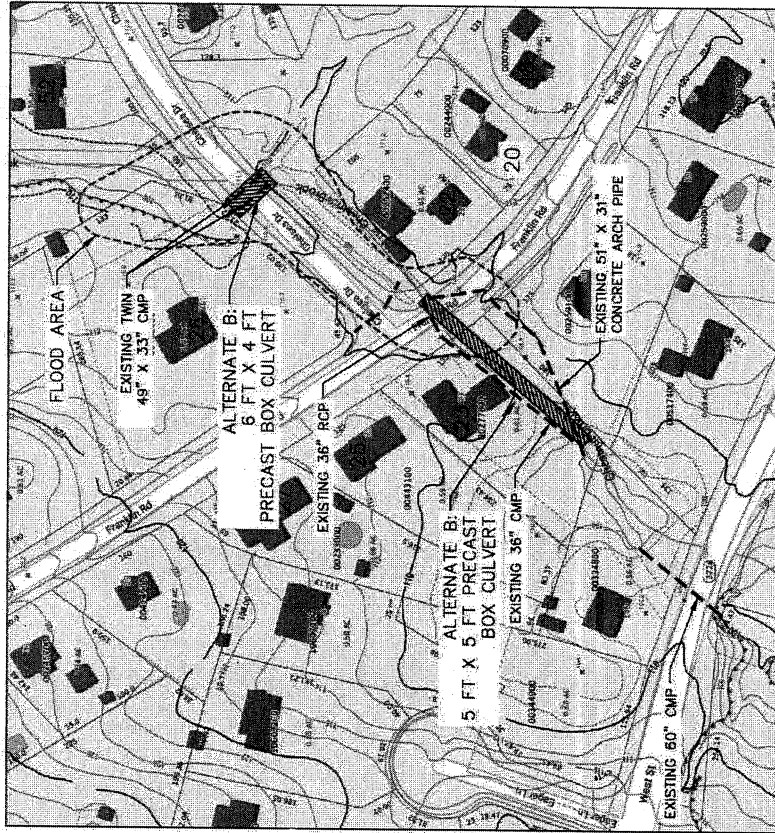
# South Street Gate Alternate



# Area 9 Franklin Road

## AREA 9: FRANKLIN ROAD & CHELSEA DRIVE CULVERT - ALTERNATE B

REPLACE FRANKLIN ROAD CULVERTS WITH A 5 FT X 5 FT BOX CULVERT AND REPLACE CHELSEA DRIVE CULVERTS WITH A 6 FT X 4 FT BOX CULVERT.



DRAINAGE AREA=418 ACRES, (0.61 SQ MILES)  
50 YEAR FLOW=185 CFS



NOT TO SCALE

FIGURE 9B

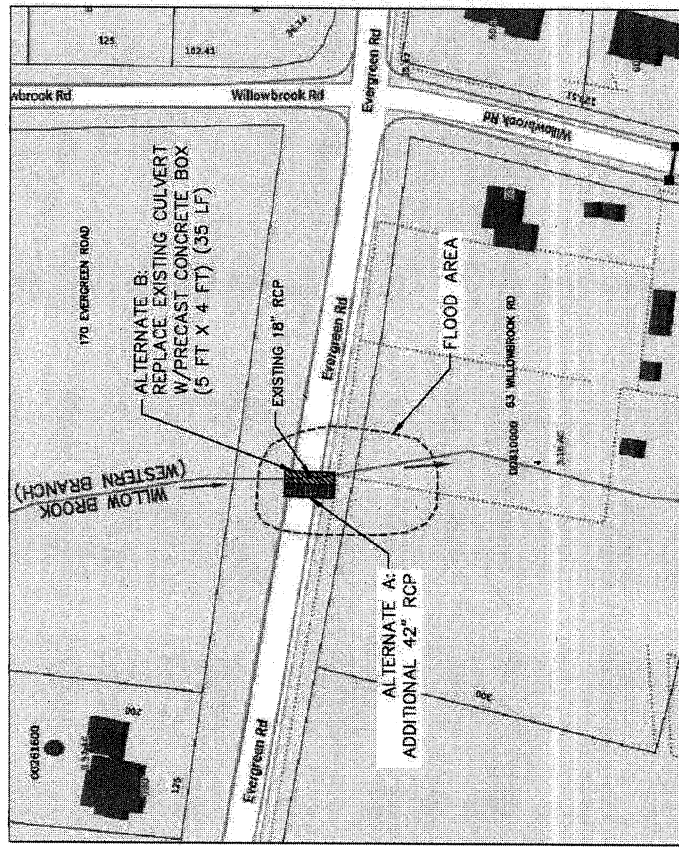
**CARDINAL**  
ENGINEERING ASSOCIATES

3000 UNIVERSITY AVENUE, SUITE 200  
ANN ARBOR, MI 48106-1500  
419-769-1100 / 1-800-441-1100

**CARDINAL**  
ENGINEERING ASSOCIATES

# Area 10 Evergreen at Willowbrook Rd

**AREA 10: WILLOW BROOK CULVERT - 170 EVERGREEN ROAD**  
 ALTERNATE A: ADD 42" RCP IN CONJUNCTION WITH EXISTING 18" RCP (25 YEAR CAPACITY)  
 ALTERNATE B: REPLACE RCP W/PRECAST CONCRETE BOX CULVERT 5 FT X 4 FT (50 YEAR CAPACITY)



DRAINAGE AREA = 90 ACRES  
 50 YEAR FLOW=120 CFS



NOT TO SCALE

FIGURE 10

**CARDINAL**  
 ENGINEERING ASSOCIATES  
 10000 170TH AVE, SUITE 100, BURNING WOOD, MN 55305  
 (612) 895-1100 FAX (612) 895-1101

**Citizen's Comments- Town of Cromwell CT Town Council Meeting August 9, 2023**  
**James Rude, 25 Highridge Road**

---

I observed the BerryDunn presentation and read the "Cultural Assessment" report. It is clear that significant change is necessary.

I encourage the Town Council to move quickly to adequately fund, in a timely manner, the implementation of the recommendations contained in the report- many of which relate to basic functions of any organization. Of note:

>"current employee handbook is dated 2007, was last revised in 2009, and predates the current Council/Manager form of government" and

>"last changes to job descriptions may have been in 2002"

Key findings and recommendations are clearly delineated. Of significance is the need for a separate Human Resources leader. A detailed workplan with realistic completion deadlines is required, including ongoing periodic & public status reporting.

Two report findings are particularly disquieting.

>"BerryDunn observed two monitors with closed-circuit live feeds from Town buildings and parking areas are continuously displayed in the town manager's office" and

>"Examples were provided of the town manager's style and behavior negatively impacting perceptions of his openness...", referred to in BerryDunn's oral presentation as the Town Manager's "demeanor"

The tone set at the top of any organization usually pervades the entire organization. Cultural change must start at the top and be embraced by all leadership personnel in order to be successful. The American Psychological Association defines the noun trust as "reliance on or confidence in the dependability of someone or something" and defines the verb trust "to have trust in someone or something". The Town Council, the Town Manager and all Town employees need to proactively move the organization's culture forward to improve organizational trust. And Cromwell voters need to hold the Town Council accountable.

Thank you.



## **Town of Cromwell Office of the Town Manager**

Nathaniel White Building  
41 West Street  
Cromwell, CT 06416

---

Anthony J. Salvatore, Sr.  
Town Manager

Phone: (860) 632-3412  
Fax: (860) 632-3435

To: Town Council

From: Anthony J. Salvatore  
Town Manager

RE: Pension Plan

August 9, 2023

The Pension Board met this morning and discussed a request from a Town employee to change the vesting in the Pension Plan. After discussion, the Pension Board is recommending reducing the vesting from 10 years to 5 years and changing early retirement from age 55 and 15 years to age 55 and 10 years. The Pension Board perceives this as a retention tool in keeping employees.



# Memo

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

---

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

I appreciate your attention and consideration to this request.



## Chapter 54. Retirement Plan

### Article V. Benefits

#### § 54-16. Early retirement option.

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

ARTICLE VII  
Termination of Employment

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

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

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

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



Attachment #

## Town of Cromwell Office of the Town Manager

Nathaniel White Building  
41 West Street  
Cromwell, CT 06416

Anthony J. Salvatore, Sr.  
Town Manager

Phone: (860) 632-3412  
Fax: (860) 632-3435

# Memo

**TO:** Mayor and Town Council

**FROM:** Anthony J. Salvatore, Town Manager

**DATE:** August 9, 2023

**RE:** Town Manager's Response to BerryDunn's Organizational Culture Assessment and Prioritized Recommendations

---

### Table 4.1.1: Findings and Recommendations by Category: Fiscal Transparency and Collaboration

1. Develop a standard departmental budgeting process that provides department supervisors and managers an opportunity to review and provide feedback about the department budget before it is submitted to Town Council.

a. The purpose of this recommendation is to ensure all levels of staff have an input in the annual budget process and to ensure their concerns are heard. Supervisors and managers must seek input from staff in adherence to this recommendation.

*In preparation of Department Heads compiling their department's budget, they always consult with their staff. For example, it would not be possible for the Police Department or the Public Works Department to prepare a budget without addressing the needs expressed to them by their staff.*

*There is no limitation for Department Heads to give budget presentations to the Town Council. In consultation with Mayor Faienza, it was decided that we did not need every department head to be present. They were and are always welcome to come and speak but it was and is not mandatory. We felt that the Police and Public Works Departments*

*should attend to answer any questions and any other departments that I felt would be necessary but it is ultimately up to the Town Council if they want them to be present.*

2. Establish and implement an annual budgeting process that requires all Town department heads' to be invited to the Town's public budget meetings.

a. The purpose of this recommendation is to support a culture of transparency and collaboration.

*The Town does have a standard departmental budgeting process that provides department supervisors and managers an opportunity to review and provide feedback on their department budgets before they are submitted to Town Council. Prior to meeting with the Town Manager and Director of Finance, department heads meet with their staff to determine departmental needs. The budgeting process is clearly outlined in the Town Charter, Article VIII Annual Budget and Financial Procedures, Sections 8.02 and 8.03.*

3. Develop and implement a standard performance evaluation process for all employees. a. The purpose of this recommendation is to support personal and professional growth, enable employees to reach their full potential, establish a culture of productivity and achievement, and foster a collaborative work environment.

*This is something the Town would consider doing. However, it has to be negotiated with each Union before this could be implemented.*

4. Develop and distribute a statement regarding the Town's support of family member employment and clarify the exceptions.

a. The purpose of this recommendation is to clarify the Town's hiring policies regarding the employment of family members.

*The Town has a nepotism policy which has always been included in the Employee Handbook. It also was recently included in the updated Employee Handbook. In addition, in 2016, a legal opinion was obtained and shared regarding this policy and it was concluded that the Town was not in violation of the policy.*

5. Assign all Town employees and Town Council members the State of Connecticut's Ethics online course, or similar, as required training with disciplinary implications if not completed by the due date. It is strongly recommended council members also each complete the same training that employees complete.

a. The purpose of this recommendation is to guide the council and employees in making choices that align with the organization's principles and are in the best interest of the residents.

*Town employees are required to participate in the Culture of Civility Creating a Harassment Free Workplace (CT) which includes a section on Ethics. With regards to*

*Town Council members, the Town may request that Council members take the State of Connecticut Ethics online course, however, it cannot be mandated.*

6. Distribute finalized job descriptions to current employees and establish a distribution process for new employees.

a. The purpose of this recommendation is to ensure all stakeholders understand job roles and descriptions and have access to the same information.

*Job descriptions have been sent to the Unions and to all Department Heads. The Department Heads will provide their staff with a copy of the updated job descriptions. All job descriptions will be kept on file in the Town Manager's and Human Resources Office.*

7. Standardize a definition and process for setting policy (obtaining council input when appropriate), procedures, and establish a consistent method for sharing updates and accessing.

*Town Charter Section 4.02 Personnel System states that Town Council shall provide for the establishment, regulation and maintenance of a system governing personnel policies for effective administration of the departments of the Town.*

*Policies are approved by the Town Council. Therefore, it is already established Town Council input is required. Procedures and guidelines are prepared by administrators or department heads. Historically, the Town Manager's Office sends an email to all employees when a new policy has been established. Likewise, within individual departments for procedures and guidelines from their Directors. Moving forward, all existing and new policies will be added to the Employee Resources Shared Drive in addition to being emailed.*

8. Explore whether all existing policies and procedures are immediately available to all employees and have been updated within the last twelve months.

*All existing policies are available to employees in the Employee Handbook. All future employees will receive a copy of the Employee Handbook. Additionally, the Employee Handbook including all policies is located on the Employee Resources Shared Drive.*

*If there is a guideline or procedure written by the Town Manager, it will also be sent to employees and will be placed in the Employee Resources Shared Drive.*

a. The purpose of these recommendations is to streamline a procedure and processes for establishing policy, requiring council input, and disseminating policies in a consistent format for access and accountability.

*See above response to #8.*



9. Review and explore a staff IT position. a. The purpose of this recommendation is to ensure the Town has access to the support, tools, and equipment they require to do their jobs.

*The Town does not have internal IT staff. IT services are provided by a consultant. However, the consultant's staff member is on-site Mondays, Wednesdays, and Fridays of each week.*

*At budget time, we can explore looking at alternatives to IT as well as expanding the services currently provided.*

10. Establish process for equitable staff development of employees across departments and job types. a. The purpose of this recommendation is to ensure all staff have access to continuing professional education opportunities and development opportunities to allow growth and progress.

*The union contracts allow for a specified amount of tuition reimbursement for each employee. Department Heads are also encouraged to send staff members to training funded by their department budgets.*

11. Clarify required and preferred training and certifications by position. Include required training and certifications in job descriptions. Work with department heads to confirm certifications and trainings that would be beneficial to the position.

a. The purpose of this recommendation is to ensure staff understand the required trainings and certifications they can receive for their position.

*The Town currently encourages staff members to obtain certifications and trainings. For example, in the Town Clerk's Office, Tax Office, and Assessor's Office, employees are encouraged and some employees are even required to become certified or licensed. The required certifications or licenses are outlined in job descriptions.*

12. Establish and distribute an accurate organizational chart to all employees that includes employee names and titles. Establish a process to distribute the organizational chart to new employees. (Police Department names and roles may be omitted.) a. The purpose of this recommendation is to ensure staff know their organization structure and to ensure a proper and known escalation and reporting process.

*We do have an organizational chart that is included in budget books under each department and can be cross referenced by position to employee titles. We will explore adding an organizational chart to the Employee Handbook.*

#### **Table 4.1.3: Findings and Recommendations by Category: Leadership Development**

1. Explore, develop, and implement a plan for Town leadership succession, including a leadership development curriculum.

a. The purpose of this recommendation is to ensure staff know leadership and position succession, to ensure a consistent process for succession, and to ensure new leaders have the skills and knowledge necessary to properly execute their assigned duties and responsibilities.

*Since BerryDunn used the Town Manager as an example, there is an entire section within the Charter, Article III, Section 3.01 that addresses the process for which the Town Manager position would be filled in the event that position became vacant.*

*For all other positions, individual department heads are encouraged to bring staff along for advancement within their respective departments.*

2. Explore the Town Manager's affiliations to organizations, such as the ICMA, whose purpose is to create excellence in local governance by developing and fostering professional local government management worldwide. a. The purpose of this recommendation is to give the Town Manager access to benefits such as 1-on-1 coaching with ICMA Coach Connect and to improve understanding of management.

*We will explore this.*

3. Publish and distribute the Town's current mission to all employees. Develop the town's core values collaboratively with all employees. a. The purpose of this recommendation is to establish a shared framework and a common understanding of what the organization stands for and how it operates.

*The Town will be utilizing BerryDunn to assist in creating a mission statement for the Town outlining where we are, where we see ourselves and how we will get to where we want to be. This will be added to the Employee Handbook and to the Employee Resources Shared Drive.*

#### **Table 4.1: Findings and Recommendations by Category: Organizational Excellence**

1. Create a Town strategic plan involving employees, council members, and external stakeholders including Town boards, committees, and commissions. a. The purpose of this recommendation is to develop a plan prioritizing the Town's strategic objectives to enable employees at all levels to align their efforts and make informed decisions that support the organization's overall direction.

*The purpose of the budget books is greater than just outlining the budget. They layout many of the town's plans for the future as dictated by the Charter. Included in the book is the 5-year Capital Plan which outlines many of the town's future projects. Also, in the book are the goals and objectives for the departments and for economic development outlook. The Town Council sets a series of goals and objectives for the Town Manager every year.*

*This is published in the minutes of the Town Council, and the Town Manager has monthly staff meetings to discuss these and have overall discussions on how things are going.*

2. Establish a consistent and available online location for Town employee resources, including policies, procedures, memos, and announcements. a. The purpose of this recommendation is to ensure necessary and important information is accessible to all Town employees at any time and for public record purposes.

*The Town has an Employee Shared Drive which all employees can access and contains almost all suggested information. Memos to all employees have been added to the Employee Shared Drive.*

3. Explore, at least once annually, the collaboration of the Town and Town management, incorporating feedback of key stakeholders, such as impacted commissions, boards, and the public. a. The purpose of this recommendation is to ensure collaborative efforts regarding municipal operations are collectively understood by Town stakeholders/constituents.

*Currently, we receive feedback through Citizen Comments in public meetings, the Town Website, social media, etc. We will continue to explore additional means for obtaining feedback.*

4. Establish communication guidelines collaboratively by and for council members and Town employees. a. The purpose of this recommendation is to collaboratively establish and clarify formal communication etiquette for all Town employees to adhere to.

*This is addressed within the Town Charter under Article II, Section 2.05 (b) Interference with Administration. In addition, this has been communicated to the Town Council both verbally and in writing. Members of the Town Council still continue to stray from these guidelines.*

5. Explore methods to collect resident and business feedback about Town service levels. a. The purpose of this recommendation is to establish a quantifiable benchmark by which the Town can measure performance improvement.

*Currently, we receive feedback through Citizen Comments in public meetings, the Town Website, email, social media, etc. We will continue to explore additional means for obtaining feedback.*

#### **Table 4.1.5: Findings and Recommendations by Category: Regulatory Risk**

1. Review and maintain a continuous review process for the current Safety Program for regulatory compliance. a. The purpose of this recommendation is to ensure the safety of all employees.

*The Town has a Safety Committee comprised of both management and staff in accordance with C.G.S. 31-40v. The Safety Committee meets five times per year. The*

*Committee reports on new injuries and they discuss any hazards on town property and ways to rectify them. The Committee also discusses safety drills such as fire drills.*

2. Explore the opportunity for a full-time Human Resources Manager position separate from the Town Manager. a. The purpose of this recommendation is to ensure staff have private access to an available, knowledgeable HR professional who can answer questions, address employee issues, and to escalate any issues to the Town Manager.

*The Town had an HR Director in the past. That position was taken out of the Charter and duties were given to the Town Manager. The Charter does allow for the Town Manager, upon approval, to create various HR positions in which we have. All Job descriptions have been distributed to department heads.*

*Currently the Town has three knowledgeable and resourceful employees that are able to assist with questions and concerns pertaining to Human Resources: the HR Generalist, the Executive Assistant in HR, and the Senior Executive Assistant to the Town Manager.*

*It has always been the intent to include and encourage staff involvement and this has been conveyed to department heads at monthly staff meetings. I believe that this is demonstrated in the assortment of programs and projects that the individual departments have been able to offer to our residents. In closing, I wish to make it clear that I always have appreciated the support of staff and have always stated that our accomplishments are a direct result of a team effort.*

Office of the Chairman  
Workers' Compensation Commission

Capitol Place, 4th Floor Suites  
21 Oak Street  
Hartford, CT 06106

Tel: (860) 493-1500  
Fax: (860) 247-1361

Web Site: <http://wcc.state.ct.us>



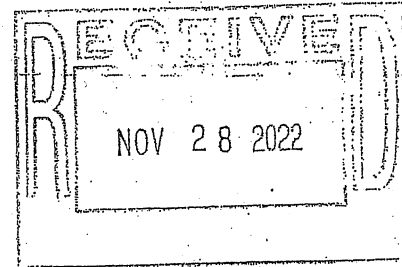
State of Connecticut  
**WORKERS' COMPENSATION  
COMMISSION**

Administrative Law Judges

Stephen M. Morelli, Chairman  
Michelle D. Truglia  
Scott A. Barton  
Peter Mlynarczyk  
Randy L. Cohen  
Jodi Murray Gregg  
Daniel E. Dilzer  
David W. Schoolcraft  
Brenda D. Jannotta  
Carolyn M. Colangelo  
William J. Watson III  
Maureen E. Driscoll  
Pedro E. Segarra  
Toni M. Fatone  
Soline M. Oslena  
Zachary M. Delaney

November 21, 2022

Ms. Sharon Devoe  
Town of Cromwell  
41 West Street  
Cromwell, CT 06416-0189



Re: Safety and Health Committee Audit

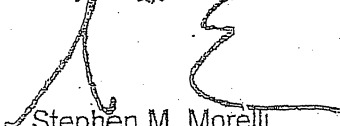
Dear Ms. Devoe:

A visit was made to your facility on November 07, 2022 to review your compliance with the safety and health committee regulations.

Administrative Regulations § 31-40v-1-11 of the Connecticut General Statutes require the establishment of a safety and health committee.

As a result of our review it was determined that your facility was in compliance with the safety and health committee regulations. The Workers' Compensation Commission commends your company for establishing a Safety and Health Committee which makes the workplace safer for all employees. If you should have any questions with regard to these regulations, please feel free to contact us at (860) 493-1500.

Very truly yours,

  
Stephen M. Morelli  
Chairman  
SMM: jjj

## **SAFETY CONCERNS OR SUGGESTIONS?**

### **TELL A MEMBER OF THE SAFETY COMMITTEE**

#### **Committee Members:**

Sharon DeVoe-Finance Director/Chair  
Amanda Calve-Executive Assistant  
Scott Kieras-Recreation Director  
Kara Canney- Library Director  
Laurie Caracòglia-Assistant Town Clerk  
Catherine Jackson-Senior Center Assistant  
Lou Spina-Director Public Works  
Don Quick-Highway Maintainer  
Kevin McKnight-Building Foreman  
Michelle Hodge-Administrative Assistant  
Chief Sifodaskalakis-Chief of Police  
Detective Jason Tolton-Detective

Jason Brade-Fire Chief  
Harold Holmes-Fire Marshall  
Jefferey Joseph-CIRMA



**Calve, Amanda**

---

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

Hi Tony,

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

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

Thank you,  
Sondra

**Sondra Hathaway** | Senior Consultant  
c: 602.380.7231 | [berrydunn.com](mailto:shathaway@berrydunn.com)



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

<Begin message>

Dear Town of Cromwell,

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

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

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

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

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

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

<End message>

# STRATEGIC ♦ PLAN ♦

---

2023-2027



CITY OF  
ST. CHARLES  
ILLINOIS • 1834

# TABLE OF CONTENTS

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

# MESSAGE FROM THE MAYOR

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

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

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

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

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

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

Sincerely,



Lora A. Vitek

Mayor

# WHO WE ARE

## Mission Statement

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



## Vision Statement

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



## Guiding Principles

### EXCELLENCE

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

### ENGAGEMENT AND INCLUSION

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

### SUSTAINABILITY AND RESILIENCE

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

### RESPECT

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

### SENSE OF COMMUNITY

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

### STEWARDSHIP AND ACCOUNTABILITY

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

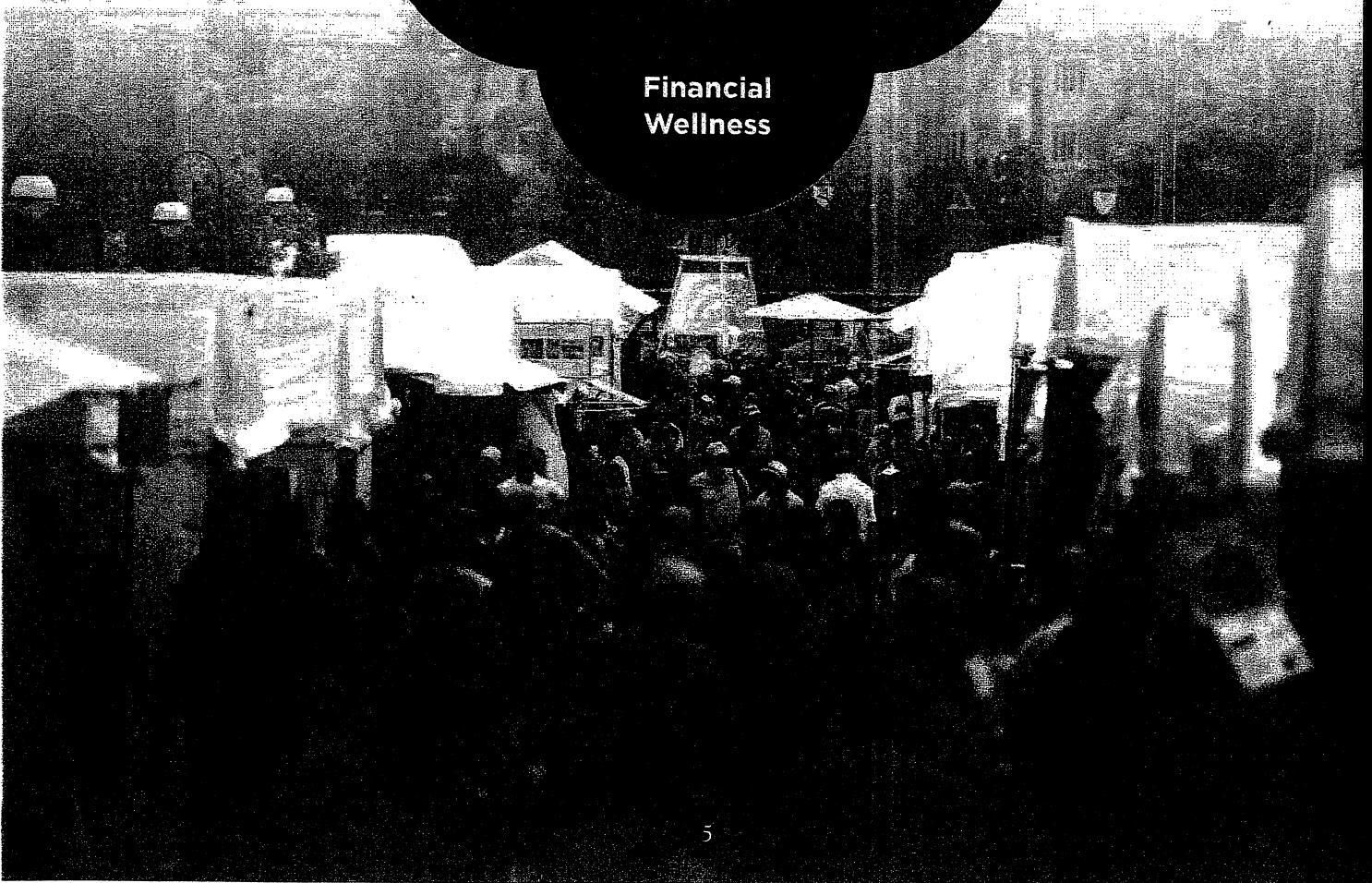


# PLAN AT A GLANCE

## What is a Strategic Plan?

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

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



An aerial photograph of a coastal area, showing a road, buildings, and a body of water. The image is dark and grainy, with some structures visible along the shoreline.

BALANCED AND THOUGHTFUL DEVELOPMENT

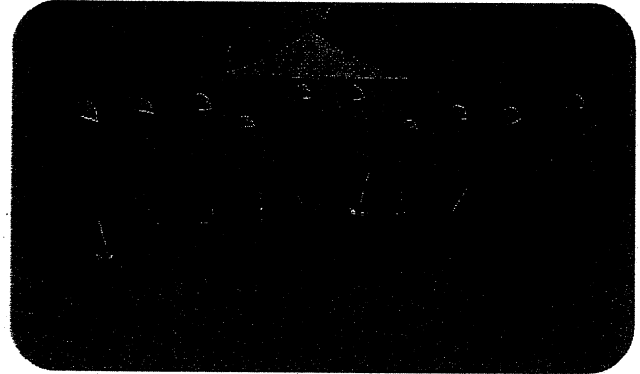
# STRATEGIC PRIORITY 1

## BALANCED AND THOUGHTFUL DEVELOPMENT

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

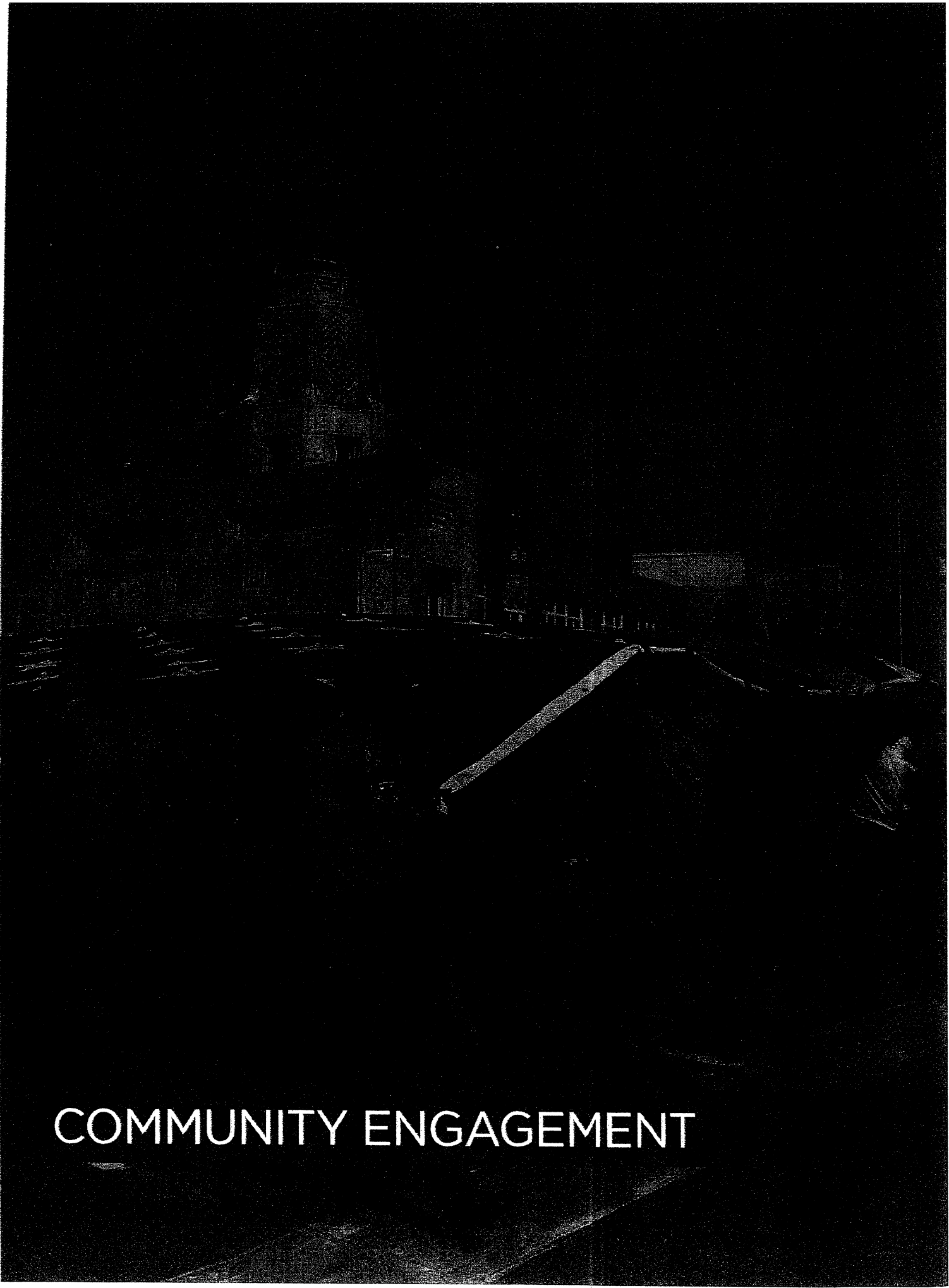
### STRATEGIC GOALS

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



### OUTCOME OBJECTIVES

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



# COMMUNITY ENGAGEMENT

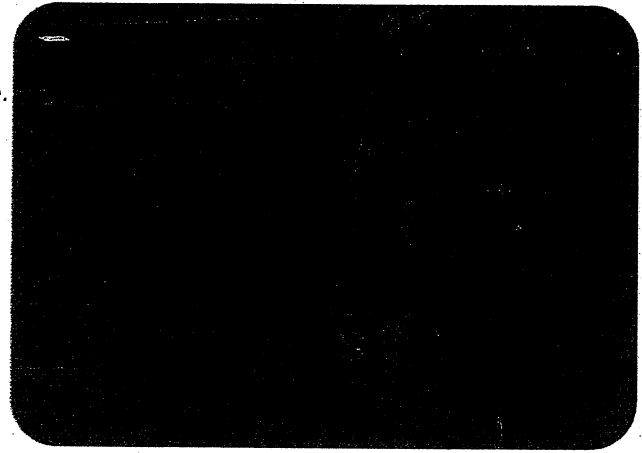
# STRATEGIC PRIORITY 2

## COMMUNITY ENGAGEMENT

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

### STRATEGIC GOALS

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



### OUTCOME OBJECTIVES

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



# ORGANIZATIONAL RESILIENCY



# STRATEGIC PRIORITY 3

## ORGANIZATIONAL RESILIENCY

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

### STRATEGIC GOALS

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

### OUTCOME OBJECTIVES

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



# FINANCIAL WELLNESS

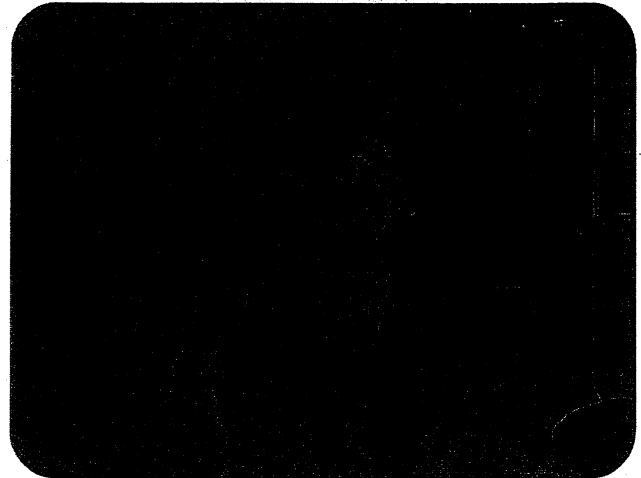
# STRATEGIC PRIORITY 4

## FINANCIAL WELLNESS

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

### STRATEGIC GOALS

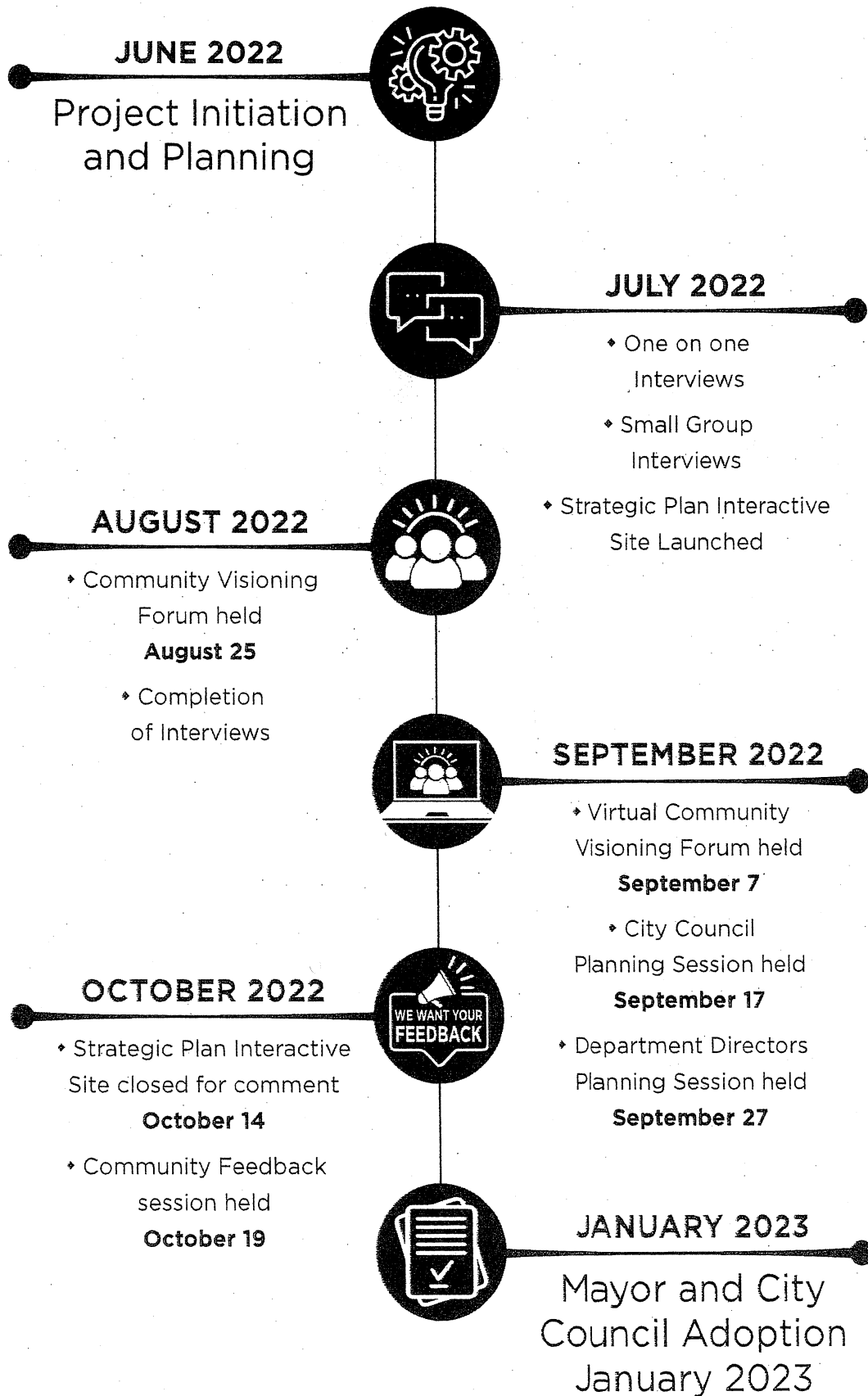
- ♦ Ascertain appropriate level of annual revenues needed to fund the City's core capital project programs with ongoing revenue sources.
- ♦ Evaluate and implement utility rates that provide the resources necessary to fund improvements to the City's water, sewer, and electric utility systems.
- ♦ Evaluate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



### OUTCOME OBJECTIVES

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

# PROJECT TIMELINE



# ACKNOWLEDGEMENTS

This strategic plan is the result of the combined efforts of our City's residents, elected officials, employees and stakeholders.

The City of St. Charles would like to thank all those who participated in the months-long process of providing knowledge and insights while also expressing gratitude to the BerryDunn consulting team for providing direction and expertise throughout the various stages of the process.



## Elected Officials

Mayor • Lora Vitek

Ronald Silkaitis • Ward 1	Bill Kalamaris • Ward 1
Rita Payleitner • Ward 2	Ryan Bongard • Ward 2
Todd Bancroft • Ward 3	Paul Lencioni • Ward 3
David Pietryla • Ward 4	Bryan Wirball • Ward 4
Ed Bessner • Ward 5	Steve Weber • Ward 5



## City Leadership

Heather McGuire • City Administrator

Derek Conley • Director of Economic Development

Russell Colby • Director of Community Development

Larry Gunderson • Director of Information Services

Bill Hannah • Director of Finance

James Keegan • Police Chief

Jennifer McMahon • Director of Human Resources

Peter Suhr • Director of Public Works

Scott Swanson • Fire Chief



## BerryDunn Consulting Team

Seth Hedstrom • Principal

Shannon Flowers • Project Manager and Facilitator

Maddi Powers • Facilitator

Attachment J



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

8/3/2023

Anthony Salvatore  
Manager  
Town of Cromwell, Connecticut

Dear Anthony:

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

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

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

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

Sincerely,

Michele Mark Levine  
Director, Technical Services