

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

Wednesday, March 13, 2024 - 7:00 p.m.

Present: Mayor James Demetriades, Brian Bonneau, Stacy Dabrowski, Jack Henehan (via telephone), Paula Luna, Al Waters

Absent: Julia Aurigemma

Also Present: Town Manager Salvatore, Finance Director Sharon DeVoe, Town Engineer Jon Harriman, Chief of Police Sifodaskalakis, Public Works Director Lou Spina, Assessor Shawna Baron

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

The Council stood to recite the Pledge of Allegiance.

C. APPROVAL OF AGENDA

MOTION made by B. Bonneau and **SECONDED** by P. Luna to add Item M. 3.

Discussion and possible action on the water bill for Little League.

All in favor.

MOTION made by A. Waters and **SECONDED** by P. Luna to add Item P. 3. M. Thomas Foran, LGBTQ Commission, regular member for a term expiring 4/1/2026 and to add Item P. 3. N. Pola Filakoff, regular member for a term expiring 4/1/2026.

All in favor.

MOTION made by A. Waters and **SECONDED** by P. Luna to approve the amended agenda.

All in favor.

D. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS

1. Mattabassett Budget Presentation

Executive Director Art Simonian and John Dunham were in attendance to present the Mattabassett Budget.

The Town Council then had the opportunity to ask any questions regarding the budget.

E. MAYOR'S COMMENTS

Mayor Demetriades presented his report, the letter from signed by himself, Board of Education and Board of Finance Chairpersons regarding CNR Requests and he summarized his comments and proposal to the Board of Education regarding the harassment, racism, and bullying issues. See Attachment A.

F. TOWN MANAGER'S COMMENTS

The Town Manager's report was included in the agenda packet. He provided the following updates in addition to his report:

- Rosey Leonardo in the HR Office is developing and putting together an employee recognition program retro back to July 1, 2023 to recognize employees for their years of service in 5-year increments.
- He attended a meeting this week regarding the Children's Coalition's Memorial Day Car Show. They are proposing the location be changed to Pierson Park. Town Staff is working out the details to make it possible.

G. TOWN COUNCIL LIAISON REPORTS

Councilman Waters reported that he attended the Historical Society Meeting. He did not attend the Senior Advisory Commission meeting, but he did go to Covenant Living looking for volunteers for the Senior Center. He gave a presentation and left a packet for those interested in volunteering and provided them with the contact information for Social Services Director Amy Saada and the Senior Center.

Councilwoman Luna attended the Library Commission meeting and had nothing to report.

Councilman Bonneau attended the Fire District meeting. He explained that they are looking to change the system for their traffic lights. He also mentioned that at their meeting, they expressed interest in purchasing from the Town, the 25X20 foot piece of land where they sell Christmas trees. After a brief conversation, the Town Manager said he would discuss this with the District.

H. FINANCIAL/FINANCE DIRECTOR'S UPDATE

1. Budget Report

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

2. Discussion and Approval of appropriation for the 2024 DUI Law Enforcement Grant in the amount of \$13,789.49 (100% reimbursable).

Chief Sifodaskalakakis was in attendance to answer any questions of the Town Council regarding this request.

MOTION made by B. Bonneau and **SECONDED** by J. Henehan to approve the appropriation for the 2024 DUI Law Enforcement Grant in the amount of \$13,789.49. **All in favor.**

3. Discussion and Approval of appropriation in the amount of \$136,000 for the Section 5310 DOT Grant for a handicap accessible vehicle (80% reimbursable)

See Attachment B for supporting information provided to the Town Council.

MOTION made by P. Luna and **SECONDED** by A. Waters to approve an appropriation in the amount of \$136,000 for the Section 5310 DOT Grant for a handicap accessible vehicle.

All in favor.

4. Tax Refunds

MOTION made by A. Waters and **SECONDED** by J. Henahan to approve Tax Refunds #1-3.

All in favor.

I. CHIEF OF POLICE'S UPDATE

Chief Sifodaskalakis was in attendance to present his report to the Town Council. In addition to his report he provided the following information:

- He and the Town Manager went to POST this morning where the Police Department received a Tier 1 award.
- He informed the Council that on 3/28 Sergeants Carlson and Parsons will be awarded the American Red Cross Life Saving Award in the Community Room at the Police Department. He invited the Council to attend.
- He informed the Council that Texas Roadhouse surprised the Police Department with dinner last night. It was great gesture and they were grateful.

J. PUBLIC WORKS DIRECTOR'S UPDATE

Public Works Director Lou Spina was in attendance to present his report. He added the following update:

- The Public Works Department is in Spring mode. They have been busy cleaning up after the winter. They are working on getting all the fields and venues ready for the season.

K. CITIZEN COMMENTS

Rich Waters, 84 South Street expressed that installing the gate across both sides of the trestle is a dangerous thing to do, sometimes ambulances go through there. He said we have had signs there for many years, why spend \$9,000 on the gate? It will cost less money for someone to continue to put the signs up as needed. He questioned why the roads have been paved all the way to the Town Manager's house when there are other roads that need paving and have not been paved yet. He said many of those roads would have been fine with crack sealing instead of being paved.

The Town Manager called a point of order and explained that the roads in Town that are paved are according to the Pave Management Study handled by the Public Works Director.

Brian Stermer, 16 Sovereign Ridge Road said he was here in support of the Assessor. He explained that the Assessor's Office and Tax Office work together very closely. He said Shawna is very helpful and the most knowledgeable person on QDS. He continued, Cromwell has a great reputation for having such a skilled Tax Assessor. He has had a favorable experience working with her and he asked the Town Council to take this into consideration when deliberating the budget and her request.

Lisa Klein, Lions Club President, 19 Briar Court was in attendance tonight to notify the Council that they successfully gathered 1,000 lbs. of plastic! She was excited to present the Town of Cromwell with a bench. She asked if they could put a dedication on the bench to Carl Banic who was the longest serving member of the Cromwell Lions. She asked the Town Manager to give some thought about the color and location of the bench. She also encouraged the Mayor to reach out to the Lion's if they need any help promoting inclusivity.

Julie Ritter, 23 Timber Hill Road, was in attendance to speak on behalf of Assessor Shawna Baron. She felt that tabling Ms. Baron's request for a raise was insulting. She stated that Ms. Baron is well respected all over the State. She urged the Town Council to show her and tell her she is valued. In her experience, she would do whatever it takes to keep a great employee as it will cost more money in the long run.

James Rude, 25 High Ridge Road read the attached document into the record. See Attachment C.

Ann Grasso, referenced the attachments she provided to the Town Council. See Attachment D.

The Town Council recessed at 8:19 p.m.
The Town Council reconvened at 8:26 p.m.

**L. UNFINISHED BUDGET MATTERS FROM MARCH BUDGET WORKSHOPS
CNR REQUESTS**

Finance Director Sharon DeVoe passed out updated Capital Plan budget pages. See Attachment E.

Planning and Development

Complete Streets Plan for the Town of Cromwell, \$100,000

MOTION made by A. Waters and **SECONDED** by P. Luna to approve the Town Manager's Recommendation of \$100,000 for the Complete Streets Plan for the Town of Cromwell.

All in favor.

Computer

Server-Email Platform, \$23,000

MOTION made by P. Luna and **SECONDED** by S. Dabrowski to approve the Town Manager's recommendation of \$23,000 for the Server-Email Platform update.

All in favor.

Mayor Demetriades took the Assessor's Request off the table. He explained this item was tabled because we needed to decide and think about the overall impact.

Councilman Waters explained that Assessor Shawna Baron contacted him at his house asking for his support in her upcoming budget request for a wage increase. Councilman Waters felt this this was unprofessional.

Assessor Shawna Baron explained that she only contacted him to make him aware that this was on the agenda for that evening's meeting.

Discussion took place regarding how to properly vet this without it affecting the organizational structure for all other non-union employees. It was expressed by the Council that Assessor Shawna Baron does a great job and is a valued employee and that her years of service are commendable and appreciated. The Mayor explained that the Council really does care; he explained that he has had numerous conversations and has conducted significant research regarding this request. However, changing the wage schedule for the position or moving it to another wage classification would throw a wrench in the entire process unless the Council reviewed the salaries of all department heads and non-union employees.

MOTION made by A. Waters and **SECONDED** by J. Henahan to approve the Town Manager's Salary Recommendation of \$122,073.

In favor: J. Demetriades, S. Dabrowski, J. Henahan, P. Luna, A. Waters

Abstained: B. Bonneau

Motion carried.

MOTION made by A. Waters and **SECONDED** by S. Dabrowski to accept the Town Manager's Recommended Assessor's Budget in the amount of \$232,064.

Motion and second were withdrawn.

MOTION made by A. Waters and **SECONDED** by B. Bonneau to approve the Town Manager's Recommended Assessor's Budget in the amount of \$261,505.

All in favor.

M. UNFINISHED BUSINESS

1. Discussion and possible action regarding the status of the Multi-Purpose Field Project and the Athletic Field Committee's Charge

Town Manager Salvatore explained that at the consensus of this Council, the approval from Planning and Zoning was rescinded by the Town and the application was sent back before the Planning and Zoning Commission. The application will not be heard for three more weeks.

2. Discussion and possible action of Climate and Culture Study Town Council Recommendations

Mayor Demetriades asked that the spreadsheet of recommendations and actions taken be posted on the Town website.

3. Discussion and possible action on the water bill for the Little League

There was discussion regarding leases on town-owned property and how the utilities were paid. It was the consensus of the Council that the Town pay the past due water bill for the Little League. The Town Manager said that it would be paid.

N. NEW BUSINESS

1. Create position of (Opioid) Prevention Specialist effective upon the date of hire (Funded by Opioid Settlement Funding)

The Mayor explained that this is settlement money and some surrounding towns were looking to collaborate, however, the Town Manager is working with our Human and Youth Services Departments to hire someone using these funds to address this crisis. The Town Manager informed the Council that we currently have \$53,000 in the settlement fund and that we will receive approximately \$30,000 per year for at least 18 years. Chief Sifodaskalakis addressed the Council and expressed his full support for this position and said it would be beneficial for the Police Department.

MOTION made by A. Waters and **SECONDED** by P. Luna to approve the creation of this position and that it be funded using the Opioid Settlement Fund.
All in favor.

2. Approval of proposed salary for (Opioid) Prevention Specialist

The Town Manager referenced his memo provided in the packet.

MOTION made by A. Waters and **SECONDED** by B. Bonneau to approve the Opioid Prevention Specialist Salary Group E-2 with the range \$31.05 to \$44.52 per hour.
All in favor.

3. Update on Video Monitor Policy

Mayor Demetriades explained that he, and Councilwomen Aurigemma and Luna have not yet had a chance to meet regarding this. He plans to have something for the April meeting agenda.

4. Discussion and Possible Action to Lease the Former Sewer Garage Building to Cromwell Creative District (CCD)

Ann Grasso and Jon Comtois were in attendance to speak regarding this. The Town Manager and Ms. Grasso explained that Senator Lesser was not able to accept the concept without an MOU or a lease from the Town of Cromwell. The Town Manager suggested that the Town and the Cromwell Creative District enter into a Memorandum of Agreement for the purpose of establishing a time frame to allow the CCD to collect funds until the building is refurbished.

MOTION made by P. Luna and **SECONDED** by A. Waters to allow the Town Manager to negotiate an MOU with CCD for the purpose of allowing them to raise funds for this project.

In favor: B. Bonneau, S. Dabrowski, J. Henahan, P. Luna, A. Waters

Abstained: J. Demetriades

Motion carried.

O. APPROVAL OF MINUTES

1. February 14, 2024 Regular Meeting Minutes

MOTION made by A. Waters and **SECONDED** by B. Bonneau to approve the February 14, 2024 Regular Meeting Minutes.

All in favor.

2. February 26, 2024 Regular Meeting Minutes

MOTION made by A. Waters and **SECONDED** by P. Luna to approve the February 26, 2024 Regular Meeting Minutes.

All in favor.

3. March 4, 2024 Public Hearing Minutes

MOTION made by B. Bonneau and **SECONDED** by J. Henehan to approve the March 4, 2024 Public Hearing Minutes.

In favor: B. Bonneau, J. Demetriades, J. Henehan, P. Luna, A. Waters

Abstained: S. Dabrowski

Motion carried.

4. March 4, 2024 Special Meeting Budget Workshop Minutes

MOTION made by A. Waters and **SECONDED** by P. Luna to approve the March 4, 2024 Special Meeting Budget Workshop Minutes.

All in favor.

P. APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

1. Resignations

- a. Andrew Holt (R), Inland Wetlands and Watercourses Agency, alternate member

MOTION made by B. Bonneau and **SECONDED** by P. Luna to approve Item P.

1. a.

All in favor.

2. Appointments

- a. Andrew Holt (R), Inland Wetlands and Watercourses Agency, regular member for a term expiring 12/1/2027

MOTION made by B. Bonneau and **SECONDED** by A. Waters to approve Item P.

2. a.

All in favor.

3. Reappointments

- a. Paul Warendt (R), Economic Development Commission, alternate member for a term expiring 3/1/2028
- b. Margaret Colella (D), Library Commission, regular member for a term expiring 2/1/2028

- c. Martha Rennie (D), Library Commission, regular member for a term expiring 2/1/2028
- d. Marie Roberto (U), Library Commission, regular member for a term expiring 2/1/2028
- e. Judy Benvenuto (R), Senior Services Commission, regular member for a term expiring 4/1/2026
- f. Deirdre Daly (R), Senior Services Commission, regular member for a term expiring 4/1/2026
- g. Ann Jordan (R), Senior Services Commission, regular member for a term expiring 4/1/2026
- h. Anne Kaiser (D), Senior Services Commission, regular member for a term expiring 4/1/2026
- i. Judy Norris (U), Senior Services Commission, regular member for a term expiring 4/1/2026
- j. Patricia Snow (D), Senior Services Commission, regular member for a term expiring 4/1/2026
- k. Bonnie Sprague (D), Senior Services Commission, regular member for a term expiring 4/1/2026
- l. Linda Worden (D), Senior Services Commission, regular member for a term expiring 4/1/2026
- m. Thomas Foran, LGBTQ Commission, regular member for a term expiring 4/1/2026
- n. Pola Filakoff, LGBTQ Commission, regular member for a term expiring 4/1/2026

MOTION made by A. Waters and **SECONDED** by J. Henahan to approve Reappointments 3. a – n.
All in favor.

Q. INFORMATIONAL ITEMS

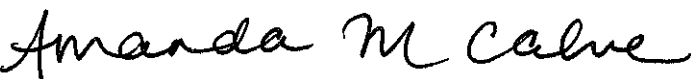
Mayor Demetriades read a letter from Mr. Willard into the record. See Attachment F.

R. ADJOURN

MOTION made by B. Bonneau and **SECONDED** by A. Waters to adjourn.

The meeting adjourned at 9:44 p.m.

Respectfully submitted,


Amanda M. Calve
Secretary

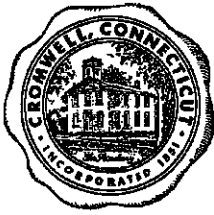


Town of Cromwell Office of the Mayor

MAYOR'S REPORT

Date: March 13, 2024
To: Members of the Town Council
From: James Demetriades, Mayor
Subject: Mayor's Report for 3/13/2024 Town Council Meeting

- February 20th: Spoke and attended the promotional Ceremony for Sergeant Jeremy Perlini. I thank him for his service to the town and look forward to seeing him thrive in his new role.
- February 20th provided public testimony supporting the Town's Plan of Conversation and Development and asked for clarification on the department assignments for the goals and objectives of the plan.
- February 21st attended the Cromwell Middle School Ground Breaking along with members of the Council, Superintendent Board of Education, Building Committee and Town Manager.
- February 24th volunteered at the Cromwell Creative District 5th annual Coffee House. Congratulations to all the talented performers.
- February 26th: We held a Tri-Board Meeting to review the Gordian Facilities Report.
- February 28th: Lieutenant Governor Susan Bysiewicz to discuss various issues affecting Cromwell. We covered topics such as our infrastructure, drainage, and building maintenance plans, as well as the importance of encouraging an inclusive town for members of the LGBTQ community, especially in light of recent events. I hope to invite the Lieutenant Governor to a Cromwell Pride event this June and to continue to work with her to advocate for Cromwell residents.
- February 29th: The Board of Education Chair, myself, the Superintendent, the School Facilities Director, the Town Manager, the Board of Finance chair, and the Finance Director held a meeting to discuss the Gordian Report. (See summary letter attached)
- March 4th: The Town Council held the first Budget Workshop
- March 6th: The Town Council held the second Budget Workshop
- March 12th Spoke at Board of Education Meeting outlining an 8-point proposal to move forward with combating racism, discrimination, harassment and bullying.
- March 13th: Held a zoom meeting with Congressman Larson's office about funding opportunities through the Federal Infrastructure Legislation.



Town of Cromwell Office of the Mayor

Tri Board Letter Update Published March 4th 2024

The purpose of this post is to outline the updates regarding the progress made post Tri-Board meeting which occurred on Monday February 26th.

At the Tri-Board meeting, the Town Council, Board of Finance, and Board of Education met to review the results of the Gordian Facilities Study that was commissioned in 2023 as a part of the State of CT.'s education accreditation process for the Town of Cromwell. Gordian was tasked with providing functionality updates for the facilities at Cromwell High School, Woodside Intermediate School and Edna C. Stevens Elementary School. (i.e. remaining life of the roofs, boilers, pipes, carpets, lights etc). Their report made determinations / estimations about the current state of these assets and identified when their useful life was likely to expire based on the standard life expectancy. Through their inventory and review they made us aware of potentially over \$50 million dollars worth of work needed in the next 5 years due to the assets being beyond their useful life. After a full review of this report, the Board of Education facilities manager has presented a proposed five-year plan for repairs and maintenance to reasonably address the needs at these facilities.

Given this information a consensus was reach by the Tri-Board to do as follows:

1. Create a subcommittee composed of members of the Town Council, Board of Education and Board of Finance to review the Board of Education's facilities director recommendations in relation to the Gordian Report. This group will be responsible for the development of a long-range facilities strategic plan with the ultimate goal of receiving approval by the three respective boards. This will be on each board's next regular agenda.
2. Restructure the Town's current appropriations process to concerning large capital non-reoccurring expenses for the schools' facilities maintenance. These types of expenses will now be considered by the Town Council as separate items rather than being a part of the Board of Education's annual operating budget. This is an important change, as under CT. state statute, the Board of Education's annual operating budget is subject to the minimum budget requirement. This means that the following year's operating budget must be at least the same figure as the previous year's (rare exceptions can apply). This is intended to ensure adequate funding and continuity in operations but can create an issue if large one-time expenditure is needed. If any changes are made by the Board of Finance after the Board of Education presents their annual budget (and that budget is passed by the public via town referendum), the Board

of Education retains the right to use the funds in the manner as they so choose. If the change results in a reduction from the original request, this will only alter the total amount, not specific line items, as the spending is in the direction of the Board of Education. With the costs of educating our students continuing to rise at a rapid rate, this has resulted in maintenance and asset replacement costs being deferred, reduced or eliminated over time.

On Thursday, February 29th, the Board of Finance Chair, Board of Education Chair, Mayor, Town Manager, Finance Director, Board of Education facilities director, and Superintendent of schools met to discuss appropriate action items on how to best move forward. During this meeting we had a passionate and candid discussion, with the following as the result:

- Starting in Fiscal Year 2025, the Board of Education shall submit non operational, non technological or curriculum expenses over \$12,000 as Capital Non-reoccurring Expenditure proposals to the Town Council. The purchasing policy of the town will be updated to reflect BOE appropriations in this manner.

In layman's terms, any expense that is not technology, curriculum or operational based over \$12,000 will be submitted to the town council. This will follow the current process in place for any other town department and then in turn reviewed by the Board of Finance. This would include large items like Boilers, roofs, carpets, ceiling tiles, plumbing, electrical, or athletic facilities. The BOE will still have as part of their operations budget a maintenance and small capital expenditure budget.

This, if approved by all the Boards, will have the important impact of separating out the large capital expenses from the Board of Education, which will lower it's annual operating budget growth, and allow the town to develop and handle large building upgrades and repairs. In conjunction with the five year plan, the subcommittee will develop this to ensure that maintenance issues are addressed and planned for. The restructuring outlined above is an essential first step to identify where future investments will need to be made. We are committed to improving town facilities in a fiscally responsible way. We look forward to further discussions and progress.

Yours respectfully,

James Demetriades
Cromwell Mayor

John Ireland
Board of Finance Chair

Celina Kelleher
Board of Education Chair



Town of Cromwell Office of the Mayor

Mayor Demetriades
3.12.24

Re: Comments to the Cromwell Board of Education

As you may know, last week courageous students shared their experiences of racism, harassment and bullying during their time at Cromwell Schools. I was heartbroken and horrified to learn of their experience and thankful to the student(s) for stepping forward. There should be a zero tolerance policy for bullying, discrimination or harassment and I reject hate in all its forms.

Since these students came forward I have also heard from other parents, students, and alumni about their experiences and incidents of bullying, harassment and discrimination. These situations are unacceptable and we must work to move forward so no child or family feels isolated, undervalued or disrespected.

To that end continuous conversation have occurred about how we as a community can do better and how we can have a more open, loving and welcoming School District and Town. I have been in close contact with Senator Lesser, the BOE chair Celina Kelleher and the Superintendent Dr. Macri. We are all committed to ensuring no student has to endure harassment, bullying or discrimination.

Consistent with my core values of equality and justice, I will be proposing at tonight's Board of Education meeting the proposal below. The Superintendent of Schools has already taken proactive steps to implement many parts of the proposal including retaining a DEI consultant and setting up multiple meetings with students to help start an engaged dialogue where the students impacted are part of the conversation. I am confident that together as a Town we can and will do better for our students and families.

Please see my proposal below:

Cromwell Mayor's BOE Proposal
Dated 3.12.24

Goal: To encourage collaboration and conversations to reaffirm our commitment to a safe inclusive school environment free from discrimination, harassment and bullying.

Action Items to achieve these goals:

1. Superintendent provides a community update on the progress made so far on DEI including steps taken over her tenure to address DEI and bullying. As part of this commitment to transparency create a webpage where updates can be posted.

2. Town and School Leaders meet with the Unity Club for a listening session about their concerns.

3. BOE hired a Diversity Equity and Inclusion Consultant to help guide through the process of healing and strengthening trust.

4. Host a community forum on building allyship around issues of bullying, harassment and discrimination. Allow members of the community to share their stories and for us to hear what the public feels needs to happen next. Note this would be a facilitated forum. The Town DEI Commission is ready and able to assist with the coordination of this event.

5. Explore an independent climate and culture survey guided the DEI consultant for parents on the issue of bullying, racism, and harassment to receive honest feedback on the perceptions and effectiveness of current policies.

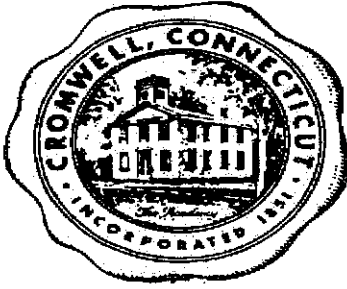
6. In tandem with input from the steps outlined above, update current policies. We need to develop a communication strategy for how to spread awareness on the policies and procedure.

7. Create a pathway to healing and inclusion by building on our current DEI trainings with future trainings, courageous conversations, and assemblies. Publish this plan in advance for public review.

8. Expand opportunities for mental health support for students with the Town and School Social Workers and Psychologists including allowing for drop in hours or other forum for students who are victims of bullying, harassment or discrimination to have a designated in school support system.

While as Mayor, by charter I don't have any legal control over the BOE, I know my colleagues at the BOE are taking this seriously and intend to put in the work to make positive change. Fighting the legacy/horror of systemic racism and the insidious nature of bullying is difficult. It requires true vulnerability to admit mistakes, dedication to making changes and transparency to build a coalition for progress. I believe in Cromwell and I believe together we can correct old wrongs and build a better future!

Look forward to our continued conversation and partnership as a community as we move forward.



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

TO: Anthony Salvatore, Town Manager
FROM: Amy Saada, Director of Human Services
DATE: February 15, 2024
RE: 5310 Department of Transportation Bus Grant

The Cromwell Senior Center is seeking to apply for the Section 5310 CTDOT grant and seeks to appropriate funds to purchase a handicap accessible bus to replace a 2011 vehicle. The grant application is due April 2, 2004. The Federal share of vehicle costs in this application cycle is 80% with the Town responsible for a local match of 20%. The estimated cost of a new vehicle is \$136,000.

2024
The grant information is attached.



SECTION 5310 PROGRAM

2023 Grant Application Instructions

Federal Transit Administration

Enhanced Mobility of Seniors and Individuals with Disabilities

Connecticut Department of Transportation

www.ct.gov/dot/5310

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Packet Overview

This packet contains updated information about the Section 5310 program and instructions on how to complete the application for the 2023 cycle (using Federal Fiscal Year 2023 funds). It is for review and instruction only, and should not be submitted along with the application. Please contact the Connecticut Department of Transportation (CTDOT) with any questions: DOT.Section5310@ct.gov.

Authorizing Legislation

The Bipartisan Infrastructure Law, was signed by President Biden on November 15, 2021. The legislation reauthorizes surface transportation programs for Fiscal Year (FY) 2022 through FY 2026.

Section 5310 Program Overview

The Section 5310 program is intended to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all Urbanized Areas (UZAs) – large urbanized (over 200,000 people), small urbanized (50,000-200,000 people), and rural (under 50,000 people). Eligible projects include both traditional capital investment and nontraditional investment beyond the Americans with Disabilities Act (ADA) complementary paratransit services.

Eligible Recipients

Eligible subrecipients include:

- Private nonprofit organizations (NPOs)
- States or local government authorities
- Operators of public transportation

Eligible Activities

CTDOT must ensure that at least 55 percent of program funds are used on capital or “traditional” 5310 projects.

- Traditional Section 5310 project examples include:
 - Accessible buses; wheelchair lifts, ramps, and securement devices; transit-related information technology systems including scheduling/routing/one-call systems; and mobility management programs.
 - Acquisition of transportation services under a contract, lease, or other arrangement. Both capital and operating costs associated with contracted service are eligible capital expenses.

Of the remaining 45 percent of program funds, up to 10% may be used by the State of Connecticut Department of Transportation (only) for State Administration. The rest can be dedicated to other “nontraditional” projects, which include public transportation services and alternatives beyond those required by the ADA, designed to assist individuals with disabilities and seniors.

Nontraditional Section 5310 project examples include travel training, volunteer driver programs, taxi voucher programs to support rides in accessible taxis at half-fare and mobility management programs. Appendix K contains additional detail on eligible Section 5310 project activities.

Available Funding

Based on Census data, the federal formula funds are apportioned to the State of Connecticut based on the number of older adults and individuals with disabilities and allocated by area.

Funds apportioned to large UZAs may not be transferred to other areas, though Small Urban UZA and Rural funds may be pooled together if all objectives in those regions are met, as approved by the Commissioner of CTDOT.

The table below shows the estimated amount of funding available to applicants for the 2023 cycle, itemized by region and project category. Please note figures may not add due to rounding.

URBANIZED AREA	2023 FUNDING	TRADITIONAL MINIMUM	NONTRADITIONAL MAXIMUM	STATE ADMINISTRATION
Bridgeport/Stamford	\$1,154,109	\$634,759	\$467,415	\$51,935
Hartford	\$1,274,628	\$701,045	\$516,225	\$57,358
Springfield, MA	\$133,942	\$73,668	\$54,247	\$6,027
New Haven	\$755,601	\$415,580	\$306,019	\$34,002
New London	\$272,524	\$149,888	\$110,372	\$12,264
Small Urban	\$878,868	\$483,377	\$355,942	\$39,549
Rural	\$443,511	\$243,931	\$179,622	\$19,958
Worcester, MA	\$46,149	\$25,381	\$18,691	\$2,077
ESTIMATED TOTAL	\$4,959,332	\$2,727,629	\$2,008,533	\$223,170

Estimated interstate split agreements with Springfield, MA and Worcester, MA, as well as estimated interstate funding obligations to New York and Rhode Island, are included in the 2023 Funding regional amounts and are subject to change.

Federal/Local Match Requirements

Section 5310 funds may be used to finance capital and operating expenses.

Capital Projects - The federal share of Traditional vehicle costs in this application cycle is 80% with recipients responsible for a local match of at least 20%. CTDOT will also attempt to fund as many viable Nontraditional capital projects as possible at 80% federal share. Mobility management projects and purchase of service projects are considered capital projects and are funded at 80% federal share.

Operating Projects - The federal share of eligible operating projects will not exceed 50%, with recipients responsible for a local match of at least 50%.

Nonprofit organizations should note that awarded purchase of service projects and nontraditional capital purchases will need to be acquired via a procurement process compliant with Federal Transit Administration (FTA) regulations. Procurement methods/processes and a template of the required Authority for Expenditure (AFE) form are outlined in the Procurement Policy & Procedures: Purchase of Service & Nontraditional Projects Guide for Nonprofit Grantees, available on the CTDOT Section 5310 website, www.ct.gov/dot/5310. Municipalities are exempt from the procurement guidelines and AFE requirement.

How to Fill Out the Application

Depending on the type of project your organization is requesting funding for, there are three (3) different Section 5310 applications that may be filled out and submitted: Traditional Section 5310, Nontraditional Section 5310 Capital, and Nontraditional Section 5310 Operating.

If your organization is requesting funding for multiple projects that fall into different categories, an application must be submitted for each type of project. The table below outlines the eligible project types and the corresponding application that should be filled out for each.

Application	Project Types	Maximum Federal Funding
Traditional 5310 Capital	This application should be filled out if your organization is a municipality or nonprofit organization requesting funding for: 1. Accessible vehicles	80%
Nontraditional 5310 Capital	This application should be filled out if your organization is a municipality, nonprofit organization or public transit operator requesting funding for: 1. Equipment (i.e., transit-related information technology systems including scheduling/routing/one-call systems, hardware, etc.) Or, This application should be filled out by Transit District if your organization is Taxi operator. Taxi operators should partner with Transit District to request funding for: 1. Accessible taxis	80%
Section 5310 Operating	This application should be filled out if your organization is a municipality, nonprofit organization or public transit operator requesting funding for: 1. Operating expenses 2. Volunteer driver programs 3. Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers or taxi companies	50%

Section 5310 Operating	This application should be filled out if your organization is a municipality or nonprofit organization requesting funding for: <ol style="list-style-type: none"> 1. Mobility management programs 2. Acquisition of transportation services under a contract (purchase of service). 	80%
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How to Submit the Application

Applications must be sent to both CTDOT and the Regional Councils of Government (RCOG) no later than **4pm on Tuesday, April 2, 2024**. Applications that are late, incomplete or from a prior years will not be reviewed.

The application and all supporting documentation should be submitted as a single attached file (PDF) via email only. Pages requiring signature should be printed, signed and then re-scanned into the application to form one (1) PDF file. The application must be submitted only once. Those applicants for whom this requirement causes undue hardship should contact CTDOT to discuss alternatives for submitting the application.

The application should be sent to the CTDOT email address included below. Appendix H contains a list of contact information and appropriate email addresses for each RCOG in the state.

CTDOT E-mail: DOT.Section5310@ct.gov

Section 5310 Application Guidelines – All Applicants

- Projects must be planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities
- Projects must address a gap or a strategy identified in the Locally Coordinated Human Services Transportation Plan (LOCHSTP). A copy of the 2021 updated LOCHSTP, may be found here: [Connecticut Locally coordinated Human services transportation plan](#)
- Applicants may apply for funding for multiple project types using Traditional Capital, Nontraditional Capital and Operating applications. Different projects should be submitted on a separate application (i.e. do not combine mobility management with vouchers), in other words, only one project per application.
- Applications will be reviewed and prioritized for funding by CTDOT and the RCOGs utilizing a competitive selection process. CTDOT attempts to maximize funding of projects whenever possible.
- Applications must be completed in full; every question and section should be answered. If a particular question is not relevant to the applicant, the applicant should note that and explain why. **"N/A" is never an appropriate response.**

- All NPOs that submit an application must be registered with the Secretary of the State's office.
- Applications must be submitted via email only as a single PDF. The application must be sent to CTDOT with a cc to the applicant's local Regional Council of Governments. A list of RCOGs and their contact information is included in **Appendix H**.
- CTDOT's criteria for evaluating the applications can be found in **Appendix E**.
- Each applicant must sign off on and acknowledge the Title VI compliance required of all organizations that receive a funding award.

Section 5310 Application Guidelines – Applicants of Traditional Funding Only

Replacement Vehicles

- In order to be eligible for replacement, a vehicle must have reached the end of its useful life **prior** to submittal of this application **or** the vehicle must have excessive maintenance costs that are documented and submitted with the application. Maintenance documentation should not be submitted if the vehicle being replaced has reached the end of its useful life (see Appendix A for Definitions). Vehicles to be replaced do not need to have been previously awarded under Section 5310.
- An applicant is not restricted to applying for a new (replacement) vehicle that conforms to the size and passenger capacity of the vehicle being replaced – the replacement may be a different size, a different type of vehicle or have different accessibility features than its predecessor.
- A recipient can continue to operate the vehicle that has met its useful life requirements, even if they have been awarded a new replacement vehicle for the same vehicle remaining in operation. The 'replaced' vehicle does not have to be taken out of service simply because funding for a new vehicle has been awarded.
- Once a recipient has been awarded a new (replacement) vehicle, the vehicle that met the useful life requirements and was 'replaced' may no longer be used as an eligible vehicle to be replaced in future Section 5310 applications.

Public Notice & Letters of Notification

- A Public Notice must be published (printed) in a major newspaper with the greatest appropriate readership in the proposed service area. The public notice must be published no later than **Friday, March 22, 2024**. Any public notice that appears after this date will render the grant application incomplete and ineligible for CTDOT/RCOG review. Both a copy of the Public Notice and a copy of the paid invoice from the newspaper (tear sheet) must be submitted as part of the application packet. The Public Notice only needs to be published one (1) time. A template for the Public Notice can be found in **Appendix L**.

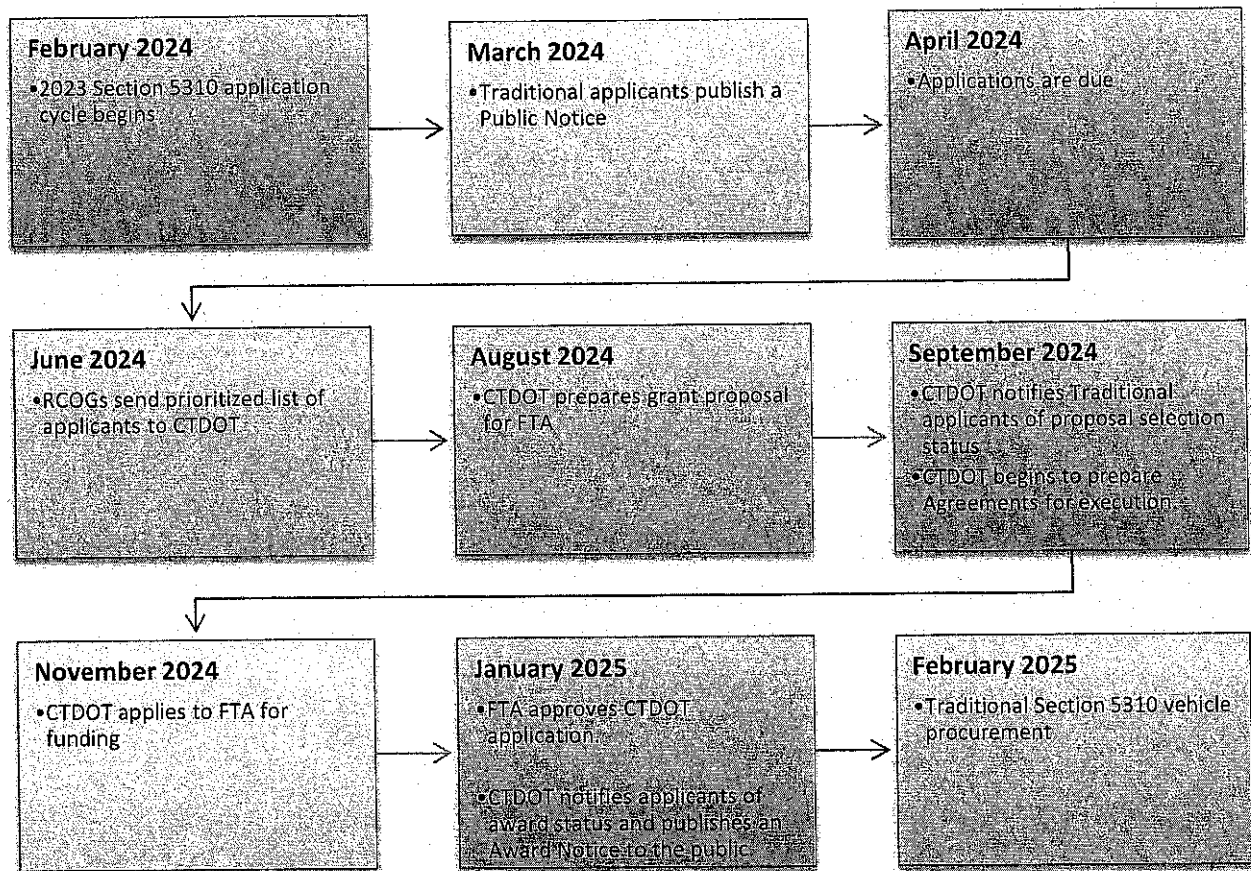
- Emails or letters of notification must be sent to private and paratransit operators in the proposed service area one (1) week **before** the Public Notice is placed in a major newspaper. Private transit and paratransit operators include taxi operators, public transit operators, providers of ADA paratransit service, nonprofit organizations that provide transportation, municipalities or public entities that provide transportation and livery operators. A template for the letters of notification to transportation operators can be found in **Appendix M**.
- Emails or letters of notification should be sent to all operators that provide transportation services within a 15-mile radius of the proposed service area. A copy of this email or letter as it was sent must be included with the application; CTDOT will not accept a listing of individuals to whom the letter was sent as sufficient confirmation. A minimum of five (5) emails or letters should be included in the application. CTDOT will accept less from applicants whose proposed service area is rural and/or has limited existing transportation options.
- Applicants that need assistance identifying transportation operators in their proposed service areas may contact their Regional Mobility Manager (RMM) or consult the United Way 211 (<https://www.211ct.org>).

Section 5310 Program Guidelines – Awarded Recipients

- Insurance requirements for vehicle grant or transportation service providers can be found in **Appendix G**.
- Recipients of Traditional vehicle funding are required to submit quarterly operating/maintenance reports on all vehicles during their useful life. Recipients of operating funding are required to submit an operations report on a monthly basis. The specific reporting requirements will be based on the project awarded.
- Recipients of Traditional vehicle funding are subject to oversight by CTDOT to ensure program compliance with federal regulations. This includes an annual Use of Project Equipment certification, monitoring of awarded recipients and site visits.
- Recipients may not initiate service or purchase vehicles or equipment without a fully executed agreement. CTDOT will send an agreement to be executed between the State and your organization upon acceptance of a grant award and fulfillment of Title VI requirements. CTDOT is not able to reimburse costs incurred prior to execution of the agreement.
- Donations may be collected from passengers riding a vehicle purchased with Section 5310 Traditional funding but recipients must not refuse a senior or individual with disability a ride if a passenger does not make a donation. Fares may not be charged to passengers riding a vehicle purchased with Section 5310 Traditional funding.
- For vehicles purchased with Section 5310 Traditional funding, CTDOT must be listed as first lien holder on the motor vehicle registration. Vehicle titles will be retained by CTDOT until the Recipient requests to dispose the vehicle and receives CTDOT's approval. Vehicles must be registered in accordance with the rules and regulations of the CT Department of Motor Vehicles.
- The Connecticut Rural Transit Assistance Program (CTRTP) offers a scholarship program which is available to Section 5310 recipients for the purpose of sending administrative staff, drivers and/or

maintenance personnel to training events that are directly related to the operation and maintenance of Section 5310 vehicles and services. Scholarship funds are only available for the reimbursement of registration fees, travel/transportation, lodging and meals related to such training events, conferences and seminars, and may not exceed \$1,000 per trip per individual. The scholarship application and requirements are available at the following website www.ctrtap.com.

2023 Section 5310 Funding Cycle/Application Process Estimated Timeline



APPENDIX A – Definitions

Americans with Disabilities Act (ADA): A wide-ranging civil rights law that prohibits discrimination based on disability and recognizes that people with disabilities have the same rights as other citizens to access services and facilities that are available to the public, including transportation.

Applicant: An entity that is seeking, but has not yet been awarded, Section 5310 funding.

Capital Asset: Facilities or equipment with a useful life of at least one year.

Capital Project: A category of reimbursable project expenses that includes all activities identified in 49 U.S.C. 5302(3). Eligible activities under this project category are outlined in this Application Instructions packet.

Coordinated Plan: See definition of *LOCHSTP*, below.

Disability: The term disability has the same meaning as in section 3(1) of the ADA. The term “disability” means, with respect to an individual—

(A) a physical or mental impairment that substantially limits one or more major life activities of such individual;

(B) a record of such an impairment; or

(C) being regarded as having such an impairment.

Grant: An award of financial assistance in the form of money, or property in lieu of money, by the State of Connecticut as received from the federal government.

Grant Application: A complete application for an award of financial assistance in the form of money, or property in lieu of money, by the State of Connecticut as received from the federal government.

Human Service Transportation: Transportation services provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, seniors, and people with low incomes.

Large Urbanized Area: An urbanized area (UZA) with a population of 200,000 or more individuals, as determined by the Bureau of the Census.

Limited English Proficient Individual: Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled language assistance with respect to a particular type of service, benefit, or encounter.

LOCHSTP (Locally Coordinated Public Transit Human Services Transportation Plan): A locally developed, coordinated transportation plan that identifies the transportation needs of individuals with disabilities, seniors and people with low incomes, provides strategies for meeting those needs, and prioritizes transportation services for funding and implementation.

Mobility Management: Consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers.

Nonprofit Organization: A corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under state law to be nonprofit and for which the State of Connecticut has received documentation certifying the status of the nonprofit organization.

Operating Expenses: Those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, etc.

Paratransit Service: In the context of this Application Instructions packet, a specialized, door-to-door transport service required under the ADA for people with disabilities who are not able to ride fixed-route public transportation.

Passenger Trip: A one-way passenger trip consists of transporting one individual from a pick-up point to his/her destination. When an individual boards and disembarks from the vehicle, it is counted as one (1) trip. (e.g. ten individuals transported to a medical site and returned to their homes would constitute twenty 'one-way' passenger trips).

Public Transportation: Regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income, and does not include: intercity passenger rail transportation provided by Amtrak, intercity bus service, charter bus service, school bus service, sightseeing service, courtesy shuttle service for patrons of one or more specific establishments, or intraterminal or intrafacility shuttle services.

Subrecipient: An applicant that receives funds under Section 5310 Program.

Rural Area: An area encompassing a population of fewer than 50,000 people that has not been designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

Seniors: An individual who is 65 years of age or older.

Small Urbanized Areas: A UZA with a population of at least but less than 200,000, as determined by the Bureau of the Census.

Useful Life (of a vehicle): Defined as 4 years of age or 100,000 miles for a van or mini-van and 5 years of age or 150,000 miles for a bus or mini-bus. In order for a vehicle to be eligible for replacement in the Section 5310 program, a vehicle must have met its useful life and your organization must have the title to the vehicle. The exception is if the vehicle has required excessive maintenance, in which case copies of the repair bills and letters that have been submitted to the vendor or original manufacturer must be submitted with the application.

APPENDIX B – Community-Based Transportation Planning

The Connecticut Department of Transportation and the Regional Councils of Government throughout the state have worked together on a community planning process for Federal Transit Administration (FTA)-funded transportation of older adults (65+), persons with disabilities and individuals with low incomes. The resulting plan helps determine how those funds will be spent in Connecticut and was developed through a process that includes representatives of public, private and nonprofit human services transportation providers and participation by the public.

Frequently Asked Questions

What is Human Services Transportation?

For the purposes of this planning effort, it is defined as transportation services for persons with disabilities, older adults (65+), and individuals with lower incomes. This could include services provided by public transit agencies, municipalities, human service agencies and private providers such as taxi or medical livery companies.

Why did we start doing community-based transportation planning?

The Moving Ahead for Progress in the 21st Century (MAP-21) was the authorizing legislation that preceded FAST Act and Bipartisan Infrastructure Law. It required that projects selected for funding under the Section 5310 program be “included in a locally developed, coordinated public transit-human services transportation plan” and that the plan be “developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private and nonprofit transportation and human services providers and other members of the public.” Community-based transportation planning continues to be a requirement under Bipartisan Infrastructure Law.

How much funding is there?

For the 2023 application cycle, estimated funding is as follows:

URBANIZED AREA	2023 FUNDING
Bridgeport/Stamford	\$1,154,109
Hartford	\$1,274,628
Springfield, MA	\$133,942
New Haven	\$755,601
New London	\$272,524
Small Urban	\$878,868
Rural	\$443,511
Worcester, MA	\$46,149
ESTIMATED TOTAL	\$4,959,332

What can the communities and the state do with these funds?

Support public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable. Support public transportation projects that exceed the requirements of the ADA, Public transportation projects that improve access to fixed route service and decrease reliance by individuals with disabilities on complementary paratransit; and alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

When did the planning process happen?

The first plan was in place in spring 2007, the first update was completed in 2009 and the latest in 2021.

Can I get involved? Why should I get involved now?

CTDOT works to identify existing gaps in transportation for seniors, people with disabilities and persons earning low-income, and devise strategies to address those gaps and improve coordination of services. Your organization represents the needs of the people it serves and can help make those needs a part of future program priorities by being involved.

How do I get involved?

Send an email to Matthew.Tyksinski@ct.gov to express your interest in participating in the future round of coordinated planning.

Do I have to attend meetings to stay updated?

No. There are various ways to become involved, including taking a survey to provide input on transportation needs in your region.

APPENDIX C – Coordinated Service

CTDOT encourages Section 5310 applicants and recipients to coordinate with other local providers of transportation services, in order to enhance opportunities for cost-effective operations.

Coordination is equal parts cooperation, calculation, negotiation and flexibility, resulting in reduced costs and fewer headaches in providing needed transportation services for your clients. Above all, coordination begins with...."we."

How much coordination an organization wants depends on its organizational structure, its budget and the transportation needs of its clients.

Below are a few of the more common coordination approaches and definitions.

Ride Share:

Two or more separate agencies transporting to the same general vicinity alternate to pick up all clients in that area. Each agency retains management functions for vehicle operation, maintenance and administration of their own transportation system. Cost savings are realized from making fewer vehicle trips for the same number of passenger trips.

Vehicle/Time Share:

One agency allows another agency to use a vehicle during idle times on a cost reimbursement basis. The agency retains management functions for vehicle operations, maintenance and administration of the transportation system. Costs to the owner agency are reduced by the income received from sharing the vehicle with the other agency. The renting agency has fewer headaches since they won't need to purchase and maintain their own vehicle.

Operations Coordination:

Two or more separate agencies combine or centralize all activities necessary to transport passengers (routing, scheduling, dispatching). Or, an agency contracts this function out to a specified transportation provider via a purchase of service agreement. Participating agencies retain management functions for maintenance and administration. Vehicle operations functions are delegated. Cost savings are realized either through increased productivity, which reduces cost per passenger, trip, a reduction in necessary staff positions or through the income received from the purchase of service agreement, depending on the type and extent of participation by the agency.

Maintenance Coordination:

Two or more separate agencies combine or centralize all or part of activities related to taking care of vehicles (maintenance, parts purchasing, vehicle storage). Or, an agency contracts this function out to a specified transportation provider. Participating agencies retain management functions for operations and administration and any portion of maintenance responsibilities retained. Cost savings result from pooling space requirements for storage and bulk purchasing of parts as well as possible reduction of staff positions.

Administrative Coordination:

Two or more separate agencies combine all activities related to ensuring that transportation is provided safely, reliably and efficiently under a single transportation manager, whose responsibilities include personnel (drivers, dispatchers), training, major purchases, or insurance. Or, an agency contracts this function out to a professional transportation manager or firm. Participating agencies may retain management functions related to operations and maintenance, although this approach is more successful when combined with operations and/or maintenance coordination.

Coordinated Transportation System:

Combining all the parts shown previously by contracting with a separate organization for the complete responsibility of providing transportation services. The terms, cost, accountability and reporting requirements are spelled out in a negotiated purchase of service agreement, which also can include management of a participating agency's vehicles. Savings include increased productivity, which reduces cost per trip, as well as reductions in costs for transportation staff, overhead, maintenance, insurance and many other areas.

Additional resources include the following:

National Aging & Disability Transportation Center
<http://www.nadtc.org/resources-publications/2728/>

Community Transportation Association of America
<https://ctaa.org/resources/>

Connecticut Association for Community Transportation
www.cact.info

Connecticut Rural Transit Assistance Program
www.ctrta.org

APPENDIX D – Estimating Costs of Providing Transportation Services

A detailed cost analysis is not always necessary for determining how much and what type of coordination best meets the needs of your organization. Several basic formulas can provide enough information to decide how coordinating will save you money.

To calculate the cost per trip:

- 1) Determine your organization's annual expenses to provide transportation.
- 2) Determine the annual number of passenger trips provided by your organization. A passenger trip is a one-way trip for one person from origin to destination.
- 3) Divide the total annual expense by the annual number of passenger trips.

For example, if your agency provides 10,000 annual passenger trips at an annual cost of \$40,000, you have a current cost of \$4 per trip.

To determine a starting point for negotiating costs under a coordination agreement, your organization would want to back out unavoidable costs, such as a share of the agency insurance premium, or agency overhead. Assuming \$2,000 of the total annual expense is unavoidable, a cost of up to \$3.80 per trip could be negotiated without any change to your organization's current budget. Purchasing services from a transportation provider frees an organization from responsibilities like routing, scheduling, maintenance, hiring drivers and other activities involved in operating a transportation system.

To calculate the cost per hour,

- 1) Determine your organization's annual expenses to provide transportation.
- 2) Determine the annual number of vehicle hours needed to provide those trips. A vehicle hour is the sum of the hours when a vehicle is being used to transport clients, plus the hours when a vehicle is not carrying passengers but has a driver on duty.
- 3) Divide the total annual expense by the number of vehicle hours.

As an example, an organization with a \$40,000 annual cost and 2,000 vehicle hours required to provide 10,000 passenger trips would have a \$20 cost per vehicle hour.

With coordination, the cost per hour would be offset by the increased use of the vehicle made possible by contracting the vehicle management to a transportation provider. Under the terms of a purchase of service agreement, the transportation provider could also be responsible for all the costs associated with providing a fully-trained driver. This is particularly attractive to organizations that utilize professional or para-professional staff to also perform the duties of a driver.

"Section 5310 Operating Application - Estimated Annual Statistics Worksheet" is provided with Application Materials. Please complete it and submit with your Operating Application.

APPENDIX E – Evaluation Criteria

Traditional Section 5310

Scoring Section	Criteria	Maximum Points
Legal Notice, Complete Application and Submission Deadline	Application must be submitted prior to the deadline, signed and completed entirely with one Legal Notice published within the required timeframe. Projects must fill a gap identified in the 2007, 2009 and 2021 LOCHSTP plans.	15
Eligibility for Replacement & Service Initiation/Expansion	Vehicles proposed for replacement must be 4 years old for a van (mini-van) or have 100,000 miles, or 5 years old for a bus (mini-bus) or have 150,000 miles, or have documentation of excessive maintenance costs. Equal consideration will be given to applicants that do not have a vehicle to replace but are expanding service or starting a new service.	5
Planning Process	Priority will be given to nonprofit organizations and local municipalities whose project serves the target group by limiting restrictions on access to service. Priority will be given to applicants that performed and demonstrated outreach to local transportation operators regarding their intent to apply for Section 5310 funding to obtain a vehicle.	15
Limited English Proficiency	Priority will be given to applicants that indicate how people with Limited English Proficiency will be informed about the service.	5
Utilization of Equipment	Effective utilization of the equipment should be demonstrated with reliable estimates of the number of individuals that will receive service, and the total number of passenger trips to be provided. Priority will be given to vehicles that will be utilized evenings, weekends, out of region, more than six hours per day, serve a large service area and/or are available for off-peak use by another organization.	20
Degree of Need (in the Applicant's Proposed Service Area for Transportation Services)	Priority will be given to applicants that clearly explain the lack of accessible transportation through existing public and private transportation providers.	10
Coordination	Priority will be given to applicants that propose to coordinate with another municipality or nonprofit organization to provide service and note how other sources of funding or grants complement the request for vehicle funding.	15
Transportation Budget	Priority will be given to applicants that indicate they have sufficient operating income to cover estimated operating expenses and include a vehicle total within the estimated price range for the vehicle classification requested.	15

100

Nontraditional Section 5310

The proposed strategy must:

1. Serve the target population categories and address an identified gap.
2. Achieve efficiency in service delivery.
3. Not replace other funding programs or resources.
 - a. If the strategy has been funded in prior years by a different resource, in order to be eligible for FTA funding programs, the strategy must have been rejected for future funds or had funding for the specific strategy reduced.
4. Be able to start up in a reasonable period of time.
5. Provide regional/geographical equity.
 - a. Each community should be able to share in the benefits from these funds.
6. Maximize the use of available local, state and federal-funded public transportation resources.
 - a. This will allow CTDOT to make use of resources already in place and will prevent the creation of a secondary layer of services.
7. Be subcontracted with a subrecipient that has the technical and managerial capabilities to conduct the project.
8. Have appropriate resources available to provide the service.
 - a. This would include wheelchair accessible vehicles, and could possibly include resources such as dispatch capabilities or other resources as determined by the strategy.
9. Have an adequate plan to make the target population aware of the available service.

To receive "extra points", the proposed strategy must:

- Provide continued operating funding for a service which is already in operation
- Provide a service where or when no other service is available
- Have matching funding available from sources other than CTDOT
- Coordinate with other public and private programs to maximize resources.
- Attain any other regionally determined productivity measures.

APPENDIX F – Vehicle Procurement Options

The following information is provided to explain the options available for procurement of vehicles when Federal Transit Administration (FTA) funding is involved. It is NOT an official regulation, but an attempt to explain in plain language the options available to FTA grant subrecipients for the Sections 5310.

Subrecipients can procure their vehicles through:

- Option A – Purchase from vehicle options available on contract procured using an FTA compliant competitive process
- Option B - Conducting a small purchase procurement for less than \$100,000
- Option C - Conducting a procurement for over \$100,000

Many of the requirements do not take effect until the procurement is greater than \$100,000. But, even though the Federal Grant awarded may be less than \$100,000, if the items being procured are included in a purchase for more than \$100,000, then option B can no longer be used.

Option A Purchasing a vehicle off of a contract procured using an FTA compliant competitive process

Some transit districts in Connecticut procure small buses and vans using a competitive process that is reviewed by FTA and include an allowance for other public and non-profit entities using FTA funding (grantees) to purchase off of their contract. The advantage is that the process is already in place, so it is relatively easy for the grantee to procure a vehicle without dealing with the extra burden of ensuring compliance with the federal procurement requirements. There may also be an advantage to being part of a larger vehicle order, with set prices which may be lower than if purchasing only one or two vehicles. Disadvantages are that grantees can only choose from the vehicle types (small bus or converted high-top vans) and options available on the contract.

Option B Conducting your own procurement for less than \$100,000

If the total procurement is not greater than \$100,000, the grant recipient may follow the **small purchase process** which is described below:

1. The Second Party shall develop a generic specification which will encourage participation by as many vendors as possible. Specifications must include all applicable federal mandates. The Second Party must ensure that the specifications have not been written with a specific vehicle or vendor in mind.
2. The Second Party shall select a minimum of three (3) (if available) reputable prospective manufacturers/vendors and shall secure formal written quotes from them. These quotes:
 - must be attached to the vehicle specifications.
 - must itemize any vehicle options.
 - must be signed by the manufacturer/vendor.
 - must include a statement with the price quote which attests that the prices are valid for a minimum of ninety (90) days.
3. The Second Party must be able to demonstrate that contact has been made with several

manufacturers/vendors extending beyond the Second Party's immediate area.

4. All information shall be forwarded to the State for comparison to price quotes received by purchasers of similar vehicles before initiating purchase. At this time the second party shall indicate the manufacturer/vendor from which the vehicle will be purchased. If bids come in over \$100,000, another procurement process must take place (See Option C), but documentation should still be forwarded to the State of the process that was followed and the bids received.
5. The State then can either provide a written approval or discuss the matter further with the Second Party until a resolution is reached and a written approval can be sent.
6. Once the procurement is approved by the State, a confirmed purchase order must be provided to the State within ninety (90) days, unless specified otherwise by the State. Purchase orders **must** state **model, make, year, delivery price, options floor plan and vehicle identification number**.

Option C Conducting your own procurement for more than \$100,000

- Sealed Bids
- Competitive proposals
- Noncompetitive proposals (sole source)

For any of these processes, please review FTA's Best Practices Procurement and Lessons Learned Manual, which can be found at <https://www.transit.dot.gov/funding/procurement/best-practices-procurement-manual>.

Additional Options

Additional options for procurement may be available, such as purchasing off of the contracts in place with the Connecticut Department of Administrative Services or by purchasing off of a contract in another state (similar to Option A.) Each of these options would require determining whether those contracts contain all the applicable FTA and State requirements.

Documentation – (How to satisfy an auditor, the State, and the FTA)

1. Vehicle procurement
 - a. The requisition (or purchase request).
 - b. What specifications were used?
 - c. When were quotes requested?
 - d. Who were the quotes requested from?
 - e. When were quotes received?
 - f. What quotes were received?
 - g. Copy of the written approval from the State.
 - h. Copy of the purchase order.
2. Reimbursement from the State

There must be a fully executed Agreement between the State and Second Party, and the vehicle must be delivered before payment can be requested. Information on the documentation required to request

payment from the State for the vehicle is summarized below and is subject to change:

1. An executed Agreement between the State of Connecticut and the recipient.
2. A Receipt of Vehicle Delivery
3. A completed and signed Invoice Summary Processing (ISP)
4. A completed and signed Vehicle Acceptance Form.
5. A copy of the manufacturer/vendor invoice.
6. A completed Post-Delivery Federal Motor Vehicle Safety Standards (FMVSS) Certification Requirement form.
7. A completed Post-Delivery Purchaser's Requirements Certification form.
8. A completed Post-Delivery Buy America Certification Requirement.
9. A completed "Acord" Certificate of Liability Insurance form.
10. 2 copies off the Certificate of Origin(s) – one from the manufacturer and one from the procurer.

APPENDIX G – Vehicle Insurance

Vehicle grantees must include the State of Connecticut as an additional insured on coverage. The "Acord" Certificate of Liability Insurance form must state: "The State of Connecticut is named as an additional insured as required by written contract" in the Description of Operations/Locations/Vehicles section. The following requirement will be included in the agreement between the State of Connecticut and applicants selected for funding.

Commercial General Liability Insurance, including Contractual Liability Insurance, providing for a total limit of not less than One Million Dollars (\$1,000,000) single limit for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, and, subject to that limit per accident or occurrence, a total (or aggregate) limit must be at least Two Million Dollars (\$2,000,000) for all damages arising out of bodily injuries to or death of all persons in all accidents or occurrences and out of injury to or destruction of property during the policy period.

Automobile Liability Insurance providing for a total limit of not less than (a) One Million Dollars (\$1,000,000) for vehicles with a seating capacity of ten (10) or less passengers, (b) One Million Five Hundred Thousand Dollars (\$1,500,000) for vehicles with a seating capacity of eleven (11) through fourteen (14) passengers, and (c) Five Million Dollars (\$5,000,000) for vehicles with a seating capacity of fifteen (15) or more passengers, for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence.

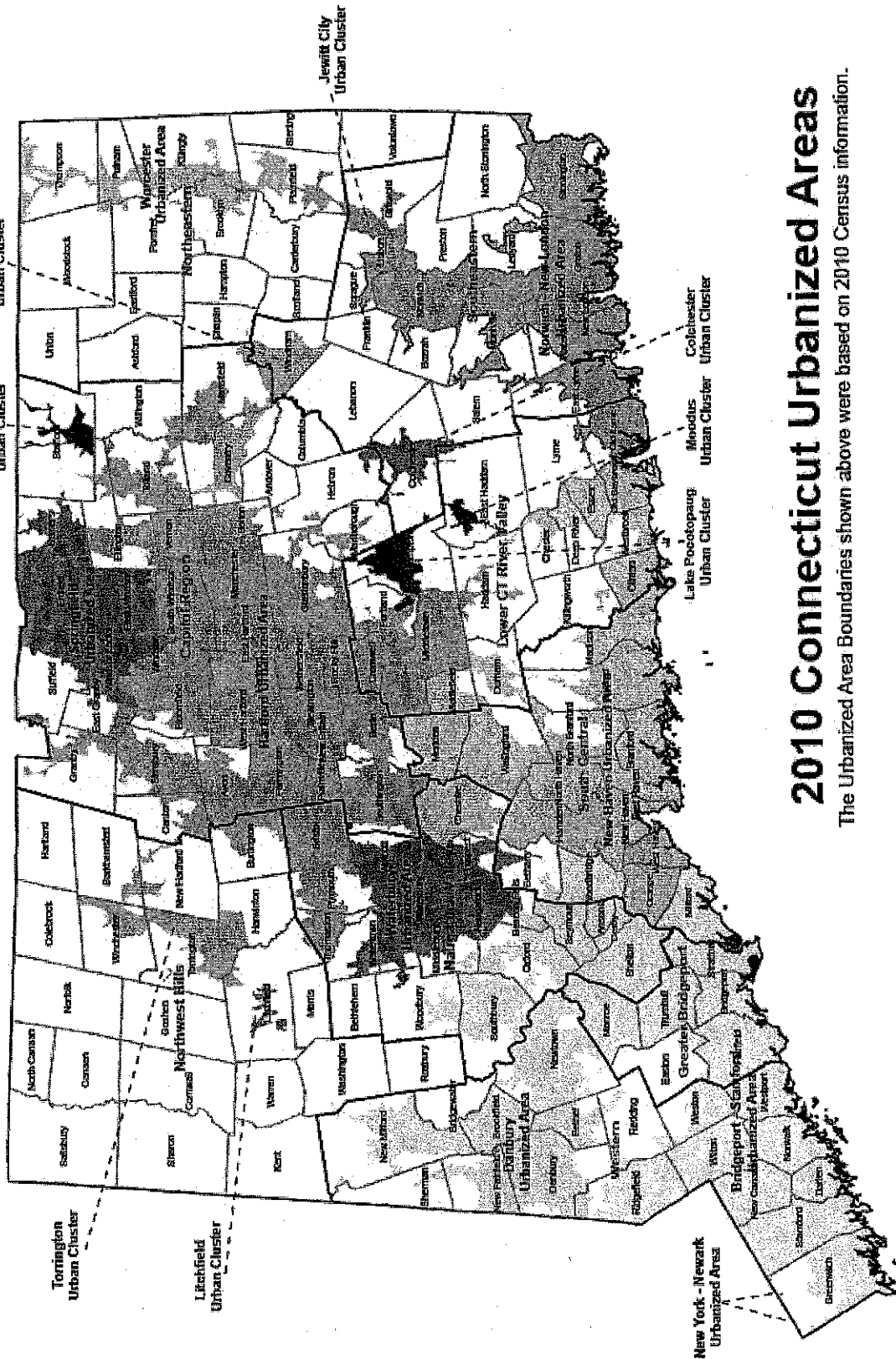
Workers' Compensation Insurance and, as applicable, insurance required in accordance with the U.S. Longshore and Harbor Workers' Compensation Act, in accordance with the requirements of the laws of the State of Connecticut and the laws of the United States, respectively.

Umbrella Liability, providing for a total limit of not less than Three Million Dollars (\$3,000,000) per occurrence, following form coverage, excess of underlying Commercial General Liability, Automobile Liability and Employer's Liability policies.

Appendix H – Regional Councils of Government

Regional Councils of Government	Address	Website	Section 5310 Contact	Telephone	Contact Email:
Capitol Region Council of Governments (CRCOG)	241 Main Street, 4th Floor Hartford, CT 06106-5310	www.crcog.org	Cara Radzins	860-724-4251	cradzins@crcog.org
Connecticut Metropolitan Council of Governments (Metro COG)	1000 Lafayette Boulevard, Suite 925 Bridgeport, CT 06604	www.ctmetro.org	Devin Clarke	203-366-5405 x. 21	dclarke@ctmetro.org
Lower CT River Valley Council of Governments	145 Dennison Road Essex, CT 06426	www.rivercog.org	Robert Haramut	860-581-8554 x. 708	rharamut@rivercog.org
Naugatuck Valley Council of Governments	49 Leavenworth Street, Suite 303 Waterbury, CT 06702	www.nvcogct.gov	Richard Donovan	203-489-0361	rdonovan@nvcogct.gov
Northeastern CT Council of Governments	125 Putnam Pike Dayville, CT 06241	www.necog.org	John Filchak	860-774-1253 x. 14	john.filchak@necog.org
Northwest Hills Council of Governments	59 Torrington Road, Suite A-1, Goshen, CT 06756	www.northwesthillscog.org	Robert Phillips	860-491-9884	rphillips@northwesthillscog.org
South Central Regional Council of Governments	127 Washington Avenue 4th Floor West, North Haven, CT 06473	www.sccog.org	James Rode	203-466-8623	jrode@sccog.org
Southeastern CT Council of Governments	5 Connecticut Ave, Norwich, CT 06360	www.seccog.org	Kate Rattan	860-889-2324 x. 111	krattan@seccog.org
Western CT Council of Governments	1 Riverside Rd. Sandy Hook, CT 06482	www.westcog.org	Kristin Hadjstylianos	475-323-2073	khadjstylianos@westcog.org

APPENDIX I -- State of Connecticut Urbanized Areas Map



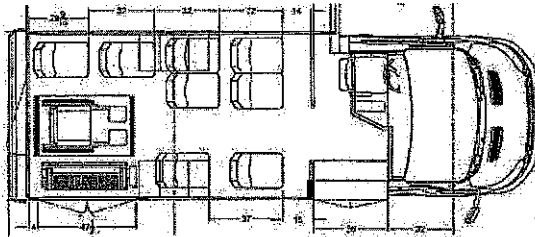
2010 Connecticut Urbanized Areas

The Urbanized Area Boundaries shown above were based on 2010 Census information.

APPENDIX J – Approximate Vehicle Pricing & Specifications

Please note that the prices listed below are estimates and are subject to change.

CT DOT Section 5310 Grant Recipient Category Classifications / 2024



Conf. A Mini Bus

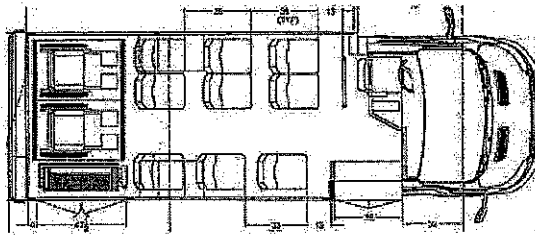
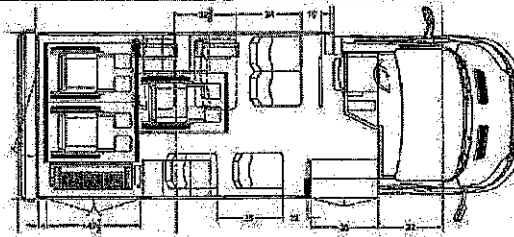
8 Seats, 1 WC, plus the Driver.
No CDL license required.

\$131,000 average cost

Conf. B Mini Bus

8 Seats, 3WC, plus the Driver.
No CDL license required.

\$134,000 average cost



Conf. C Mini Bus

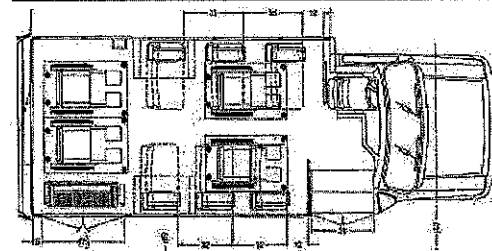
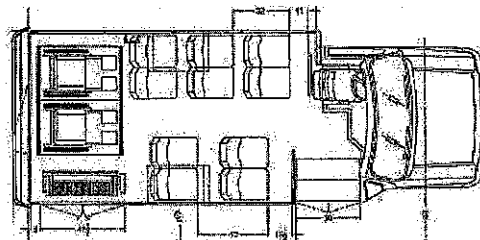
9 Seats, 2 WC, plus the Driver.
No CDL license required.

\$135,000 average cost

Conf. D Bus

10 Seats, 2 WC, plus the Driver.
No CDL license required.

\$135,000 average cost

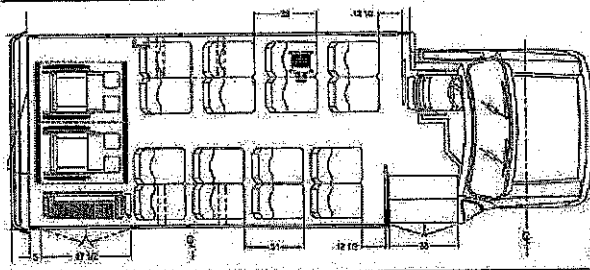


Conf. E Bus

12 Seats, 4 WC, plus the Driver.
No CDL license required.

\$136,000 average cost

CT DOT Section 5310 Grant Recipient Category Classifications / 2024



Conf. F Bus

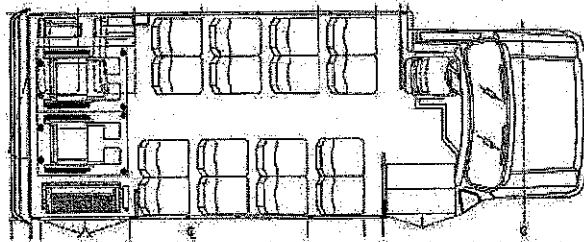
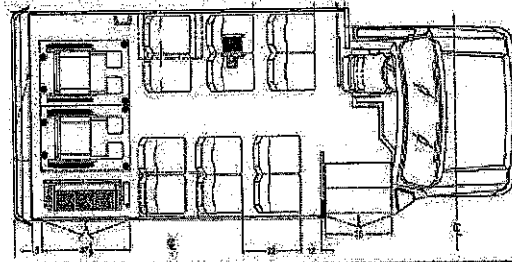
16 Seats, 2 WC, plus the Driver.
CDL license required.

\$135,000 average cost

Conf. F-a Bus

12 Seats, 2WC, plus the Driver.
No CDL license required.

\$133,000 average cost



Conf. G Bus

20 Seats, 2 WC, plus the Driver.
CDL license required.

\$144,000 average cost

NOTE: These are representative floorplans that can be modified to suit a particular transportation application. Seats can be moved and wheelchair positions can be added. Average costs exhibited are based upon acquisitions in the 2023 model year. Subsequent years will likely incur an incremental price increase of approximately 2-3% per year.

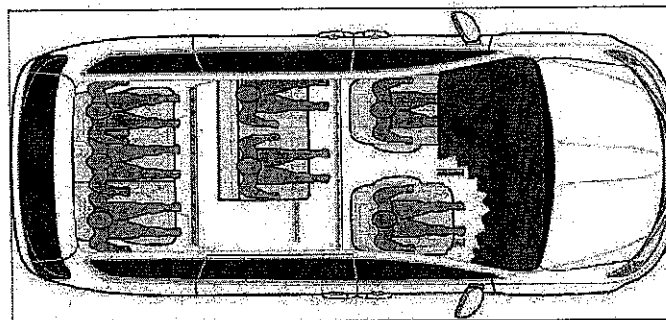
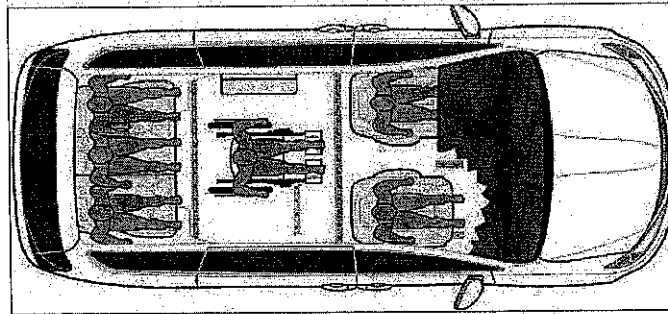
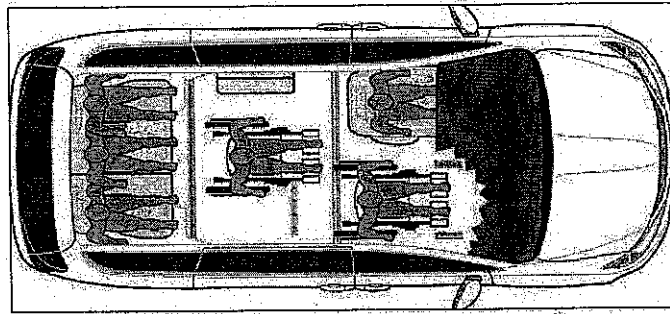
Configuration H Minivan (Non-CDL)

3 seats, 2 WC, plus the Driver -or- 4 seats, 1 WC, plus the Driver -or- 6 seats, 0 WC, plus the Driver

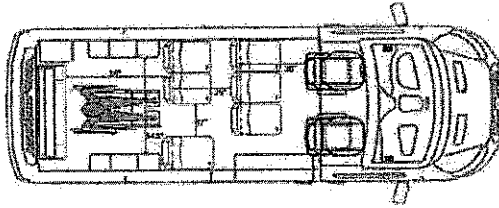
(All three seating arrangements are available on these vehicles if the 2nd row 2-passenger foldaway seat is selected)

Current Contract Pricing: \$69,544.00

2024 Estimated Pricing: \$73,000.00-\$75,000.00



Configuration I ADA-Compliant Van (Non-CDL)

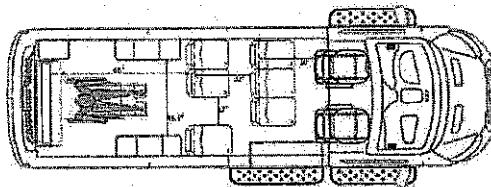


MobilityTrans Ford T-350 X2C

7 seats, 1 WC, plus the Driver

Current Contract Pricing: \$69,068.00

2024 Estimated Pricing: \$79,000.00-\$81,000.00

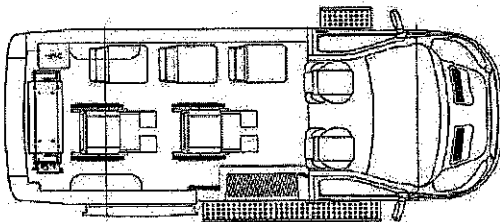


MobilityTrans Ford T-350 U4X

7 seats, 1 WC, plus the Driver

Current Contract Pricing: \$71,112.00

2024 Estimated Pricing: \$81,000.00-\$83,000.00



This is stock floor plan option (shorter lead time).

Current Contract Pricing: \$69,068.00

2024 Estimated Pricing: \$79,000.00-\$81,000.00

APPENDIX K – Eligible Project Activities Detail

Additional detail regarding eligible project activities may be found in the FTA Section 5310 program guidance, Circular 9070.1G.

<https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/enhanced-mobility-seniors-and-individuals-disabilities>

APPENDIX L – Traditional Applicant Public Notice Template

A public notice must be published (printed) in a major newspaper with the greatest appropriate readership in the proposed service area no later than **March 22, 2024**. Any public notice that appears after this date will render the grant application incomplete and ineligible for CTDOT/RCOG review. Both a copy of the public notice and a copy of the paid invoice from the newspaper (tear sheet) must be attached to this application.

References in parentheses () should be changed to reflect the information applicable to your organization and the proposed service.

The notice should be consistent with the following format:

Public Notice
to
Transportation Operators

(Name of Your Organization) is applying for a capital grant under Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities of the Federal Transit Act, as amended by the Bipartisan Infrastructure Law legislation, to (replace/acquire) vehicles to be used in meeting the special transportation needs of seniors and/or individuals with disabilities in the (geographic area to be served).

Any interested transit or paratransit operator in the proposed service area may review the proposed application by contacting (Name, Address, and Phone Number of person in your organization to be contacted).

A public hearing will be held if requested by interested parties.

Any comments should then be sent to (Name of your Organization) with a copy to the (Regional Council of Governments). Comments must be received no later than seven (7) days following publication of the Legal Notice.

APPENDIX M – Traditional Notification to Transportation Operators Template

Below is a sample letter of notification that should be sent to transportation operators in your organization's proposed service area at least one (1) week **before** the Public Notice is placed in a major newspaper. An email may be sent in place of a letter. A copy of the email or letter as it was sent must be included with your application; CTDOT will not accept a listing of individuals to whom the letter was sent as sufficient confirmation.

Transportation operators include taxi operators; public transit operators; providers of ADA paratransit service; nonprofit organizations that provide transportation; municipalities, senior centers or public entities that provide transportation; and livery operators.

Letters of notification should be sent to all operators that provide transportation services within a 5-15 mile radius of your proposed service area. CTDOT would like to see a minimum of five (5) copies of emails or letters included in the application but recognizes rural areas and/or those with limited existing transportation options may have less.

If your organization needs help finding information on the transportation services available in your proposed service area, please consult the United Way 211 (<https://www.211ct.org>) and/or your local mobility manager.

Date

Private Transit and
Paratransit Operators
Proposed Service Area, CT

To Whom It May Concern:

I have enclosed a copy of the legal notice that will appear on (date) in the (major newspaper in proposed service area).

Please email or call me if you have any questions.

Very truly yours,

Executive Director/Authorized Official
Private Nonprofit Organization/ Public Body

Enclosure

Good evening.

Culture Survey: I applaud the creation of a subgroup of the Town Council to work on developing a policy for the monitoring of surveillance cameras on Town property. Said policy clearly needs to include identification of the location of all such surveillance cameras and the specific authorization as to when and by whom such monitoring can occur. It is clear from the anonymous letter referring to the camera(s) covering the "mechanics area and public works garage" that this matter is a real issue for Town employees. I appreciate there is a lot going on, but this issue needs resolution shortly,

And while the survey report dated July 18, 2023 is available on the Town's website, I have been unable to locate Town Council's plan and status report of actions taken/to be taken. Said document needs to be easily available on the website.

Prior Minutes: I am disappointed that the actions referred to in the approval of the January 10th minutes, the amendment of such minutes (for an additional comment and the addition of an attachment related to the culture survey) are not yet reflected in revised minutes on the website. I understand the attachment was provided several weeks ago.

Timeliness of Minutes: I would like to call your attention to the apparent lack of timely internet publication of Town Council minutes. Section 1-225 (a) of the CT Freedom of Information law reads, in part: "...The vote of each member of any public agency upon any issue before such public agency shall be reduced to writing and made available for public inspection **within forty-eight hours** and shall also be recorded in the minutes of the session at which taken. **Not later than seven days** after the date of the session to which such minutes refer, such minutes shall be available for public inspection and posted on such public agency's internet website, if available..." Section 1-225 (g) reads, in part: "...Saturdays, Sundays, legal holidays and any day on which the office of the agency... is closed, shall be excluded." I strongly encourage Town Council to follow the law. [Law excerpts attached]

Thank you.

PAGE 1

**THE CONNECTICUT FREEDOM OF INFORMATION ACT
AS CODIFIED IN CHAPTER 14 OF CONNECTICUT
GENERAL STATUTES
(INCLUDING 2023 AMENDMENTS)***

Sec. 1-200. (Formerly Sec. 1-18a). Definitions. As used in this chapter, the following words and phrases have the following meanings, except where such terms are used in a context which clearly indicates the contrary:

PAGE 28

Secs. 1-220 to 1-224. Reserved for future use.

Sec. 1-225. (Formerly Sec. 1-21). Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions. (a) The meetings of all public agencies, except executive sessions, as defined in subdivision (6) of section 1-200, shall be open to the public. The votes of each member of any such public agency upon any issue before such public agency shall be reduced to writing and made available for public inspection within forty-eight hours and shall also be recorded in the minutes of the session at which taken. Not later than seven days after the date of the session to which such minutes refer, such minutes shall be available for public inspection and posted on such public agency's Internet web site, if available, except that no public agency of a political subdivision of the state shall be required to post such minutes on an Internet web site. Each public agency shall make, keep and maintain a record of the proceedings of its meetings.

(b) Each such public agency of the state shall file not later than January thirty-first of each year in the office of the Secretary of the State the schedule of the regular meetings of such public agency for the ensuing year and shall post such schedule on such public agency's Internet web site, if available, and the Secretary of the State's Internet

PAGE 30

session, as defined in section 1-200.

(g) In determining the time within which or by when a notice, agenda, record of votes or minutes of a special meeting or an emergency special meeting are required to be filed under this section, Saturdays, Sundays, legal holidays and any day on which the office of the agency, the Secretary of the State or the clerk of the applicable political subdivision or the clerk of each municipal member of any multitown district or agency, as the case may be, is closed, shall be excluded.

(1957, P.A. 468, S. 1; 1967, P.A. 723, S. 2; 1971, P.A. 499; P.A. 75-342, S. 6; P.A. 76-435, S. 63, 82; P.A. 77-609, S. 4, 8; P.A. 83-67, S. 2; 83-148; P.A. 84-546, S. 4, 173; P.A. 85-613, S. 3, 154; P.A. 97-47, S. 8; P.A. 99-71, S. 1; P.A. 00-66, S. 7; P.A. 07-213, S. 23; P.A. 08-18, S. 2; June 11 Sp. Sess. P.A. 08-3, S. 11; P.A. 10-171, S. 4; P.A. 22-109, S.1.)

To whom it may concern,

On behalf of the Cromwell Historical Society and in my capacity as historian, for the town of Cromwell, I would like to express my support to the Cromwell Creative District for their efforts to obtain funding for the renovation what is known colloquially as the Old Sewer Garage building.

The history of the building and property in question goes back to the days of the A.N. Pierson company which ultimately gave the town its historical moniker of "The Rose Town." The Pierson family was very interested in benevolent projects in town and I believe they would be very supportive of the District's endeavors with this project. The various organizations that exist to enhance the lives of Cromwell's residents would greatly benefit from the availability of such a community center.

While the Cromwell Historical Society is especially interested in protecting, preserving, and promoting the history of the town of Cromwell, it is also determined to help maintain the town's sense of place. In recent years, the rapid expansion of Cromwell's population and residential areas has led to an absence of a social town-center. The work that the Creative District has been doing, and will continue to do with this project, will certainly benefit the community in this regard.

Most sincerely,


Richard Franklin Donohue

Cromwell Historical Society President

Town Historian, Cromwell, Connecticut



CROMWELL POLICE DEPARTMENT

Frederick Sifodaskalakakis

Chief of Police



March 6, 2024

Subject: Letter of Support for the Cromwell Creative District

To Whom It May Concern:

I would like to take this opportunity to extend the Cromwell Police Department's endorsement of the Cromwell Creative District's request for State bonding on behalf of all Cromwell nonprofit groups to renovate the Town of Cromwell's municipal building located on Community Field Road (previously the Town's sewer garage).

The Cromwell Creative District is an important part of the community and offers various programs and special events that benefit both the Town of Cromwell and many nonprofit groups as well, while attracting more visitors and businesses to the area.

With that being said, I would like to also mention that with this building being adjacent to the Cromwell Police Department, it would be a great space for various Police Department training sessions and events that are always beneficial and important so we may continue to serve the Town of Cromwell to the best of our ability.

It is with pleasure that I am writing this letter in full support of the District and hope you will greatly consider granting the funding for this beneficial project.

Sincerely,

Fred Sifodaskalakakis
Chief of Police

DEPARTMENT		ADJUSTED BUDGET DEC. 31, 2022	TOWN MANAGER RECOMMENDED 2024-25	\$ INCREASE (DECREASE)	% INCREASE (DECREASE)
1	TOWN MANAGER	421,255	438,745	17,490	4.15%
2	TOWN CLERK	225,761	234,174	8,413	3.73%
3	ELECTIONS DEPARTMENT	84,951	121,284	36,333	42.77%
4	ECONOMIC DEVELOPMENT	121,543	22,010	(99,533)	-81.89%
4	REDEVELOPMENT AGENCY	900	900	-	
5	TOWN PLANNER	147,981	152,317	4,336	2.93%
6	DEVELOPMT.COMPLIANCE	116,125	119,790	3,665	3.16%
7	BUILDING INSPECTION	224,935	232,478	7,543	3.35%
8	FINANCE/TREASURER	424,379	450,203	25,824	6.09%
9	REVENUE COLLECTIONS	164,975	170,423	5,448	3.30%
10	ASSESSOR'S OFFICE	253,058	261,505	8,447	3.34%
11	TREASURER'S OFFICE	-	-	-	
12	DONATIONS + DUES	50,560	54,152	3,592	7.10%
13	LEGAL EXPENSE	232,100	235,875	3,775	1.63%
14	CENTRAL SERVICES	211,925	249,004	37,079	17.50%
15	INSURANCE EXPENSE	620,330	629,701	9,371	1.51%
16	GENERAL EXPENSE	15,002	733,123	718,121	4786.84%
17	TOWN COUNCIL	2,400	2,400	-	0.00%
18	BOARD OF FINANCE	41,867	42,730	863	2.06%
19	CAPITAL EXPEND.COMM.	-	-	-	
20	CHARTER REVIS. COMM.	500	500	-	0.00%
21	BD.OF ASSESS.APPEALS	600	600	-	0.00%
22	COMM.SUPPORT.DISABLED	100	100	-	0.00%
23	PLANNING+ZONING COMM	3,525	3,525	-	0.00%
24	ZONING BD OF APPEALS	1,250	1,250	-	0.00%
25	INLAND WETLANDS	1,900	1,900	-	0.00%
26	CONSERVATION COMM.	1,210	1,210	-	0.00%
27	PUBLIC WORKS DEPARTMENT	4,814,219	4,946,032	131,813	2.74%
35	EMERGENCY MANAGEMENT	21,050	21,050	-	0.00%
36	POLICE DEPARTMENT	3,982,771	4,357,671	374,900	9.41%
37	ANIMAL CONTROL	95,452	100,034	4,582	4.80%
38	HEALTH DEPARTMENT	217,915	221,687	3,772	1.73%
39	HUMAN SERVICES	144,009	149,189	5,180	3.60%
40	SENIOR SERVICES	145,338	145,274	(64)	-0.04%
41	TRANSPORTATION SERVICES	159,489	165,660	6,171	3.87%
42	YOUTH SERVICES	113,172	128,549	15,377	13.59%
43	RECREATION DEPT.	290,775	300,839	10,064	3.46%
44	LIBRARY	707,424	752,406	44,982	6.36%
45	EMPLOYEE BENEFITS	4,263,876	4,545,075	281,199	6.59%
	TOTAL GENERAL GOVERNMENT	18,324,622	19,993,365	1,668,743	9.11%
46	DEBT SERVICE	3,131,059	3,238,994	107,935	3.45%
47	BOARD OF EDUCATION	36,163,384			0.00%
	TOTAL GENERAL FUND	57,619,065	23,232,359	(34,386,706)	-59.68%
	TOTAL GENERAL GOVERNMENT*	18,324,622	19,993,365	1,668,743	9.11%
*As approved at referendum					
Percent of the total budget					
	General Government CNR		428,203		2%
	Board of Education CNR		269,918		1%
	General Government Without CNR	18,324,622	19,295,244	970,622	5.30%

DEPARTMENT	ADJUSTED BUDGET DEC. 31, 2023	DEPARTMENT REQUEST 2024-25	\$ INCREASE (DECREASE)	% INCREASE (DECREASE)
1 TOWN MANAGER	421,255	438,745	17,490	4.15%
TOWN CLERK	225,761	235,174	9,413	4.17%
3 ELECTIONS DEPARTMENT	84,951	123,274	38,323	45.11%
4 ECONOMIC DEVELOPMENT	121,543	122,009	466	0.38%
4 REDEVELOPMENT AGENCY	900	900	-	0.00%
5 TOWN PLANNER	147,981	152,317	4,336	2.93%
6 DEVELOPMT.COMPLIANCE	116,125	119,790	3,665	3.16%
7 BUILDING INSPECTION	224,935	273,575	48,640	21.62%
8 FINANCE/TREASURER	424,379	450,203	25,824	6.09%
9 REVENUE COLLECTIONS	164,975	192,422	27,447	16.64%
10 ASSESSOR'S OFFICE	253,058	266,995	13,937	5.51%
11 TREASURER'S OFFICE	-	-	-	0.00%
12 DONATIONS + DUES	50,560	57,152	6,592	13.04%
13 LEGAL EXPENSE	232,100	235,875	3,775	1.63%
14 CENTRAL SERVICES	211,925	249,004	37,079	17.50%
15 INSURANCE EXPENSE	620,330	629,701	9,371	1.51%
16 GENERAL EXPENSE	15,002	2,478,123	2,463,121	16418.62%
17 TOWN COUNCIL	2,400	2,400	-	0.00%
18 BOARD OF FINANCE	41,867	42,730	863	2.06%
19 CAPITAL EXPEND.COMM.	-	-	-	0.00%
20 CHARTER REVIS. COMM.	500	500	-	0.00%
21 BD.OF ASSESS.APPEALS	600	600	-	0.00%
22 COMM.SUPORT.DISABLED	100	100	-	0.00%
23 PLANNING+ZONING COMM	3,525	3,525	-	0.00%
24 ZONING BD OF APPEALS	1,250	1,250	-	0.00%
25 INLAND WETLANDS	1,900	1,900	-	0.00%
26 CONSERVATION COMM.	1,210	1,210	-	0.00%
27 PUBLIC WORKS DEPARTMENT	4,814,219	5,104,628	290,409	6.03%
35 EMERGENCY MANAGEMENT	21,050	21,050	-	0.00%
36 POLICE DEPARTMENT	3,982,771	4,354,671	371,900	9.34%
37 ANIMAL CONTROL	95,452	100,034	4,582	4.80%
38 HEALTH DEPARTMENT	217,915	221,687	3,772	1.73%
39 HUMAN SERVICES	144,009	149,189	5,180	3.60%
40 SENIOR SERVICES	145,338	145,274	(64)	-0.04%
41 TRANSPORTATION SERVICES	159,489	165,660	6,171	3.87%
42 YOUTH SERVICES	113,172	128,549	15,377	13.59%
43 RECREATION DEPT.	290,775	305,488	14,713	5.06%
44 LIBRARY	707,424	754,406	46,982	6.64%
45 EMPLOYEE BENEFITS	4,263,876	4,545,075	281,199	6.59%
TOTAL GENERAL GOVERNMENT	18,324,622	22,075,185	3,750,563	20.47%
46 DEBT SERVICE	3,131,059	3,238,994	107,935	3.45%
47 BOARD OF EDUCATION	36,163,384		(36,163,384)	-100.00%
TOTAL GENERAL FUND	57,619,065	25,314,179	(32,304,886)	-56.07%
TOTAL GENERAL GOVERNMENT (without CNR)	18,324,622	19,632,064	1,307,442	7.13%

DEPARTMENT		ADJUSTED BUDGET DEC. 31, 2023	ACTUAL EXPENDITURE 2021-22	ACTUAL EXPENDITURE 2022-23	ACTUAL EXPENDITURE DEC. 31, 2023	ESTIMATED EXPENDITURE 2023-24	DEPARTMENT REQUEST 2024-25	TOWN MANAGER RECOMMENDED	TOWN COUNCIL RECOMMENDED	BOARD OF FINANCE RECOMMENDED
1	TOWN MANAGER	421,255	362,659	380,699	178,130	421,255	438,745	438,745	438,745	-
2	TOWN CLERK	225,761	214,378	214,358	97,551	225,761	235,174	234,174	234,174	-
3	ELECTIONS DEPARTMENT	84,951	73,293	74,354	31,184	84,951	123,274	121,284	121,284	-
4	ECONOMIC DEVELOPMENT	121,543	22,663	18,864	9,593	121,543	122,009	22,010	22,010	-
4	REDEVELOPMENT AGENCY	900	600	502	225	900	900	900	900	-
5	TOWN PLANNER	147,981	137,946	140,327	73,950	147,981	152,317	152,317	152,317	-
6	DEVELOPMT.COMPLIANCE	116,125	108,234	111,973	56,852	116,125	119,790	119,790	119,790	-
7	BUILDING INSPECTION	224,935	197,140	214,072	103,250	224,935	273,575	232,478	232,478	-
8	FINANCE/TREASURER	424,379	430,984	431,486	198,249	424,379	450,203	450,203	450,203	-
9	TAX COLLECTOR	164,975	160,658	301,661	72,754	164,975	192,422	170,423	170,423	-
10	ASSESSOR'S OFFICE	253,058	241,848	243,037	112,246	231,376	266,995	261,505	-	-
11	TREASURER'S OFFICE	-	-	-	-	-	-	-	-	-
12	DONATIONS + DUES	50,560	47,889	49,337	43,525	50,560	57,152	54,152	56,152	-
13	LEGAL EXPENSE	232,100	178,998	238,683	58,959	232,100	235,875	235,875	235,875	-
14	CENTRAL SERVICES	211,925	198,491	211,905	106,075	211,925	249,004	249,004	249,004	-
15	INSURANCE EXPENSE	620,330	573,207	587,749	312,625	620,330	629,701	629,701	629,701	-
16	GENERAL EXPENSE	15,002	843,397	750,327	6,850	15,002	2,478,123	733,123	-	-
17	TOWN COUNCIL	2,400	40,596	41,761	896	2,400	2,400	2,400	2,400	-
18	BOARD OF FINANCE	41,867	1,117	960	24,713	41,867	42,730	42,730	42,730	-
19	CAPITAL EXPEND.COMM.	-	-	-	-	-	-	-	-	-
20	CHARTER REVIS. COMM.	500	870	147	-	500	500	500	500	-
21	BD.OF ASSESS.APEALS	600	527	622	222	500	600	600	600	-
22	COMM.SUPPORT.DISABLED	100	-	-	-	100	100	100	-	-
23	PLANNING+ZONING COMM	3,525	1,429	2,680	693	3,525	3,525	3,525	3,525	-
24	ZONING BD OF APPEALS	1,250	628	570	218	1,250	1,250	1,250	1,250	-
25	INLAND WETLANDS	1,900	615	781	420	1,900	1,900	1,900	1,900	-
26	CONSERVATION COMM.	1,210	169	-	-	1,210	1,210	1,210	1,210	-
27	PUBLIC WORKS ADMIN.	4,814,219	4,243,539	4,133,837	1,811,056	4,769,006	5,104,628	4,946,032	4,945,532	-
35	EMERGENCY MANAGEMENT	21,050	17,815	19,729	7,952	21,050	21,050	21,050	21,050	-
36	POLICE DEPARTMENT	3,982,771	3,587,435	3,782,709	1,784,354	3,982,771	4,354,671	4,357,671	4,357,671	-
37	ANIMAL CONTROL	95,452	91,810	92,420	49,201	95,452	100,034	100,034	100,034	-
38	HEALTH DEPARTMENT	217,915	201,564	204,818	104,739	214,966	221,687	221,687	221,687	-
39	HUMAN SERVICES	144,009	132,056	138,302	69,217	144,009	149,189	149,189	149,189	-
40	SENIOR SERVICES	145,338	127,836	135,851	55,784	143,888	145,274	145,274	145,274	-
41	TRANSPORTATION SERVICES	159,489	143,633	150,560	67,422	150,259	165,660	165,660	165,660	-
42	YOUTH SERVICES	113,172	67,919	99,735	55,326	113,172	128,549	128,549	128,549	-
43	RECREATION DEPT.	290,775	276,742	272,065	145,329	289,625	305,488	300,839	300,839	-
44	LIBRARY	707,424	588,549	625,597	307,125	690,975	754,406	752,406	752,406	-
45	EMPLOYEE BENEFITS	4,263,876	3,771,050	3,647,474	1,464,814	4,263,876	4,545,075	4,545,075	4,545,075	-
46	TOTAL GENERAL GOVERNMENT	18,324,622	17,088,283	17,319,948	7,411,498	18,226,399	22,075,185	19,993,365	19,000,137	-
47	DEBT SERVICE	3,131,059	3,521,694	3,299,500	2,361,567	3,131,059	3,238,994	3,238,994	3,238,994	-
47	BOARD OF EDUCATION	36,163,384	32,748,292	33,988,894	7,451,652	-	-	-	-	-
	TOTAL GENERAL FUND	57,619,065	53,358,269	54,608,342	17,224,717	21,357,458	25,314,179	23,232,359	22,239,131	-

DEPARTMENT- ACCOUNT	ADJUSTED BUDGET DEC. 31, 2023	ACTUAL EXPENDITURE 2021-22	ACTUAL EXPENDITURE 2022-23	ACTUAL EXPENDITURE DEC. 31, 2023	MATED EXPENDITURE 2023-24	DEPARTMENT REQUEST 2024-25	TOWN MANAGER RECOMMENDED	TOWN COUNCIL RECOMMENDED	BOARD OF FINANCE RECOMMENDED
16. GENERAL EXPENSE									
ORDINANCE EXPENSE	3,000	1,195	4,598	-	3,000	3,000	3,000		
INVENTORY	2,000	1,647	1,729	1,850	2,000	2,000	2,000		
CONTINGENCY	5,000	-	-	-	5,000	5,000	5,000		
RIVERPORT FESTIVAL	1	-	-	-	1	1	1		
FESTIVAL FIREWORKS	1	-	-	-	1	1	1		
C.N.R. FUND TRANSFER	-	729,000	739,000	-	-	2,443,121	698,121		
CAPITAL PROJECT FUND	-	106,555	-	-	-	-	-		
SIDEWALK PROGRAM FUND	5,000	5,000	5,000	5,000	5,000	25,000	25,000		
ROAD IMPROVEMENT FUND									
TOTAL	15,002	843,397	750,327	6,850	15,002	2,478,123	733,123		

CAPITAL PLAN 2024-2025

[illegible]

[illegible]

Attachment F

February 16, 2024

Letter to the Cromwell Mayor

Re: Tax communications

Dear Mayor Demetriades,

My name is Rick Willard, Linda and I live at 11 Pierson Green.

Last May we refinanced our mortgage and do not pay an escrow any longer. At that time we remitted our accumulated escrow to pay the first installment of taxes due.

I expected an invoice in January for the next half year and did not get one since "that is policy to mail it once a year" We are never late for bill paying when it is on our radar! I am now being charged unnecessary interest for past due!

I will pay the interest mea culpa, but the reason for my note today:

Isn't it time to communicate with your taxpayers via email? There are many complex things happening in today's world and it seems to me that town government should join the modern world.

As your residents age there are certainly times when tax bills or other events get neglected. Emails to the homeowner would help as would that same note sent to a 'responsible party.' Wouldn't it be helpful to do more for your taxpayers?

I imagine that regular updates as well as pending bills would help your taxpayers immensely!

Just my 'two cents'

Thank you,

A handwritten signature in cursive script that reads "Rick Willard".

Rick Willard

860-989-3905