

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

Wednesday, November 9, 2022 - 7:00 p.m.

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

Absent: J. Demetriades

Also Present: Town Manager Salvatore, Chief LaMontagne, Captain Sifodaskalakis, Public Works Director Lou Spina, Town Engineer Jon Harriman, Finance Director Marianne Sylvester, Assistant Finance Director Sharon DeVoe

A. CALL TO ORDER

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

Mayor Fortenbach called for a moment of silence for Gail Richey. She passed away. Mayor Fortenbach informed the Council that she served on many boards and commissions in Town, most recently on the Board of Finance.

B. PLEDGE OF ALLEGIANCE

The Town Council stood to recite the Pledge of Allegiance.

C. APPROVAL OF AGENDA

Motion made by J. Henehan and **seconded** by J. Donohue to add Item #2 under New Business as Discussion and possible action to adopt new proposed ordinance: Ordinance limiting the number of cannabis establishments that distribute cannabis products for recreational and medical use.

Deputy Mayor Henehan and Councilwoman Donohue withdrew their motion and second. Motion and second withdrawn.

Motion made by J. Henehan and **seconded** by J. Donohue to amend the agenda add Item #2 under New Business as "Discussion and possible action to adopt new proposed ordinance: Ordinance limiting the number of cannabis establishments that distribute cannabis products for recreational and medical use", add Item #6 under Financial as "Review and approve request for an appropriation of \$17,192.63 from CNR which will be 100% reimbursed for DUI Law Enforcement Grant."

In favor: S. Fortenbach, J. Donohue, J. Henehan, P. Luna, J. Polke, A. Waters
Opposed: None.
Motion carried.

D. POLICE COMMENDATIONS

Police Chief LaMontagne was in attendance to present awards.

A Letter of Commendation was presented to Sargent Kogut as he was assigned oversight of calling hours and funeral services. Sargent Kogut coordinated with Berlin, Cromwell, and Middletown Police Departments to allow for a very large procession to travel 9 miles through the three towns. His actions in coordinating the events surrounding Mayor Allan Spotts death went above and beyond for the family, friends and the community.

Chief LaMontagne presented Detective Elizabeth Jones with two Medals of Outstanding Service. The first medal was for successfully completing a lengthy investigation on July 3, 2019 she was assigned investigation into a pharmacist. The pharmacist tampered with patients' medications. He tried to hide his tampering and avoid detection, he tampered with at least 165 vials. Det Jones length investigation led to the arrest and his prosecution by the United States Attorney's Office. Det Jones excelled through the investigative process.

The second medal awarded to Detective Jones for always leading the way promoting the Cromwell Police Department. She is always looking for new ideas to help the community. Several of her efforts include: starting a food pantry at the Police Department, holiday toy drives, school supply drives, an Easter bunny event, and a Santa Claus meet and greet event. She also promotes fundraisers for No Shave November and Breast Cancer Awareness Month.

Sargent Carlson and Bane were in attendance. Last month Bane and Sargent Carlson won the K-9 Olympics in Connecticut. Bane is the #1 Dog and Sargent Carlson is the #1 Dog Handler in Connecticut. Mayor Fortenbach congratulated them and thanked them for making Cromwell proud.

E. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS
1. CMS Building Committee Update

Rosanna Glynn was in attendance to present the Building Committee Update to the Town Council. She informed the Council that the entrance and drop off is still in progress and the floor plan is still being developed. They anticipate changes. She stated tonight we need to clarify verbiage from the resolution made to ensure that

the State understands that the Town Council intended that the Board of Education Offices be part of this project.

Motion made by P. Luna and **seconded** by A. Waters, Resolved: Concerning the resolution made on December 8, 2021 designating a "building committee" and the resolutions made on May 11, 2022 concerning authorization for the Superintendent of Schools "to apply to the Commissioner of Administrative Services" for a grant and authorizing "at least the preparation of schematic drawings and...specifications", the Council affirms the intent of these actions was to authorize both the new Middle School and the co-located Board of Education Central Office components of the project.

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

Opposed: None.

Motion carried.

F. MAYOR'S UPDATE

Mayor Fortenbach reported the following:

- He conducted a business visit at the Computer Store. It was a great visit. The owner is a resident in town and he is looking to expand as his store is growing. He looks forward to conducting more business visits in the future.
- We had a 70% turn out for Election Day which is excellent!

G. TOWN MANAGER'S UPDATE

The Town Manager provided a written report to the Town Council. In addition to his report he provided:

- A memorandum from the Public Health Coordinator regarding Seasonal Vaccination Clinics. See Attachment A.
- A memorandum from the Recreation Director regarding the Farmers Market and a Farmers Market Holiday Craft Fair. See Attachment B.

Councilman Waters addressed the Town Manager about seeing many panhandlers at the offramps and by Walmart. He asked if it is legal or if there is something that can be done about it. The Town Manager replied that it is legal as we do not have an ordinance to prohibit it. He said if it interferes with traffic then the Police Department may get involved.

H. APPROVAL OF TOWN MANAGER'S APPOINTMENT OF FINANCE DIRECTOR

The Town Manager informed the Town Council that he provided a description of Sharon DeVoe's qualifications in their addendum items. The Town Manager explained that Sharon has the qualifications and she has also been endorsed by the Finance Director. See Attachment C. The Town Council expressed they were sad

that Marianne is leaving but happy for her that she is retiring. The Mayor thanked her for her hard work and dedication. Mayor Fortenbach and Councilwoman Donohue congratulated Sharon DeVoe and told her that she does a great job and will do great work.

Motion made by J. Donohue and **seconded** by J. Polke to approve the Town Manager's appointment of Sharon DeVoe as Finance Director.

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

Opposed: None.

Motion carried.

I. FINANCIAL/FINANCE DIRECTOR'S UPDATE

1. Budget Report

Assistant Finance Director Sharon DeVoe was in attendance to present the Budget Report to the Town Council. She thanked the Town Council for approving the Town Manager's appointment and thanked Marianne for being a great boss and mentor. Councilwoman Donohue expressed how pleased she is that we were able to hire internally for the position of Finance Director. Councilwoman Donohue commended Marianne for training someone to take her place when she retires. It was requested that the Town Council receive a list of what was discussed during the Long-Range Capital Planning meeting for next month's Town Council meeting. Assistant Finance Director DeVoe assured the Council they will have a list for the next meeting.

2. Tax Refunds

Motion made by A. Waters and **seconded** by J. Donohue to approve Tax Refunds 1-9.

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

Opposed: None.

Motion carried.

3. Discussion and possible action to allocate \$200,000 from ARPA Funds for Henderson Field Lighting as requested by Cromwell Little League.

Town Manager Salvatore explained that this has been talked about for years. It started with Cromwell Little League Fundraising. They received all the proper permits but then realized how long it would take for them to fundraise enough money. They turned to the Town for support. He informed the Council that we have a Memorandum of Understanding with Cromwell Little League; they will be required to pay for the electricity for the lights if the request is approved by the Town Council and Board of Finance.

Councilman Henehan expressed that this has been something talked about and needed for a long time but he would like to be sure that we have a system in place for maintenance of the lights. The Town Manager and Town Engineer Jon Harriman replied that maintenance on the lights is part of the quote that was provided to the Town Council.

Councilwoman Donohue expressed that she has an issue with this only because this was not something on the ARPA Fund list. She stated that she would like to see a priority list for ARPA funds so that when these requests come to the Town Council they can have a discussion and see where it fits on the prioritized list.

Motion made by J. Polke and **seconded** by J. Henehan to allocate \$200,000 from ARPA Funds for Henderson Field Lighting as requested by Cromwell Little League.

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

Opposed: J. Donohue

Motion carried.

4. Discussion and possible action to appropriate \$200,000 within the CNR Fund for a two-stage project for the Multipurpose Field Project at Cromwell High School.

Town Engineer Jon Harriman was in attendance to present his memorandum and to answer any questions of the Town Council. Councilwoman Donohue asked the Town Council to keep in mind that the Town wants a Community/ Senior Center while we are looking at fields.

Motion made by J. Henehan and **seconded** by J. Polke to appropriate \$200,000 within the CNR Fund for a two-stage project for the Multipurpose Field Project at Cromwell High School.

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

Opposed: None.

Motion carried.

5. Discussion and possible action to set fee for proposed set up loading of barge at 60 River Road as recommended by Town Manager.

The Town Manager informed the Council that he was approached by Bay Crane with a request to use 60 River Road. See Attachment D. Town Manager Salvatore recommended to the Town Council to set the fee to use the property at \$5,000 for three (3) days and \$1,500 per day if it takes longer than the anticipated three (3) days.

The Town Council asked questions regarding insurance requirements and if the Town Manager researched the fee charged for a similar request from years prior. The Town Manager informed the Town Council that the Town will require an insurance binder and that he did look into the fee from a previous similar request.

Motion made by J. Henehan to set the fee at \$5,000 for the set up and loading of the barge at 60 River Road as recommended by the Town Manager.

Councilman Henehan withdrew his motion. Motion withdrawn.

Motion made by J. Henehan and **seconded** by J. Donohue to set the fee at \$5,000 for the set up and loading of barge at 60 River Road for the anticipated three days. If the proposed operation exceeds three days, the set fee shall be \$1,500 per day.

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

Opposed: None.

Motion carried.

6. Review and approve request for an appropriation of \$17,192.63 from CNR which will be 100% reimbursed for DUI Law Enforcement Grant.

Motion made by J. Donohue and **seconded** by P. Luna to approve \$17,192.63 to be taken from CNR and then be 100% reimbursed to the Town for the DUI Law Enforcement Grant.

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

Opposed: None.

Motion carried.

J. CHIEF OF POLICE'S UPDATE

Police Chief LaMontagne was in attendance to present her update to the Town Council. In addition to her report she informed the Council that they have one applicant they are moving forward, currently they are doing a background check on the individual. The Police Department is re-advertising as they need one more officer.

The Town Manager and Chief LaMontagne informed the Town Council that they met with the Police Union and looked at the potential of a schedule change. The reason for this schedule change is a result of the Police Department having a difficult time attracting applicants because of their schedule which is 5/3 and rotates every week.

Chief LaMontagne explained that the Sargent has been approved for administrative purposes to get the Police Department accredited. The Town Manager expressed his support for this decision.

Chief LaMontagne also informed the Town Council that a memo was provided regarding Streets and Sidewalks under Informational Items on this agenda. A brief discussion took place.

K. PUBLIC WORKS DIRECTOR'S UPDATE

Public Works Director Lou Spina provided a written report to the Town Council. In addition to his report he provided the following updates:

- We have hired a new Chief Mechanic. He will begin employment on Tuesday, November 15th.
- They closed out the Community Garden.
- They completed a brush grind at the transfer station to make room for leaves and brush.
- The Sewer Administrator is retiring after 39 years of service. He encouraged the Council to be sure to wish him well if they see him.
- A new engine was put in the Senior Center bus and it is back in service.

L. CITIZEN COMMENTS

None.

M. NEW BUSINESS

1. Review and Approve 2023 Meeting Schedule

There was discussion about changing the November 8, 2023 meeting to November 13, 2023 as it will be the day after election day and an Organizational Meeting will be held the following Monday, November 13, 2023.

Motion made J. Donohue and **seconded** P. Luna to approve the 2023 Town Council Meeting schedule, moving the November 8 meeting to November 13, 2023.
In favor: S. Fortenbach, J. Donohue, J. Henehan, P. Luna, J. Polke, A. Waters
Opposed: None.
Motion carried.

N. APPROVAL OF MINUTES

1. October 12, 2022 Regular Meeting Minutes

Motion made by J. Donohue and **seconded** by J. Henehan to approve the minutes of the October 12, 2022 Regular Meeting.
In favor: S. Fortenbach, J. Donohue, J. Henehan, P. Luna, J. Polke, A. Waters
Opposed: None.
Motion carried.

O. RESIGNATIONS

None.

P. APPOINTMENTS AND REAPPOINTMENTS

2. Appointments

- a. **Board of Finance**, Julia L. Aurigemma (R), alternate member for a term expiring 11/2023.

See Attachment E for Julia L. Aurigemma's Application.

Motion made by A. Waters and **seconded** by J. Polke to appoint Julia L. Aurigemma (R) to the Board of Finance as an alternate member for a term expiring 11/2023.

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

Opposed: None.

Motion carried.

Q. INFORMATIONAL ITEMS

1. Streets and Sidewalks

Town Manager Salvatore explained that the Town Council received support material in their packets for this item.

2. Memorandum of Agreement regarding Police Schedule

Town Manager Salvatore explained that the Town Council received support material in their packets for this item.

R. ADJOURN

Motion made by J. Donohue and **seconded** by J. Henehan to adjourn.

All in favor. Motion carried.

The meeting adjourned at 8:47 p.m.

Respectfully submitted,




Amanda Calve
Secretary



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

TO: Anthony J. Salvatore
Town Manager

FR: Salvatore Nesci
Public Health Coordinator 

RE: Seasonal Vaccination Clinics

DATE: November 4, 2022

As you know, the Cromwell Health Department has promoted 3 vaccination clinics at the Town Hall since September in cooperation with the Cromwell Stop & Shop Pharmacy. We have been providing vaccinations for seasonal influenza, COVID-19 (initial and booster shots), pneumonia, shingles and TDAP.

To date, we have provided shots, and in most cases multiple shots, to over 600 residents in excess of over 900 shots.

Aside from thanking Stop and Shop Pharmacy for their tremendous cooperation, I would like to extend the department and the towns' sincere gratitude to our base of volunteers that come out and help us run our clinics year after year, even at the height of the pandemic. I would also be remiss if I did not thank our entire health department staff for their professionalism in helping plan and run our clinics. Lastly, I want to give a special thanks to our public works department/building maintenance staff for their hard work setting up and taking down of all the tables and chairs time after time before and after each clinic. They do a great job!

As COVID-19 and seasonal influenza cases continue, we too continue to monitor the status. If needed we will continue throughout the winter to provide more opportunity for town residents to come to us for their vaccination needs. Residents have come to know and trust our town to provide this needed service and health department staff is happy and ready to host more clinics when needed.



SCOTT KIERAS
RECREATION Director

SHELBY JONES
Program Coordinator

ROSANNE KRAJEWSKI
Administrative Assistant

MEMORANDUM

TO: Anthony Salvatore, Town Manager

FROM: Scott Kieras, Recreation Director

DATE: November 9, 2022

RE: Farmers Market Recap and Farmers Market Holiday Craft Fair Information

The Farmers Market concluded 9/30/22. I am recommending we have a meeting with the appropriate departments to discuss the following items:

- ❖ Length of market. My recommendation will be Memorial Day (May 26th – September 1st).
- ❖ Market Day Supervisor. I believe John Whitney has done a good job of setting up, communicating with vendors and cleaning/locking up facility during the market. Discussions will be heard by all people attending meeting as to what direction we feel we need to go forward.
- ❖ Marketing of Market. My recommendation would be for our department to take over this task which consists of getting sponsors, highlighting vendors, Facebook and Instagram posts on a weekly basis. Communicating with Vendors and having them properly vetted by Town is also included. Booking Food Truck Vendors early in year so we are not limited with variety of offerings.
- ❖ Discussion on fees, adopting a budget and recommendations of increased attractions to the Market. Examples of these are Yard games for kids to allow parents to stay longer. A Town of Cromwell Farmers Market Table highlighting our Market, with raffle prizes, giveaways, etc.

In summary, I believe we need to start planning earlier in the year. After a year under our belt, we will learn from this previous season and make improvements to next

season to increase foot traffic, positive word of mouth, vendors attraction and more. Ideas will be discussed at our meeting.

On a Vendors recommendation, we have created the 1st Annual Town of Cromwell Farmers Market Craft Fair on Saturday, December 10th. This Craft Fair will run from 9:00 AM – 2:00 PM in our Town Hall Gymnasium. Cost for table is \$35.00 dollars, with a max of 40 tables. We are currently have less than 5 tables left to be completely sold out. We will have food trucks in the parking lot which will also bring in additional revenue. We are also exploring the option of adding additional tables in the hallway outside of gymnasium. I anticipate revenue of at least \$1,500.00 from this event. All monies will be added to the Town of Cromwell Farmers Market revolving account to start next season with positive seed money. In less than 1 months' time, we have marketed, promoted, recruited vendors, food trucks, etc. Because of this, with an early start in January I am confident we can grow our Town of Cromwell Farmers Market in a similar way.

If you need further information concerning the aforementioned information do not hesitate to ask. Thank you.



Sharon DeVoe, Assistant Finance Director

Sharon DeVoe graduated from Bryant University with a Bachelor of Science degree in Accounting. Sharon also is a Certified Connecticut Municipal Officer (CCMO). Prior to coming to the Town of Cromwell Sharon worked for the City of Bristol as Deputy Treasurer. In that capacity she performed banking and treasury functions along with debt service management, cash flow analysis, and the administration of three retirement plans.

In 2015 Sharon DeVoe was hired as Assistant Finance Director for the Town of Cromwell. In this role she assisted all departments with their annual budgets, worked on major projects which included the issuance of bonds, performed all banking and treasury functions, which included three banking transitions and supervised Finance staff in cash management, payroll, revenue and accounts payable. Over the past eight years Sharon worked closely with the Finance Director on all financial matters. Recently she has been working with the School Building Committee on selection of the Architect, Project Manager, Commissioning Agent and Construction Manager. She also worked closely with the Project Manager to develop the budget and cash flows for the New Middle School and the BOE Central Offices.

BAY CRANE CONNECTICUT

"Northeast's Leader in crane rental and specialized transportation solutions"

37 Nettleton Avenue, North Haven, CT 06473 Tel: 203-785-8000

Cromwell Cable Reels

Dimensions: 59'6"L x 10'9"W x 11'8"H weighing 325,000 lbs

Setting up a 12 Line Goldhofer THP next to rail siding in the parking lot at 309 Main Street in Cromwell, CT

We will have a tractor, 12 Line, Jack & Slide, and a Boom Truck or Lull onsite

We will use a Jack & Slide Operation to take the reel off the rail car and this will take approximately 6-12 Hours

We will then travel North on Main Street, turn right onto Wall Street, turn right onto River Road and turn left into ~~Cromwell Landing~~. (Map reflecting route below)

GO RIVER RD. ATTACHED
We will perform this move early in the morning, once loaded.

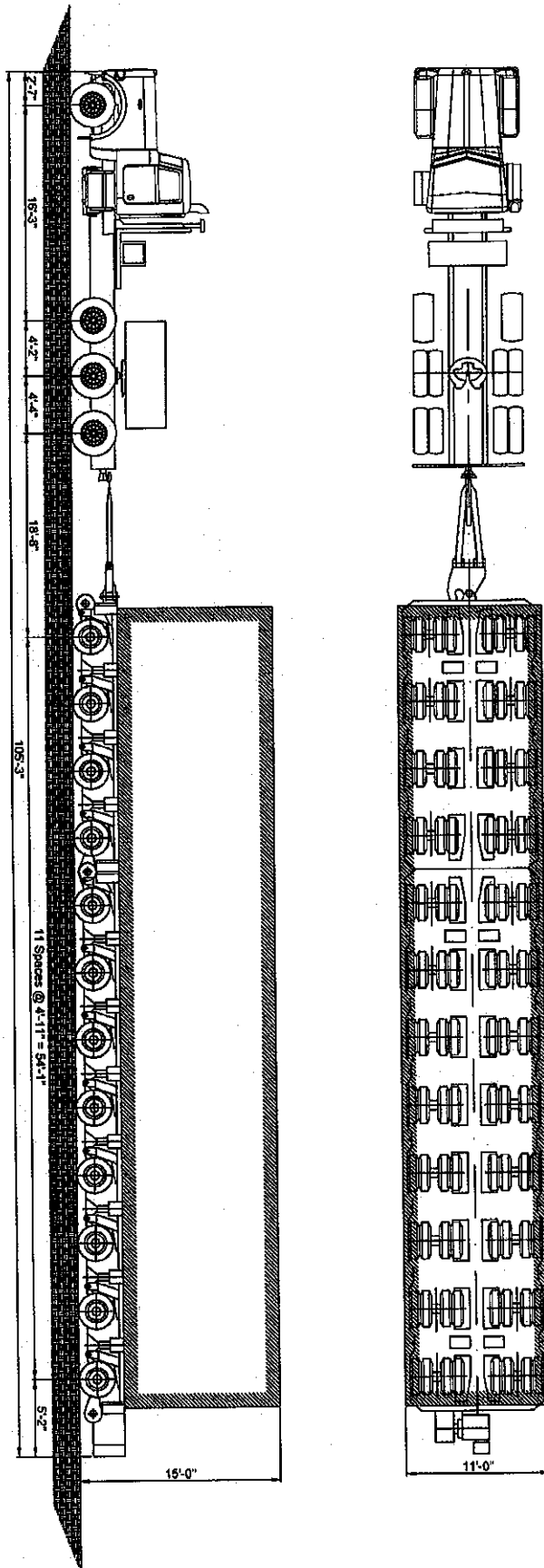
GO RIVER RD.
At ~~Cromwell Landing~~ we will use two cranes to pick the reel off the trailer and onto the Barge. (2) Liebherr LTM 1650 Hydraulic Cranes will be used.

We estimate the crane portion will take approximately (3) Days- One day to set up the cranes, one day to do the pick, and one day to break down the crane.



Overall Dimensions of Transport	
Length:	105 ft - 3 ins
Width:	11 ft - 0 ins
Height:	15 ft - 0 ins
Weight	
Tractor:	29,000 Lbs
Counterweight:	40,000
Towbar:	1,000
12 Axle THP:	96,000
Pony Motor:	3,000
Load:	325,000
G.V.W.:	494,000

Axle Load & Tire Rating	
Axle	1 2 3 4 5 6 7 8
Lbs	Lbs Lbs Lbs Lbs Lbs Lbs Lbs
Rating	14,000 17,000 19,000 19,000 19,000 35,417 35,417 35,417
Axle Rating	20,000 20,000 23,000 23,000 23,000 57,672 57,672 57,672
Lbs	9 10 11 12 13 14 15 16
Rating	35,417 35,417 35,417 35,417 35,417 35,417 35,417 35,417
Axle Rating	57,672 57,672 57,672 57,672 57,672 57,672 57,672 57,672





Town of Cromwell Board & Commission Application Form

Name: Julia L. Aurigemma

Address: (Home) 7 Brittany Circle

Telephone: 860 635 2053

E-mail Address: Jaurig@snet.net Occupation: Attorney, Retired Judge

If you are not currently a registered voter in Cromwell, please register in the Town Clerk's office to serve on a board or commission. If you are registered, please check off your party affiliation below. Thank you.

Party affiliation: ☐ Democrat ☒ Republican ☐ Unaffiliated

Board or Commission of Interest: Finance

Briefly explain your reasons for being interested in serving your town in this capacity and note the qualifications you have which you think will be an asset to this Board or Commission.

I have handled commercial matters both as an attorney
and as a Superior Court Judge and believe I
could contribute to the Town

Please include three (3) References with your application.

Name	Address	Phone Number
Jacqui Keithan	20 Brittany Circle Cromwell	860 635 3501
Vivian MacAlpine	25 Brittany Circle Cromwell	
Karen Zakski	23 Brittany Circle Cromwell	

Signature: [Signature] Date: 11-6-22

Thank you for taking the time to fill out this application. Volunteers play a vital role in the Cromwell government and we appreciate your interest. Upon completing your application please forward to the Mayor's Office, 41 West Street, Cromwell, CT 06416.